

Methodical Guideline

No. **MP.1.231**

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MFA cards (employee ID cards)

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1. Purpose

This methodical guideline modifies the rules and procedures of issuing, assigning and cancelling identification cards enabling entry to the ŠKODA AUTO company premises (hereinafter referred to as „the company“).

2. Scope of validity

This methodical guideline is valid in the company and defines procedures in all company departments and procedures that must be enforced at or applied to the conditions of a business partner.

3. Basic concepts/abbreviations

3.1 Abbreviations

CZ	Checking zone
MFA	Multifunctional ID card, i.e. an electronic form of a company ID card („Multifunktionsausweis“ in German)
MFAk	MFA card issued by another company of the Volkswagen Group
OU	Organization unit, overview of OUs is stated in the company structure
PKI	Public Key Infrastructure
SZ	Security zone

3.2 Basic concepts

Certificate	It is issued in the form of a data message and contains data on the person who requested the certificate incl. the data for generating and verifying an electronic signature
Certification authority	An institution that issues electronic certificates based on the defined rules. These may be used for ensuring a higher level of security access to applications, data encrypting or for an electronic signature.
Checking zone	A restricted area with a special checking system The list of CZs is given on the form „Arranging/changing/cancelling access to zones“.
Company premises	All buildings owned by the company, spaces rented by the company for conducting its activities as well as rented spaces for holding one-off events

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Electronic cash office for transferring EUR between MFA cards	A facility for transferring EUR from one MFA card to another upon their replacement. The credit in EUR is used for making payments for food within the Group. The MFA credit cannot be converted into cash, it can only be used for purchasing goods at VW.
Employee	For the purposes of this Methodical guideline it is a natural entity who has an employment relationship with the company.
External entity	For the purposes of this methodical guideline a natural or legal entity who performs work or provides services in the company area based on a contractual relation concluded between them, or their employer, and the company (e.g. agency employees, business partner employees)
Multifunctional card	<p>Serves as an identification document. It entitles company employees, students of company schools, external entities and visitors to enter the company and enables the identification of persons in the company's applications or applications mediated for the company.</p> <p>It is owned by the company. See Supplement 1 for the samples of MFA cards owned by the company.</p>
Party requesting a service	For the purposes of this Methodical guideline it is the OU manager or their signing representative who requests a service to be provided to them by an external entity.
PKI chip	A contact chip that may be activated. The activated PKI chip contains certificates verified by the certification authority. Using the certificate is secured by a PIN.
Registration authority	Workplace of the certification authority run by the ZO dept. in Mladá Boleslav, Kvasiny and Vrchlabí, which arranges issuing certificates and their loading onto the PKI chip in the MFA card. There is a registration authority at each Group company.
Security zone	A restricted area with a special checking system (restricted and controlled access only to an authorized group of people) which is on a higher security level than a checking zone. The list of security zones is stated on the „Arranging/changing/cancelling access to zones“ form
Visitor	A natural entity conducting a one-off temporary stay at the company.
ZO dispatching	A unified dispatching of the company security guard / fire brigade
Zone	A restricted area with a controlled entry regime (area zone, CZ, SZ). The electronic entry checking system enables entering the space only to an MFA card holder with an assigned certification.

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3.3 Types of MFA

3.3.1 MFA1

A contactless chip carrier to whom access rights to the area, SZ and CZ are assigned. The chip serves to identify the holders of other applications (e.g. electronic attendance system, electronic entry, ŠKODA catering system, fuel service, copy-machines). Access authorizations for entering the area and the VW Group's SZ (e.g. Volkswagen AG, Audi AG, Volkswagen Slovakia) may be assigned to the chip also abroad.

Use:

- a) External entities with a photograph (long-term entry)
- b) External entities without a photograph (short-term entry)
- c) One-day visits without a photograph
- d) Interns, students writing a diploma thesis, vocational school students – with a photograph
- e) Vehicle card (vehicles for company needs/ external entity vehicles)

3.3.2 MFA2

They are used in the same manner as MFA1 and carry a PKI contact chip. The activated PKI chip contains certificates for access to computing systems, company's data network, e-mail encrypting, etc.

