





Information Security Management System ISO/IEC 27001:2013



SYSTEM PLANNING AND ACCEPTANCE POLICY POLISI PENERIMAAN DAN PERANCANGAN SISTEM

For PTM Use Only	Version 1.2	Date: 25th Nov 2014
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Revision History

No	Date of Change	Description	Page	Version	Approved By
1	1st October 2014	Remove 'MS' from Front Page.	Front Page	1.1	Dr David Asirvatham
2	25 th Nov 2014	Inserted TERHAD logo	Header	1.2	Dr David Asirvatham

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1.0 Purpose

The purpose of this policy is to minimize the risk of systems failures and identify potential security threats posed by addition of new/ changed equipment, applications or information processing facilities at UM Centre For Information Technology (PTM).

2.0 Scope

This policy applies to employees, contractors, consultants, temporaries (Staff, Interns) and other workers at PTM, including all third parties associated with its business.



3.0 Policy

1. Capacity Planning

- a. New systems must be tested for capacity and they must demonstrate a level of performance which meets or exceeds the technical and business needs and requirements of PTM's end-users.
- b. Staff must not establish additional connection from intranet/internet servers, local area networks and modem to existing internal networks without proper authorization. Establishment is also prohibited on software, applications, tools or other multi-user systems for communicating information. Request for additional connections must be supported with relevant documents and justifications.
- c. If such additional systems as mentioned in 1.2 are added to the infrastructure, OS, applications, servers etc, then they must be subject to a Risk Management Process and must be reflected in the asset register as such. (Refer to **Risk Management Procedure**).



2. System Acceptance

- a. All PTM servers, hosts, firewalls, and other multi-user computers must be configured according to security requirements as stated in the **Server Management Procedure** or as the system administrator/ PC unit representative may require.
- b. Use the Change Request Form found in the ISMS portal. All changes to programs/ modification, customization to applications must be properly authorized and tested before being put into production.

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- c. Upgrades to system / software must be properly tested by qualified personnel before they are used in a production environment and is the responsibility of the PC Unit/ Data Centre/ MIS or Network Division as the case may demand.
- d. No new data point for intranet/ internet connections must be commissioned without the approval of Network Head of Division.
- e. No current information processing facilities/ offices/ database/ servers and other network devices shall be moved/ disabled or decommissioned without proper approvals by the relevant Head of Division. The Change request forms must be filled.

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1.0 Tujuan

Tujuan dasar ini ialah untuk meminimumkan risiko kegagalan sistem dan mengenal pasti ancaman-ancaman keselamatan berpotensi yang ditimbulkan oleh penambahan baru / perubahan peralatan, aplikasi atau kemudahan pemrosesan maklumat di Pusat Teknologi Maklumat (PTM) UM.

2.0 Skop

Dasar ini diguna pakai untuk staf, kontraktor, konsultan, pelajar latihan industri di PTM UM, termasuk semua pihak ketiga yang berkaitan dengan perkhidmatannya.

3.0 Dasar

1. Perancangan Keupayaan



- a. Sistem baru mesti diuji untuk keupayaan dan ia mesti menunjukkan satu tahap prestasi yang memenuhi atau melebihi keperluan teknikal dan fungsian serta syarat-syarat pengguna PTM.
- b. Staf tidak boleh mewujudkan sambungan tambahan dari server intranet/internet, rangkaian setempat dan modem ke rangkaian dalaman sedia ada tanpa kebenaran.

Larangan ini juga terpakai untuk perisian, aplikasi,, alat atau lain-lain sistem berbilang pengguna bagi tujuan penyampaian maklumat. Permohonan untuk mendapatkan kebenaran sambungan tambahan mesti disertakan dengan dokumen sokongan dan justifikasi. yang berkenaan.

- c. Jika sistem tambahan sedemikian seperti yang disebut dalam 1.2 ditambah kepada infrastruktur, OS, aplikasi, server dan lain-lain, maka ia mesti tertakluk kepada Proses Pengurusan Risiko dan mesti direkodkan dalam daftar aset. (rujuk prosedur Pengurusan Risiko).

2. Penerimaan Sistem

- a. Semua server PTM, host, peranti keselamatan dan lain-lain komputer berbilang pengguna mesti dikonfigurasi menurut keperluan keselamatan seperti yang dinyatakan dalam Prosedur Pengurusan Server atau seperti ketetapan pentadbir sistem / wakil unit PC.
- b. Prosedur pengurusan perubahan mesti digunakan untuk semua pindaan sistem. Guna borang Change Request Form yang boleh didapati dalam portal ISMS. Semua perubahan kepada program/ pengubahsuaian, pengkhususan bagi aplikasi mesti mendapat kebenaran dan diuji sebelum memasuki persekitaran produksi.

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- c. Peningkatan kepada sistem/perisian mesti diuji dengan betul oleh staf yang berkelayakan sebelum digunakan dalam satu persekitaran produksi dan ia merupakan tanggungjawab Unit PC/ Pusat Data / MIS atau Bahagian Rangkaian yang berkenaan.
- d. Tiada titik data baru untuk sambungan intranet / internet ditauliahkan tanpa kelulusan Ketua Bahagian Network.
- e. Tiada kemudahan pemprosesan maklumat sedia ada / pejabat / pangkalan data / server dan lain-lain peranti rangkaian akan dipindahkan / dibatalkan atau dinyahtauliahkan tanpa kelulusan yang bersesuaian daripada Ketua Bahagian berkenaan. Perubahan yang sedemikian mesti menjalani satu Proses Permintaan Perubahan. Borang-borang permintaan perubahan perlu diisi.

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