

## QG Information Security Management Standard

No.	Section	Standard	Deliverables
1	Information Security Management Policy	A documented Information Security/Information Assurance Policy is in place	<p>An IS/IA policy is written and includes;</p> <ul style="list-style-type: none"> <li>○ Management commitment,</li> <li>○ Scope of system,</li> <li>○ Meeting external standards,</li> <li>○ Communication channels,</li> <li>○ Dated</li> <li>○ Signed</li> </ul> <p>The policy has been reviewed in the last 12 months</p>
2	Scope	A statement is in place that defines the scope of the system.	<p>The statement includes</p> <ul style="list-style-type: none"> <li>○ Locations</li> <li>○ Other standards in scope</li> </ul>
3	Management Responsibilities	Management responsibilities are defined in writing	<p>Organisation ownership is defined, in writing and by section</p> <p>Evidence is in place that individuals understand that they have section responsibility</p> <p>A management representative is identified</p>
4	Security Objectives	Company security objectives are documented, agreed and reviewed	<p>A written system is in place that details;</p> <ul style="list-style-type: none"> <li>○ objectives,</li> <li>○ scope</li> <li>○ definitions</li> </ul> <p>A system is in place that reviews and updates objectives on a regular basis (minimum yearly)</p>
5	Legal Requirements	A process is in place that documents and reviews legal requirements	<p>A process is in place to document</p> <ul style="list-style-type: none"> <li>○ legal requirements,</li> <li>○ Security regime,</li> <li>○ Security rules</li> <li>○ Security responsibilities</li> <li>○ Data Protection</li> </ul>
6	Communication	A system is in place to communicate information security policies	<p>A system is in place to communicate with</p> <ul style="list-style-type: none"> <li>○ Internal stakeholders</li> <li>○ External stakeholders</li> </ul>
7	Operational Control	A system is in place to manage and control operational processes	<p>A system is in place that covers</p> <ul style="list-style-type: none"> <li>○ Security Risk Assessments</li> <li>○ Physical</li> <li>○ Online</li> </ul>

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			<ul style="list-style-type: none"> <li>○ Incident Management, Disaster Recovery &amp; Business Continuity</li> <li>○ Detection</li> <li>○ Resolution</li> <li>○ Recovery</li> <li>○ Asset Controls</li> </ul>
8	Procurement	A system shall be in place to identify and monitor suppliers	<p>A documented system is in place to monitor supplies of goods and services.</p> <p>The system identifies the risks associated with each procurement process.</p>
9	Incident Preparedness	A system is in place to manage and control unplanned incidents	<p>A documented system is in place that covers</p> <ul style="list-style-type: none"> <li>○ Risk identification</li> <li>○ Key contacts</li> <li>○ Review &amp; revision</li> </ul>
10	Checking & Document Control	A system is in place for checking and document control	<p>A documented system is in place to cover the following</p> <ul style="list-style-type: none"> <li>○ Measuring</li> <li>○ Monitoring</li> <li>○ Evaluation</li> <li>○ Non-conformity</li> <li>○ Corrective action</li> <li>○ Preventative action</li> <li>○ Control of records <ul style="list-style-type: none"> <li>○ Identification</li> <li>○ Storage</li> <li>○ Protection</li> <li>○ Retrieval</li> <li>○ Retention</li> <li>○ Disposal</li> </ul> </li> </ul>
11	People & Training	A system is in place to manage and measure training processes	<p>A system is in place to identify training needs of employees and is implemented on. The system covers;</p> <ul style="list-style-type: none"> <li>○ Pre-employment</li> <li>○ Recruitment</li> <li>○ Induction</li> </ul> <p>A HR System is in place that covers;</p> <ul style="list-style-type: none"> <li>○ Security awareness</li> <li>○ Security risks</li> <li>○ Whistleblowing</li> <li>○ Disciplinary</li> <li>○ Records</li> </ul>
12	Management Review	A system is in place to review the effectiveness of the ISMS	<p>A system that reviews</p> <ul style="list-style-type: none"> <li>○ Policy</li> <li>○ Objectives</li> </ul> <p>On an annual basis is documented and acted upon</p>

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13	Audit	An internal and/or third part audit is carried out at regular intervals.	An audit process is in place that checks the system at least once per year.
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