

CONFIGURING A NON-EMPLOYEE FOR SEC CORPORATE NETWORK ACCESS PROCEDURE



<u>System:</u> Quality Management System	<u>Reference No. Revision No:</u> Q-F-IT-P-03, Rev 1	<u>Originated by:</u> Systems Administrator
<u>Revision Date:</u> 23.07.2013	<u>Page No:</u> Page 1 of 2	<u>Authorised by:</u> IT Manager

1 Purpose

This procedure outlines the steps required in order to establish and use SEC corporate network to access IT resources. The procedure is intended for SEC IT Personnel to use ONLY in times of connecting a contractor or consultant to SEC corporate network.

2 Scope

SEC Network Usage and Security Policy provide the guiding principles for use of Information Technology (IT) resources at SEC. It is the policy of the corporate that its IT resources be used ethically and legally and all users are expected to behave in an ethical and professional manner when using IT Resources. To establishes the necessary balance between SEC culture of openness, trust, and integrity and the appropriate level of security to protect resources. Due to the fact that passwords are supposed to be changed from time to time, passwords are not included as part of this procedure.

3 References

Q-F-IT-P-16 Granting Systems Access Internet

4 Definitions

IP – Internet Protocol

5 Responsibilities

Network & Security Engineer/ Network Administrator – Only the Network Administrator OR an approved IT department employee is responsible for configure any device that connects to the SEC corporate network.

The Network & Security Engineer– Only the Network & Security Engineer or the IT Manager can approve the access to SEC corporate network by consultants.

6 Procedure

The requirements listed below are the minimum requirements which must be satisfied before a laptop or mobile device can be installed on the corporate network as a SEC secured system.

1. Check if an anti-virus software is installed and up-date on the laptop
2. Check Microsoft security patches updates

If the above lists are up-date, then proceed and configure the following

3. Assign an IP Address

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4. Create a proxy username and password, on the submission of an authorized IT system access form.
5. Configure proxy on the browser.

7 Records

References	Title	Responsible	Retention
Q-F-IT-F-01	IT System Access form	Systems Administrator	Indefinitely