1 Purpose

This document describes the procedure and a process for terminating users from SEC computer systems

2 Scope

This procedure covers terminating an individual user from all SEC systems in which he was granted access.

3 References

SEC I.T Policies
Q-F-IT-F-01_System Access Form

4 Definitions

N/A

5 Responsibilities

The Systems Administrator	Only the System Administrator OR an approved IT department employee is responsible for terminating a user from SEC systems.
The IT Systems Manager	Only the IT manager can authorize an employee's system termination form.
Human Resource Manager	Only the HR Manager can initialize the termination of an employee from SEC systems.
Heads of Department	The heads of department are responsible to initialize the process of termination of consultants, contractors and temporary employees.

6 Procedure

6.1 After the receipt of a signed system termination memo from the HR Manager, fill in the necessary employee details on the system access termination form_Q-F-IT-F-05.

6.2 Submit the signed memo plus the filled system access termination form to the IT Manager for authorization

6.3 Once authorization has been given, get the employee's system access form_Q-F-IT-F-01 and terminate the employee on all systems in which he/she was granted access as per the system access form.

6.4 Once termination is done, tick against each system where termination has been done on the employee's system access termination form.

6.5 Sign the system access termination form and file it together with the system termination memo.

7 Records

Reference No	Title	Responsible	Retention period
Q-F-IT-F-05	System Access Termination Form	Systems Administrator	2 Years