IRIS BUSINESS SERVICES LIMITED



Procedures for Working in Secure Areas

Version 1.3

April – 2023

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Document Information

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Prepared By	Admin-In-Charge	**Document Owner**	Admin-In-Charge
Reviewed and Approved By	CIO/CTO		

Distribution: To all employees and relevant consultants, contractors, vendors and third parties of the Iris Business Services Limited (IBSL).

Review history:

Sr.No.	Author	Date	Review details	Version Number
1	CISO	March 2018	No Change required	Ver 1.0
2	CISO	March 2019	No Change required	Ver. 1.0
3	CISO	September 2020	Annual Review	Ver. 1.1
4	CISO	September 2021	No Change required	Ver. 1.1
5	CTO	August 2022	Annual Review – No change	Ver 1.2
6	CTO	April 2023	Annual Review – No change	Ver 1.3

Summary of changes from the previous release

Sr. No.	Version	Brief Description of the change(s) made
1	1.0	Initial release
2	1.1	Changes according to change in scope from product specific to enterprise level certification

		● Replaced IRIS GST Reference with IBSL, organization as a whole
3	1.2	Annual Release – No Change
4	1.3	Annual Release – No Change

Procedures for Working in Secure Areas

Sr.No.	Person Responsible	Activity
1.	Admin-in-Charge	▪ Secure work areas shall be located in physically secure areas, protected by a physically sound security perimeter. ▪ All doors and windows shall be suitably protected against unauthorised access. ▪ Secure areas shall be sited to avoid access or even visibility by the public.+
2.	Admin-in-Charge	▪ Access to secure areas shall be by authorised personnel only. ▪ Entry control mechanisms shall be used to ensure that only authorised personnel are allowed access and that all accesses are logged.
3.	Admin-in-Charge	▪ Employees, contractors and third parties should only be aware of the existence of, or activities within, a secure work area on a need to know basis.
4.	Admin-in-Charge	▪ Personnel of contracted third-party service providers shall be given restricted access to secure areas and this shall be under supervision.
5.	Admin-in-Charge	▪ Unsupervised working in secure areas shall be avoided for safety reasons and to prevent opportunities for malicious activities.
6.	Admin-in-Charge	▪ Vacant secure areas shall be physically locked and periodically checked.
7.	Admin-in-Charge	▪ Secure areas shall be monitored by security staff.
8.	Admin-in-Charge	▪ Visitors to secure areas shall be accompanied at all times unless their access has been previously approved. ▪ A record shall be maintained of the arrival and departure times of all visitors.
9.	Admin-in-Charge	▪ All staff and visitors requiring access to secure areas shall be made aware of the security requirements outlined in this procedure and of emergency procedures.
10.	Admin-in-Charge	▪ No photographic, video, audio or other recording shall be permitted in secure areas without the prior approval of the appropriate director, head of department or institute manage

Following is the list of secure areas at IBSL

IRIS BUSINESS SERVICES LIMITED	
List of Secure Areas	
Sr. No	**Area**
1	UPS Room 1
2	Server Room
3	Store Room
4	Conference room 1
5	Conference room 2
6	Conference room 3
7	Balu Sir Room
8	Accounts & Finance Bay
9	Operations Bay