ISO 27001 security

The FREE ISO27k Toolkit

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The **FREE ISO27k Toolkit** consists of a collection of ISMS-related materials contributed by members of the ISO27k Forum, either individually or through collaborative working groups organized on the Forum. We are very grateful for their community-spirited generosity in allowing us to share them with you.

The Toolkit is a work-in-progress: further contributions are most welcome, whether to fill-in gaps or provide additional examples of the items listed below.

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IMPORTANT DISCLAIMER: this is *generic* information donated by various individuals with differing backgrounds, competence and expertise, working for a variety of organizations in various contexts. The material below is provided as a *starting point* for you to consider, adapt and enhance as necessary to suit your specific situation. Your information security risks are unique, so it is incumbent on *you* to assess and treat your risks as you and your management see fit. Don't blame *us* if the ISO27k Toolkit is unsuitable or inadequate for your circumstances: we are simply trying to help!

ISMS overview, introductory materials and Toolkit contents * START HERE *

- **Overview and contents v5.2** - a checklist of the documentation and materials typically needed or produced when implementing an ISMS (going beyond the bare minimum required by ISO/IEC 27001). Hyperlinked to example documents listed on this page and provided in the ISO27k Toolkit.
- **ISMS implementation and certification process flowchart v3** also in Visio - the whole process outlined on one side, plus a second page also identifying PDCA activities and documents mandated for ISO/IEC 27001 certification. Contributed by Osama Salah and Gary Hinson. Also available in Spanish PDF Visio thanks to White Hat Consultores, Croatian PDF Visio, translated by Juraj Ljubesic from www.koncar-ket.hr, in Polish PDF Visio, translated by Robert Pławiak of www.ISO27001security.pl, and in German PDF Visio, thanks to Dierk Lucyga.
- **ISMS implementation and certification overview presentation v2** - contributed by Marty Carter and updated by Gary Hinson.
- **List of ISO27k standards** - contributed by Gary Hinson.
- **ISO27k FAQ (online)** - contributed by members of the ISO27k Forum.
- **Outline of ISO/IEC 27001** - contributed by Howard Smith.
- **Outline of ISO/IEC 27002** - contributed by Gary Hinson.

ISMS governance, management & implementation guidance

- **ISO27k gap analysis and SoA spreadsheets** - contributed by Bala Ramanan and Joel Cort.
- **ISO27k gap analysis management report** and **executive summary** - templates contributed by Marty Carter.
- **ISO27k gap analysis spreadsheet with dashboard report v1.02** - new version contributed by Sekar T.
- **ISMS implementation plan** - in MS Project, contributed by Marty Carter.
- **Mandatory ISMS documents** - references the relevant clauses of ISO/IEC 27001 which identify ISMS documents that are explicitly required, and gives guidance on others that are merely recommended. Contributed by Osama Salah and Gary Hinson.
- **Case study on ISMS implementation** - contributed by Gary Hinson. Documents a passionate presentation by the Managing Director of an IT services company on the business value of ISO27k. The paper notes benefits that are seldom mentioned elsewhere. A Spanish translation of this paper is also available thanks to Sr. Javier Ruiz and colleagues at www.ISO27000.es
- **Generic ISO27k ISMS business case template v2** - outlines the main benefits and

costs associated with an ISO27k ISMS in a generic form suitable for preparing an investment proposal or budget request. Contributed by Gary Hinson.

- **ISO27k implementation guidance and metrics** - implementation tips and possible metrics for all 39 key sections of ISO/IEC 27002. Contributed by members of the ISO27k Forum. Also available in Spanish at www.iso27000.es
- **ISO27k security awareness presentation v2** - contributed by Mohan Kamat, updated by Gary Hinson.
- **Information security metrics examples** - contributed by ISACA Wellington.
- **Statement of Applicability (SoA) template** - contributed by Richard Regalado.
- **ISO27k ISMS scope examples** - contributed by K. Faisal Javed.
- **Controls cross-check** - used to classify controls from ISO/IEC 27002 as preventive, detective *etc*. Contributed by Marty Carter.

Model information security policies

- **High level overall ISMS policy** - contributed by K. Faisal Javed.
- **BYOD security policy** - contributed by Gary Hinson.
- **Change management and control policy** - contributed by a generous donor.
- **Email and Peer-to-Peer messaging security policy** - contributed by Gary Hinson.
- **Information classification policy** - contributed by Michael Muehlberger.
- **Outsourcing security policy** - contributed by Aaron D'Souza.
- **Portable computing security policy** - contributed by Gary Hinson.
- **Security awareness and training policy** - contributed by Gary Hinson.

