EXAMPLE – Procedure IS-2 - Working in Secure Areas

1 People and Purpose

This procedure applies to Production, Research and Finance workers, Directors, the Chief Technical Officer (CTO) and the ICT Manager.

It specifies what you must do to protect the work areas with restricted access.

NOTE	This procedure implements the control ISO/IEC 27002:2022, 7.6 (ISO/IEC 27002:2013, 11.1.5).

2 Secure Areas

PAROLA has rooms with internal doors that are locked, primarily to forbid access to contractors, such as cleaners, and other visitors.

2-1 Stock Area

The Stock Area has two access points:

Outside loading bay;

Internal door with a keypad combination lock.

2-1-1 Who Knows the Combination

Production workers.

2-1-2 Change of the Combination

Change the combination in either of the following situations:

(1) A worker leaves the Production team;

(2) We suspect that the code is compromised.

2-1-3 Procedure

Do the following.

(1) Open the internal door with the keypad combination lock, to access the Stock Area, or to provide access to another person. Afterwards, shut the internal door, which will automatically lock.

(2) Open the loading bay shutter, to receive a delivery. Afterwards, close the loading bay shutter.

(3) At the end of the day:

    (a) If necessary, close the loading bay shutter;

    (b) If necessary, shut the internal door, which will automatically lock.

2-2   Research & Development Suite

The Research & Development Suite has one access point, an internal door with a keypad combination lock.

2-1-1   Who Knows the Combination

Research & Development workers.

2-1-2   Change of the Combination

Change the combination in either of the following situations:

(1)   A worker leaves the Research & Development team;

(2)   We suspect that the code is compromised.

2-1-3   Procedure

Do the following.

(1)   Open the door with the keypad combination lock, to access the Research & Development Suite. Afterwards, shut the door, which will automatically lock.

(3)   At the end of the day, a member of the team shuts the door, which will automatically lock.

2-3   Server Room

The Server Room has one access point, an internal door with a keypad combination lock.

2-3-1   Who Knows the Combination

Chief Technical Officer and ICT Manager.

2-3-2   Change of the Combination

Change the combination in either of the following situations:

(1)   The Chief Technical Officer (CTO) or the ICT Manager changes;

(2)   We suspect that the code is compromised.

2-3-3   Procedure

Do the following.

(1)   Open the door with the keypad combination lock, to access the room. Afterwards, shut the door, which will automatically lock.

(2)   If necessary, at the end of the day, shut the door, which will automatically lock.

2-4   Finance Office and Directors' Offices

(1)   At the end of the day, a member of the Finance team locks the door of the Finance Office.

(2)   At the end of the day, each Director locks the door of his/her Office.