Security Management for ERP Server and ERP

1.0   PURPOSE:

To lay down a procedure for security management for ERP server.

2.0   SCOPE:

This procedure is applicable to the entry and exit of employee that has access into server room at ………...

3.0   RESPONSIBILITIES:

Head information technology is responsible for ensure, complied & maintaining the access log and entry.

4.0   ACCOUNTABILITY:

Head – Information Technology

5.0   PROCEDURE:

5.1   PHYSICAL SECURITY:

5.1.1   Server room shall be under lock and key under the supervision of IT department.

5.1.2   Only Authorized person can enter in server room.

5.1.3   Server room access list shall be prepared as per format no (-------) and should be display at the entry of server room

5.1.4   All authorized staff is required to be signed in and out of the Server Rooms Access Log. These log sheets are retained by Quality Assurance Department. All visitors must also be recorded in the Server Rooms Access Log.

5.1.5   Entry into the IT Server Rooms by tailgating other staff is not permitted.

5.1.6   Inclusion onto the Server Rooms Access List must be approved and signed off by the Head of IT.

5.1.7   Other than approved list no any other staff or employee can enter in server room.

5.1.8   Temperature monitoring of server room shall be one in a day recorded in format ------

5.1.9   Humidity monitoring of server room shall be one in a day recorded in format -----

5.2   LOGICAL SECURITY:

5.2.1   Server operating system shall be protected logically.

5.2.2   Only administrator should access the server operating system

5.2.3   The Logical security configuration and security policies of Server operating system and application software as per following

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A. Application Server		
S.No.	**Description**	**Policy Requirement**
5.2.3.1	Minimum password age	30 Days
5.2.3.2	Maximum password age	60 Days
5.2.3.3	Minimum password length	7 character
5.2.3.4	Password must meet the complexity requirement	Yes
5.2.3.5	Enforce password history	3 Remember
5.2.3.6	Account lockout duration	5 min
5.2.3.7	Account should be locked invalid login attempts	5 attempts
5.2.3.8	Audit account login events should be defined for success or failure login	Yes
B. ERP Software		
5.2.3.9	Maximum password age	60 Days
5.2.3.10	Password must meet the complexity requirement	Yes
5.2.3.11	Close user's session if inactive for	30 Mins
5.2.3.12	Account should be locked invalid login attempts	5 Attempt
5.2.3.13	Show user as idle if inactive for	5 Mins
5.2.3.14	Audit account login events should be defined for success or failure login	Yes

6.0 ATTACHMENTS (S):

    6.1 Details   **Format No.**   **No. of Pages**

          6.1.1   Server room access list   ………..   01

          6.1.2   Logbook of server room   --------   01

          6.1.3   Temperature and Humidity log   ----------   01

7.0 ABBREVIATION (S):

    7.1 SOP : Standard Operating Procedure

    7.2 QA   : Quality Assurance

    7.3 IT   : Information Technology

8.0 REVISION SUMMARY:

SOP No.	Effective Date	Reason for Revision
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