# Requirement document for Internal ISMS audit Application

## Introduction/Purpose:

## As a process PAMAC conducts internal information security audit for selected branches and verticals, the audit is conducted twice in a year, i.e. for Quarter 1 and 2 new audit and for Quarter 3 and 4 review audit Plus new observations. Till date the complete process is managed manually on excel, we need the solution so that the complete process can be managed centrally and get the details whenever required.

## Current Process

## Below is the audit process

* The Audit plan/schedule is created by the ISMS team in the beginning of the year and presented to management for approval
* Based on the approved audit plan further audits are conducted
* Observations from the audit are noted by the auditor and the details are shared in excel format to the auditee for sharing the corrective action
* Based on the corrective action shared by auditee, auditor analyze the same and updates the observation status by providing remark and date of review
* Reports are manually created to track the audit activity, Audit MIS

## Requirement

We need the module where above mentioned manual process can be managed using the application for tracking audit plan, this will help tracking the audit observations and working further on commonly found observations. This will also help in storing the evidences at common place.

Requirement in detail

Screen 1 Reference sheet “Scheduler” in excel “Internal auidt application.xlsx” –this screen will be used for updating the yearly schedule on the application. Upload done by auditor

Screen 2 Reference Sheet “assessment” Internal auidt application.xlsx” – this screen will be used by auditor for recording the observations post physical audit is done

Screen 3 Reference Sheet “Auditee CAP” Internal auidt application.xlsx” – this screen will be used by auditee for sharing corrective action and evidences

Screen 4 Reference Sheet “Status Update” Internal auidt application.xlsx” – this screen will be used by auditor post receiving evidences and update audit status.

Screen 5 Master management, reference for master details Sheet “Masters” Internal auidt application.xlsx

## Roles

Here there are two main roles i.e. auditor and auditee

Auditor : shall be managing the application, all rights will be available with auditor.

Auditee : shall be viewing the observations for his/her department and updating the corrective action.

## Reports

Report reference : Report1, Report2, Report 3