

DEPARTMENT		ISSUE DATE	REVISION #
MR	OEC-MR-ISMS-M-01	2016-10-10	0.0
	CHAPTER 10 - IMPROVEMENT		PAGES 1 of 2

PURPOSE

To ensure that select opportunities for improvement are identified and necessary actions to meet intended security requirement.

SCOPE

Applicable to all improvement activities required for ensuring service conformity at the Head office and warehouse located at Dheku.

REFERENCE

NA

RESPONSIBILITY

The overall responsibility for establishing, implementing and updating this system lies with the Chief Operating Officer

PROCEDURE / DESCRIPTION OF ACTIVITIES

- 1.1 To achieve intended outcome of Information Security Management System, opportunities for Improvement determined during following and implemented by taking appropriate actions.
 - 1.1.1 Monitoring, Measurement, Analysis and Evaluation of Information Security Management System
 - 1.1.2 Internal Audit of Information Security Management System
 - 1.1.3 Management review of Information Security Management System
- 1.2 Improvement can be initiation and implementation of Corrective Actions, Continual Improvement, Breakthrough Changes, Innovation in Technology or other, Re organization etc.
2. Non Conformity and Corrective Action:
 - 2.1.1 Prompt actions are initiated for every Non Conformity for controlling and correcting.
 - 2.1.2 Consequences (including adverse Information Security Impacts) of Non Conformities are determined.
- 2.2 Non Conformity are reviewed to determine causes, Similar other (or potential) non-conformities are also determined

DEPARTMENT		ISSUE DATE	REVISION #
MR	OEC-MR-ISMS-M-01	2016-10-10	0.0
	CHAPTER 10 - IMPROVEMENT		PAGES 2 of 2

- 2.3 Corrective Action plan (appropriate to the significance of effect of Non Conformance or Information Security Impact) is worked out to eliminate causes and implemented. Effectiveness of corrective actions are reviewed.
- 2.4 Information Security Management System is changed as required.
- 2.5 Records of Non Conformity and Corrective Actions are maintained.

ENCLOSURES

NA

FORMATS / EXHIBITS

NA