

SOP: Operating System (OS) Version Control

Purpose:

The purpose of this procedure is to ensure continuity of service and maintain the security of the network by establishing a standardized approach to operating system (OS) version control on Windows Server. This procedure utilizes Windows Server Update Services (WSUS) to effectively manage and update OS versions.

Scope:

This procedure applies to all network administrators within GlobeX responsible for maintaining Windows Server.

Responsibilities:

- Network administrators are responsible for implementing, following, and maintaining this OS version control procedure.
- The IT security team is responsible for reviewing and updating the procedure to address any security concerns or changes in industry standards.

Prerequisites:

- Access permissions to the Windows Server environment.
- A functioning internet connection to Windows Server Update Services.
- Familiarity with Windows Server Update Services (WSUS) and its configuration.

Procedure:

Overview: This procedure outlines the steps to effectively manage OS version control using Windows Server Update Services (WSUS). It ensures that the network administrators maintain up-to-date and secure operating system versions on Windows Server.

- Check WSUS Configuration:
 - Validate the WSUS server configuration to ensure it is correctly set up and aligned with the organization's requirements. Verify the following:
 - WSUS server availability and connectivity.

- Synchronization settings to receive updates from Microsoft.
 - Target groups and computer classifications.
- Review and Approve OS Updates:
 - Regularly review and approve OS updates within WSUS to ensure the latest versions are available for deployment. Follow these steps:
 - Access the WSUS console and navigate to the "Updates" section.
 - Identify and review the available OS updates.
 - Approve the relevant updates based on the organization's update deployment strategy.
- Create Deployment Groups:
 - Create deployment groups within WSUS to organize computers based on their roles, departments, or locations. This facilitates targeted OS updates deployment and testing. Follow these steps:
 - Access the WSUS console and navigate to the "Computers" section.
 - Create deployment groups based on the organization's structure or requirements.
 - Add the appropriate computers to each deployment group.
- Schedule OS Updates:
 - Establish a regular schedule for OS updates deployment to minimize disruption and ensure timely installation. Follow these steps:
 - Coordinate with relevant stakeholders to determine suitable maintenance windows. Generally avoid peak working hours.
 - Use WSUS deployment rules to schedule updates for specific deployment groups or target computers.
 - Test updates on a subset of computers before wider deployment.
- Monitor and Report:
 - Continuously monitor the WSUS environment and generate reports to track the status of OS updates. Perform the following tasks:
 - Regularly review WSUS reports to identify any failed or pending updates.
 - Investigate and resolve any issues related to update installation or deployment.
 - Provide regular reports on the OS update compliance status to management or relevant stakeholders.

References:

- [Microsoft Windows Server Update Services \(WSUS\) documentation.](#)
- [SOP: Network Security](#)
- [SOP: Managing Changes to the Network](#)

Definitions:

- OS - Operating system

- WSUS - Windows Server Update Services

Revision History:

6/21/2023 -- SOP: OS Version Control created by Jonathan McMullin

6/23/2023 -- Edited by Chris Bennett