**BOSCH**

**Management System Checklist**
**Associate Transfer / Exit**

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QSC-HR-TA-01

Version 1.5

<table>
<tr><td colspan="2"><strong>Background</strong></td></tr>
<tr><td colspan="2">Extension to current clearance and internal transfer procedure to ensure deletion / locking of associate's user accounts provided by the department.<br>Also to address the ISO 27001 control number A.8.1.4-Return of Assets, A.9.2.6-Removal of access rights.</td></tr>
</table>

| Associate details | | | | |
|---|---|---|---|---|
| Employee number | 35341013 | MLM / FLM | MS/EDI-XC | EDI-2 |
| Name | Elakkiya R | | | |
| Type of separation | ☒ Exit | ☐ Transfer | | |

| To be checked by associate's supervisor (FLM or above) | | | |
|---|---|---|---|
| **Item** | **Action required** | **System name/ ID with access** | **Completed / N.A** |
| Encryption | Ensure transfer of business data for successor | N.A | **N.A** |
| Applications | Delete or raise request for transfer or deletion of user accounts on business applications (e.g. SAP, PRMS, CAD/CAM, Documentum, Gauss etc.) | **SAP will be deleted by last working day by 11am** | **Done** |
| Engineering | Delete or raise requests for deletion of user accounts on:<br>○ Non-standard operating systems (e.g. UNIX, LINUX, Windows, etc.)<br>○ Development systems (e.g. Clearcase, VSS, etc.)<br>○ Test systems, Production systems<br>○ Any other account not linked with AD user account | **VPN remote access solution access is removed**<br><br>**RITM1400995** | **Done** |
| Services | Transfer ownership to successor / disable access to FTP, SFTP, etc. | **N.A** | **N.A** |
| File storage of department | Remove or reduce rights on department server folders | **N.A** | **N.A** |
| Mailing & distribution list | ○ Change security group "ownership" to successor<br>○ Remove name from security group used within the department | **N.A** | **N.A** |
| Customer systems | Inform customer of the change. Revoke customer provided special access which are not linked to AD, portals, applications which can be accessed from internet. | **N.A** | **N.A** |
| Hardware | ○ Transfer to successor: e.g. memory sticks, modem, V Data Cards, CDs, DVDs, dongles, any other dept. specific hardware (hint: asset master)<br>○ For computers: "It is mandatory that all users including onsite users should handover the computer to BGSW location in India in case of 'Employee exit' & 'Replacements'.<br>○ Exit clearance will not be processed by CI-ITFM team till the computer is physically received at BGSW location". | **No department asset in user name**<br>**Laptop return request raised**<br><br>**RITM1397501** | **Done** |
| VWP Service | Associate to raise request for deletion of 'Virtual Workplace access' using IT Service Portal (ITSP) | **N.A** | **N.A** |

We confirm that user accounts of the employee on all systems/subsystems where access was available has been removed / reduced as necessary.

| Associate's supervisor | | | |
|---|---|---|---|
| Employee Number | 33221317 | Signature | |
| Name | Sridhar Mahendran | Date | 30-Aug-2023 |