**Maintenance Procedure**

**COMPANY NAME**

**Version #**

**Last Revision Date:**

Document Classification

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**Procedure Information**

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| **Prepared By** | |
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**Revision History**

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| --- | --- | --- | --- |
| **Version** | **Revision Date** | **Description** | **Pages Affected** |
| 1.0 | [DATE] | Initial version of procedure | All |
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Policy Requirement Reference

|  |  |  |
| --- | --- | --- |
| **Control #** | **Control Description / Requirement** | **NIST 800-53** |
| **3.7.1** | Perform maintenance on organizational information systems. | MA-2 |
| **3.7.2** | Provide effective controls on the tools, techniques, mechanisms, and personnel used to conduct information system maintenance. | MA-3 MA-3(1) MA-3(2) |
| **3.7.4** | Check media containing diagnostic and test programs for malicious code before the media are used in the information system. | MA-3(2) |
| **3.7.5** | Require multifactor authentication to establish nonlocal maintenance sessions via external network connections and terminate such connections when nonlocal maintenance is complete. | MA-4 |
| **3.7.6** | Supervise the maintenance activities of maintenance personnel without required access authorization. | MA-5 |
| **3.11.2** | Scan for vulnerabilities in the information system and applications periodically and when new vulnerabilities affecting the system are identified. | RA-5 RA-5(5) |
| **3.11.3** | Remediate vulnerabilities in accordance with assessments of risk. | RA-5 |

Procedure

The Organization: