
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Domain Security	Number: I13-VAL-100-002	
	Owner: Jason Bumgarner	Revision: 1	
	Effective Date: 07/19/2013	Page: 1 of 2	

1.0 Purpose

The purpose of this document is to outline the domain policies for the giles.local domain and the gcp-ts Terminal Server. This also contains the security policies of free-standing PCs or devices that fall under similar sets of behavior.

2.0 Scope

The security outlined in this document applies to members of the Lab Organizational Unit and those personnel directly involved with or associated with the administration of quality analysis or procedural documentation.

3.0 Responsibility

Local Administrator, Local Users, Domain Administrators, Domain Users

4.0 Safety Considerations

N/A

5.0 Materials/Equipment

N/A

6.0 Security Policies

6.1 Password Policy

- 6.1.1 Password will be a minimum of 8 character
- 6.1.2 Passwords will expire in 90 days
- 6.1.3 Passwords history will be enforced for 3 passwords remembered

6.2 User Account Lockout Policy

- 6.2.1 User accounts will be locked out after 3 unsuccessful password attempts
- 6.2.2 User accounts will be locked out for 30 minutes
- 6.2.3 User account lockout timer will be reset after 30 minutes

6.3 Screen Lock Policy

- 6.3.1 User screens will automatically lock after 3 minutes
- 6.3.2 Locked screens shall require a user password to unlock
- 6.3.3 Users cannot change either of these policies on their own PCs



6.4 Network Access

- 6.4.1 Only domain authenticated users or administrators shall have access to systems on the giles.local network

6.5 User Rights Suspension

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- 6.5.1 User rights and access shall be removed from the Active Directory whenever an employee leaves the company. The account shall be immediately disabled and completely removed once management has determined that their data is no longer needed for any reason.
- 6.5.2 User rights and access shall be re-evaluated and reconfigured if an employee should vacate one position within the company and be assigned to another. Existing permissions shall be removed if necessary or changed to reflect the needs of the new position.

7.0 Reference Documents

N/A

8.0 Change Information

Section	Changes Made	User	Date	Time
	Initial document creation	Epsilon	6/24/2013	10:30 AM
6.5	Addition of termination and staff change policies	Epsilon	7/19/2013	10:21 am

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