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INTRODUCTION

It has been acknowledged by the organization that implementation of Policies is a necessary way to ensuring the Equipment Siting Policy to avoid Security incidents which are to be dealt with/in a fair and effective way wherever extreme carelessness or irresponsibility is involved.

PURPOSE

The purpose of this policy is to safeguard the equipment from unauthorized access and environmental threats and hazards by planned siting and protection.

SCOPE

This procedure is used to avoid Unauthorized Access and safe guarding the organization's grave important equipments from the environmental Threats and Hazards by planned siting and protection pertaining to Information Security.

REFERENCE

Security Department
HOD-Head of Department
IT-Information Technology

RESPONSIBILITY

Reporting Manager
Head of Department
Security Staffs
ISMS/Concern Manager
Information Technology

Equipment Siting Policy

- Servers will be sited at a location separate from normal operational area to avoid intentional or unintentional damage or breach.
- All the equipment will be protected from direct sunlight and heat wave by using smoke glasses on the windows and by providing efficient cooling system internally.
- Network devices with limited access rights will be stored at a height not reachable from ground level to avoid damages.
- Heavy power consuming devices like Air conditioner will be equipped with an electronic circuit breaker to avoid damages due to power surges.
- Security recording and monitoring devices (close circuit television and Perimeter security and attendance system) will be sited to avoid any environmental or physical damages or unauthorized access.
- No equipment with critical information processing capabilities or data will be sited in the Non operational area (Visitor Area).
- The equipments location will be reviewed at regular intervals or in case of an incident for adequacy.

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Responsibility:

Management Representative will be responsible for proper siting and regular monitoring of the equipments for physical or environmental damages or security breach.

Effective Date:

This policy will be effective from 21 September 2016.

Violation:

The company expects total compliance of this policy. Violation, if any, will be viewed seriously and may invite appropriate action.

Policy Owner:

Security and IT Departments would be responsible for maintaining and carrying out subsequent modifications.

Revision of Policy:

Management reserves the right to revise this policy at any time and in any manner without notice. Any change or revision will be available with the Management and will be communicated appropriately.

ENCLOSURES

NA

FORMATS / EXHIBITS

NA