- **Social engineering policy** - contributed by Gary Hinson.
- **Social networking policy** - contributed by Gary Hinson.

Note: the Open Directory Project links to further policy samples.

ISMS procedures, guidelines and other supporting documents

- **Cisco router security audit checklist** - contributed by Aaron D'Souza.
- **Corrective action procedure** also available in Visio - contributed by Richard Regalado.
- **Corrective/preventive action record form** - contributed by Richard Regalado.
- **Data restoration form** - contributed by Vladimir Prodan.
- **FMEA risk analysis spreadsheet** - contributed by Bala Ramanan.
- **Information asset inventory** - contributed by FF Ramos.
- **Information asset inventory** - contributed by Steve McColl.
- **Information asset valuation guideline** - a classification scheme based on requirements for confidentiality, integrity and/or availability of information. Contributed by Mohan Kamat.
- **Information asset valuation matrices** - combines the CIA classification levels of information assets to generate overall risk scores or indicators. Contributed by Mohan Kamat.
- **Information classification matrix** - contributed by Richard Regalado.
- **Information security risk analysis spreadsheet v3** - contributed by Hamid Nisar, updated by Gary Hinson.
- **Information security risk register v2** - contributed by Madhukar, updated by Gary Hinson.
- **Introductory email** - text introducing the ISMS implementation project and initial gap analysis/business impact analysis work to managers. Contributed by Marty Carter, updated by Gary Hinson.
- **ISMS auditing guideline** - created by members of the ISO27k Forum as a team.
- **ISMS internal audit findings template** - contributed by Thomas Kurian Ambattu.
- **ISMS internal audit procedure v3** - contributed by Richard Regalado, updated by Gary Hinson.
- **People asset valuation guideline** - contributed by Mohan Kamat.
- **Physical information asset valuation guideline** - a classification scheme also based on CIA requirements for IT equipment, from which an overall “criticality” rating can be derived. Contributed by Mohan Kamat.
- **Preventive action procedure** also in Visio - contributed by Richard Regalado.

ISMS-related job descriptions/roles and responsibilities

- **Organization of information security** - contributed by Gary Hinson.
- **Job description for the Information Security Manager (ISM)** - contributed by Gary Hinson.
- **Job description for the Security Awareness and Training Manager (SATMAN)** - contributed by Gary Hinson.
- **RASCI table v2** - contributed in German by Matthias Wagner, translated & modified by Gary Hinson.

- **Roles and responsibilities for contingency planning** - contributed by Gary Hinson and Larry Kowalski.
- **Roles and responsibilities for information asset management** - contributed by Mohan Kamat.

Download *most* of the ISO27k Toolkit at once

Rather than downloading individual items piecemeal from the links above, you are welcome to download **the ISO27k Toolkit** as a single 7½Mb Zip file. This is **version 5.2** containing all the materials available as of January 2013, but not yet the new SATMAN job description, the three new policies, nor the updated gap analysis spreadsheet.

Further Toolkit contributions are always welcome!

Users of the Toolkit tell us the contents are valuable and naturally we appreciate their kind comments. We like it even more when they contribute additional materials to go into the pack! There are various gaps awaiting your input (see the overview and contents paper for examples) and there is always room for further examples of the items already included. When the thrill of ISO/IEC 27001 certification has died down and your hangover has worn off, please donate things that you found useful in your ISMS implementation. Email them to Gary@isect.com. If you wish, Gary can help you review and reformat the documents to match the style of the others (*e.g.* adding the group logo and creative commons copyright notice) if you send editable files but read-only PDFs are fine too if they add something worthwhile rather than just marketing hyperbole. In any case please make sure to delete any sensitive proprietary or personal information first. **You absolutely *must* have the copyright owner's explicit permission** to donate items to the toolkit - no exceptions. You may prefer to remain anonymous in the final document but still we need to confirm the copyright/ownership issue.

If you want something else to be provided in the Toolkit, by all means request it on the ISO27k Forum ... but you are more likely to get a positive response if you have already contributed something worthwhile to the Toolkit and/or the Forum yourself. Pay it forward.

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