

DEPARTMENT MR	OEC-MR-ISMS-M-01	ISSUE DATE 2016-10-10	REVISION # 0.0
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PURPOSE

To ensure that resources such as people resources, information, infrastructure, and work environment essential to the implementation and achievement of the organisation's strategies and objectives for the Security management system are identified and made available.

SCOPE

Applicable to the assessment and provision of human resources, material resources, and infrastructure at the Head office and warehouse located at Dheku.
Pickup, Storage (Physical and Media), Retrieval and Forwarding, Permanent Returning or Pre-Destruction Services for Customer Records at Dekhu location and supporting activities from Head Office at Vashi.

REFERENCE

NA

RESPONSIBILITY

The overall responsibility for ensuring that the required resources are identified and provided for lies with the respective Branch/Zonal Managers

PROCEDURE / DESCRIPTION OF ACTIVITIES

DEPARTMENT MR	<p>1. Resources:</p> <p>1.1 Requirement of all type of resources (infrastructure, Technology, Competent People, Finance etc.) is determined, provided and maintained for establishment, implementation, maintenance and continual improvement of Information Security Management System</p> <p>CHAPTER 7 SUPPORT</p>	ISSUE DATE 2016-10-10	REVISION # 0.0 PAGES 2 of 3
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1.2 Top Management ensures persons having responsibilities for Information Security Management System are supported with necessary resources (including external provider as required.)

1.2 Resources are provided as per Policy for Purchase (OEC-ADM-PU-P-01) and Purchase Process (OEC-ADM-PU-P-02)

1.3 Physical resources are maintained by outsourced agencies as per Policy for Purchase (OEC-ADM-PU-P-01) and Purchase Process (OEC-ADM-PU-P-02)

2. Competence:

2.1 Based on Role, Responsibilities & Authorities, Controls defined for Information Security performance and Fulfilling compliance obligations by particular position - level, Job Competence criteria are determined for persons working under organization's control, clarifying following:

2.1.1 Competence (Skill & Knowledge).

2.1.2 Education & relevant experience.

2.1.3 Other Job related criteria, if any.

2.3.1 Records of employee's actual competence, education, experience, training & other personnel data are maintained & referred while qualifying for particular positions.

2.3.2 Any gap between employee's actual competence and competence requirement for particular position – level is determined.

2.3.3 Competence enhancement is carried out by providing training, mentoring or any other method.

2.3.4 If required reassignment of current employee, hiring competent employee or out sourcing of activities is carried out

2.4 Records of competence requirement, actual competence, and method decided to bridge the gap is maintained.

3. Awareness:

3.1 All employee (including outsourced working in premises) are made aware of:

3.1.1 The Information Security policy and its intent

3.1.2 The significant Information Security aspects and related actual / potential impact (associated with their work)

3.1.3 How person can contribute for effective implementation of Information Security Management System and enhance Information Security Performance.

3.1.4 Implication of non-conformance related to Information Security Management System.

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3.1.5 Implication of non-fulfillment of organization's compliance obligations.

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ENCLOSURES

NA

FORMATS / EXHIBITS

NA