Use:

- a) company employees
- b) external entities with the access to the company's data network
- c) company employees with another legal relation

3.4 MFA period of validity

- employee MFA: duration of the employee's employment relationship;
- external entity MFA (short-term entry): within 30 calendar days;
- external entity MFA (long-term entry): within 12 months;
- visitor MFA: 24 hours;
- company car MFA: from the date of assigning the car to the date of its return;
- external subject MFA: from the time of assigning entry permit to the company, until the end of the calendar year at the max.

4. Competencies

Activity	Responsibility
Issuing and assigning MFAs	ZO
Activating, de-activating entry permits to the company area	
Activating, deactivating entry permits to zones	
Electronic blocking of the contactless MFA chip	
Checking the entitlement to enter the company area	
Making decisions on the payment for issuing an MFA duplicate	
Approving applications for issuing external subject MFAs for entry to company areas	Party requesting the service, ZO
Approving applications for issuing MFA for entry to company areas for external entity employees performing activities in rented company areas	
Approving access rights to SZ, CZ for employees	OU manager or their signing representative, Zone administrator
Approving access rights to SZ, CZ for external entities	Party requesting the service, Zone administrator
Approving entry of visitors to the company area	ZO, OU employee (receiving the visit)
Activating and deactivating the PKI chip	Registration authority
Activating, deactivating vehicle entry permit to company areas	ZO (all vehicles), PTK (company cars administrated by PTK)
Activating, deactivating cashless catering in EUREST	ZO

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Making the payment for MFA in the case of loss or damage caused	Employee
Returning the employee MFA following a termination of the employment relationship	Respective HR consultant
Filing the request to terminate the external entity MFA at the office granting entry permits	Party requesting the service
Sorting out instances of misuse of the MFA	ZO (together with the OU involved)

5. Procedure

5.1 Conditions of assigning access to external entities

5.1.1 Visit

The permit to visit is granted for a one-off entry with the purpose of business negotiation or extraordinary entry of servicing employees of an external entity to deal with emergency situations in the company.

A visit involves issuing an MFA to the visitors of medical facilities within the company areas. In this case MFAs are only issued in order to keep a record of the entry and exit of persons.

5.1.2 Short-term entry

Short-term entry is allowed for the purpose of providing services to the company for a maximum period of thirty days. A maximum of two consecutive applications for a short-term entry permit for the same employee of an external entity and the same party requesting the service may be filed during one calendar year.

5.1.3 Long-term entry

A long-term entry is permitted with the purpose of providing service of a long-term nature for the company (both regular and irregular) for the period of 12 months.

5.2 Conditions of assigning an MFA for another employment relationship

When agreeing on an alternative employment relationship an additional MFA is negotiated for the purpose of identifying a person in an alternative legal relationship (e.g. recording attendance, catering, PKI activation).

An additional MFA does not entitle persons to enter the company.

5.3 Rules for using MFA

5.3.1 Identification with MFA

When entering or leaving any areas of the company, every MFA card holder is obligated to use the MFA card reader (excl. the additional MFA). If the entrance/exit space is not equipped with the reader, the employee is obligated to display their MFA card for a check by ZO employees without being asked to do so. The obligation to keep the MFA on them applies both to employees as well as the employees of external firms in company areas and display it upon request from a ZO employee.

The obligation to wear the MFA card visibly applies to visitors, if safety regulations governing occupational safety and health protection do not state otherwise or technical conditions do not allow it.

Further, it is the OU manager's competence to decide on the necessity to wear the MFA in the defined area.

5.3.2 Misuse of the MFA

MFA is non-transferable. The misuse of MFA, in accordance with working regulations, may result in disciplinary action. If the breach to the regulations occurs on the side of an external firm, it may result in cancelling the entry permit to the company areas.

5.3.3 Non-functional MFAs

If the MFA fails to work, an employee or an external subject contacts the Service desk (17777), or the office handling entry permits.

