YOKOGAWA	DOCUMENT NUMBER: SNW-EM-701

DOCUMENT TITLE:

Application Software Backup and Disaster Recovery

HISTORY LOG

Rev.	Date	Description of Changes	Originator	Approver
0	31 Mar 11	Initial	Jeffrey Foo	Lee Kock Hin
1	20-Sep-12	Approved	Jeffrey Foo	Lee Kock Hin

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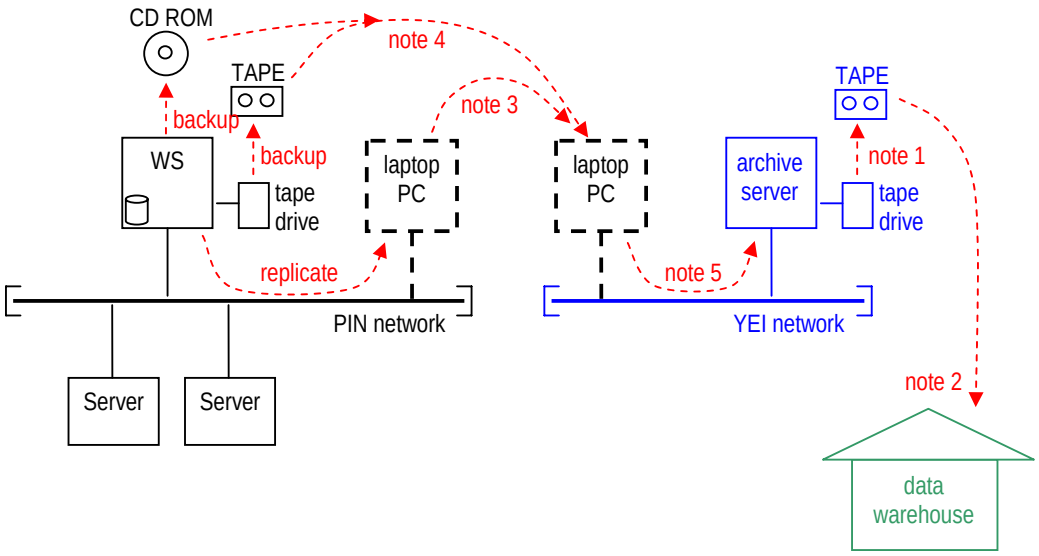
1 Summary

This document outlines the requirement for Solutions system engineering backup for disaster recovery and off-site storage.

2 Solutions engineering and staging



Note 1: (by YEA ISS)
YEA ISS department carries out backup of all server contents to tape media everyday. PSC Engineering Server and Archive Server are also included in this backup program.

Note 2: (by YEA ISS)
Offsite storage of backup media is done every week at CISCO data warehouse facility. The previous tapes are returned and exchanged for the latest backup tapes once every week.

Note 3: (by Lead Solutions Engineer)
Solutions Engineering Data is copied to laptop PC. The PC is then transferred to YEI network and the data is transferred to PSC Archive Server. See Note 5.

Note 4: (by Lead Solutions Engineer)
Solutions Engineering Data is copied to DAT tape or CD ROM at the Workstation PC. The media is transferred to PC on the YEI network. The data is transferred to PSC Archive Server via YEI network. See Note 5.

Note 5: (by Lead Solutions Engineer)
Solutions Engineering Data is transferred to PSC Archive Server via YEI network.

3 Solutions Application Software Backup Procedure

Solutions application software shall be replicated daily to Workstation on the same PIN network. The Lead Solutions Engineer may configure replication to run everyday automatically, or manually backup to external media (such as CD ROM / DVD / DAT) at the start of generation phase.

Software backup is intended to protect against Hard Disk failure on the ENG HIS.

If the servers have RAID capability, then the Lead Solutions Engineer shall backup the application software to external media at least once per week.

4 Disaster Recovery Procedure

YEA has a disaster recovery system and program that is managed by ISS. This program includes offsite storage at CISCO. Offsite storage of Solutions Engineering data is intended to protect the data from fire in the building. See Note 1+2.

Solutions data shall be backed up to PSC Archive Server at least once per week, starting from the start of generation phase. The method used to transfer data to the PSC Archive Server is left to the discretion of the Lead Solutions Engineer. See notes 3 + 4 + 5.

The Archive Server (e.g. \\zfs402-svo001) is used for backup of files because this server runs on the Windows 2000 OS.

5 End of Document