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- 5.3.4 Loss of / damage to MFA
The loss of MFA must be reported immediately to the ZO dispatching (phone no. +420 326 812316) and immediate manager by an employee or external entity. The ZO dispatching in Mladá Boleslav arranges blocking the MFA card for all company areas.

If the loss or damage of the MFA is caused by an employee or external firm, a charge for issuing a new MFA must be paid at the amount defined by the „Employee MFA card handover protocol” or the „External firm MFA card handover protocol”. Final decision on the payment of the charge is the competence of ZO.
- 5.3.5 Replacement MFA
Upon losing or forgetting the MFA, an employee is issued a one-off replacement MFA by ZO at entry gates. This MFA cannot be used to record attendance, use petrol station, etc.
- 5.3.6 Changing information on the MFA
Every employee is:
– obligated to have the information changed upon the change of their first name or surname (after informing the respective HR consultant);
– obligated to report that they have been assigned a car for personal use;
– entitled to have the information changed after graduating with a degree.
obligated to ask ZO for a replacement of MFA. MFA is replaced upon personal visit to the workstation issuing entry permits.
- 5.3.7 Extending the validity of the MFA card
Before an external firm MFA card expires, the party requesting the service asks for extending the validity of the MFA with the form „Request for a long-term entry permit”, provided that the external firm’s activities in the company continue.
- 5.3.8 Terminating the validity of the MFA card
Upon terminating the employment relationship the company employee is obligated to return the MFA card. In the case that an employee participates in two industrial relations, a new MFA card for the secondary industrial relation that becomes the primary one must be issued upon terminating the primary industrial relation.

The party requesting the service must report the request for terminating the validity of an MFA card of an external entity to the office issuing entry permits based on the information from an external entity.
The party requesting the service together with an external firm must ensure that external firm’s MFA cards are returned to the office issuing entry permits after their activities in the company areas have finished.
- 5.3.9 Group MFA
The Volkswagen Group employees use their MFAk cards in the company. Entry permits applicable within the company may be assigned to MFA.
- 5.3.10 Public administration body
Public administration bodies whose right to enter the company area is established by the law do not need to be issued an entry permit.
- 5.4 Administrating MFA cards**
Administration of the MFA cards, i.e. the process of issuing MFAs to employees and external entities, extending the validity of MFAs, change in the information stated on the MFA, loss or damage to the MFA and termination of validity of the MFA are defined in the process „Administrating MFAs”, see Supplement 2.
- 6. Related documents**
- 6.1 Laws**
251/2005 Sb., on work inspection
273/2008 Sb., on the Police of the Czech Republic
372/2011 Sb., on medical services and the conditions governing their provision

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6.2 Group documentation
- N/A

6.3 Group documentation
[ON.1.022 Confidentiality](#)
[ON.1.034 Protection of Assets](#)
[ON.1.038 Protective Measures](#)
[122/4 Data protection and security](#)
[711/3 Damage](#)

List of security zones and checking zones including zone administrators (Employee portal)

7. Records

Employee MFA handover protocol

External entity MFA handover protocol

Electronic form Generating, changing, cancelling access to zones, reg.no. 9039

Forms defined on the Employee portal/ Information/ Plant protection/ Forms and documents/ FO forms:

- Application for a long-term entry permit, reg.no. 1440
- Application for a short-term entry permit, reg.no. 1584
- Application for an entry permit to zones, reg.no. 1559
- Application for area T entry permit, reg.no. 1560
- Application for a transit of vehicles – internal, reg.no. 1438
- Application for an entry permit – external firm, reg. no. 1439

8. Supplements

Supplement 1: MFA templates issued by the company

Supplement 2: [Process description „Administrating MFAs“](#)

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ZO/ Brand protection and security

Supplement 1: MFA templates issued by the company



Employee, intern, worker with an agreement to perform work/agreement to complete a job



Employee with a company car for personal use



External firm



Personnel agency employee



Vocational school student



Additional MFA



Car MFA card- internal



Car MFA card – external



Back of the MFA card without PKI



Back of the MFA with PKI



ŠA university - Front



ŠA unievrstity - back