



Physical Access and Environmental Security Framework



TRIANZ INTERNAL

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1. Introduction

Physical access control and environmental security are one of the first lines of defense in any organization to protect its information assets by creating several physical barriers around business, processes and information processing facilities. Controls should be put in place to monitor and control physical access into the organizational premises. In a well-designed security system, there are at least 4 layers of physical access security

- Environmental design
- Mechanical and electronic access control
- Intrusion detection
- Video monitoring

The goal is to convince potential attackers that the likely cost of attack exceed the value of making the attack.

2. Objectives

The objective of this framework is to establish physical access controls to protect Trianz's information assets from unauthorized physical access, damage and interference.

3. Scope

This framework is applicable to information assets, all users (employees, consultants, contractors and third party) who have access to Trianz's information processing systems and to the premises across Trianz.

4. Definitions/Acronyms/Abbreviations

Word/Acronym/ Abbreviation	Definition/Description
BESCOM	Bangalore Electricity Supply Company Limited
MCB	Miniature Circuit Breaker
PBX	Private Branch Exchange

VOIP	Voice over Internet Protocol
UPS	Uninterrupted Power Supply
CCTV	Closed Circuit Television
ISWG	Information Security Working Group
CISO	Chief Information Security Officer
BS	British Standards
AC	Air Conditioner

5. Reference(s)

- Information technology- Security techniques- Code of practice for information security management BS 7799-1: 2005

6. Framework Description

6.1 Zones Identification

At Trianz, we have identified the following zones based on the security category of information assets within the specific area under consideration.

Zone 1: Those areas open to public, company employees, third party service providers, contractors. Areas include receptions, discussion rooms, cafeteria, lounge, company premises,

Zone 2: Those areas not open to public but open to company staff, third party service providers, and contractors. Areas include company working areas, conference rooms, employee cabins, pantry, boardrooms, and training rooms

Zone 3: Those areas open to only those with authorized access. This is applicable to all irrespective of whether the person is a company staff, third party service provider, and contractor. Areas include server rooms, equipment rooms, file cabinets, AC control rooms, UPS Rooms.

In order to identify the zones, board displaying the zone number will be displayed visibly in the zone entry point, in every case.

6.2 Perimeter Security

6.2.1 Zone 1

Office Building

- Office building will be protected by having security guards 24/7 at various entry points
- Any employee having a visitor will accompany him/her by registering his name and employee ID at the office building

Reception

- Reception will have security guards 24/7 monitoring the movement of people, materials
- Reception area will not have any signs of display of information which is either confidential or internal use only.

Loading and Unloading Areas

- Access to Loading and Unloading areas will be provided to only those who have been authorized by Trianz. This includes employees, third party service providers, contractors.
- Under no circumstances, visitors will be allowed to access the loading and unloading areas.
- Loading and unloading areas will be designed to prevent delivery personnel have access to other parts of the building
- Avoid use of main access for movement of heavy equipment and/or heavy Cargo, utilize loading bay facility where available.
- Hydrogen sensors shall be deployed in areas where Lead-acid batteries are used.

Discussion Rooms

- Discussion rooms will be designed to prevent the visitor from having access to information which is not for public consumption
- Discussion rooms will be located far from Zone 2 and Zone 3 to the extent possible.
- Discussion rooms will not have any form of display of information which is Trianz confidential or internal use only.

6.2.2 Zone 2

Cabins

- Cabin walls will be sound proof to the extent possible to ensure confidentiality.
- Placing of Information processing equipment will be made in such a way so as to prevent disclosure of information to unauthorized sources
- Tinted glasses will be used to prevent easy access to confidential information.
- Cabins will be protected by locking the doors when in unattended state to prevent unauthorized physical access

Work Areas, Conference Rooms, Training Rooms, Boardrooms

- No visitor will be allowed to enter into working areas or conference rooms or training rooms unless there is a business need and in such cases, the visitor will be always accompanied by the concerned employee
- Workstations will be designed to prevent disclosure of confidential information.
- Conference, training rooms, and board rooms will be provided with locker facility to prevent theft of any equipment when in unattended state.
- No form of display of confidential information will be allowed in conference and training rooms and working areas.
- Conference rooms and training room walls will be sound proof to the extent possible, tinted glasses will be used to prevent leakage of confidential information to unauthorized resources.
- Display boards, projectors, will be located to prevent disclosure of confidential information to unauthorized resources.
- Record of trainings, meetings held at training and conference rooms will be maintained

6.2.3 Zone 3

Server Rooms

- Server rooms will be positioned and the viewing angle restricted to reduce the risk of information being viewed by unauthorized resources
- Server rooms will be protected to prevent theft of equipment.
- Access to server rooms will be registered.
- Server rooms will be fitted with tinted glasses to prevent leakage of information to unauthorized resources
- Server rooms will be protected by locking the doors when in unattended state to prevent unauthorized physical access
- Exterior facing windows/door forced open and breakage alarm should be present for all areas.
- ZONE-3 area on Ground floor and areas susceptible for flooding shall be deployed with fluid or water sensor.

6.3 Physical Access Controls

6.3.1 Access Cards:

Physical access will be controlled using access control system which will be electronic in nature. Physical access will be provided based on the verification of access information provided at the entry points. The following information will be verified to provide the required access

Access card number

Employee name

Employee ID

Access cards will be issued to only employees and contractors.

6.3.2 Identity Cards:

The following type of identity cards will be issued to employees, contractors, third party service providers, and visitors.

Employee Identity Card: Employees

Temporary Identity Card: Employees, Contractors, Third Party Service providers. Please refer Admin process for details on the procedure for issuing temporary ID cards

Visitor Card: Visitors

Physical access will be provided based on the display of both access and identity cards.

Access during non-working hours: Any employee and / or contractor / or third-party service provider, who need access on any working day beyond 2100 Hours, will sign in a "Late Exit" register, provided with the security guard at reception, while leaving.

Access during non-working days: Access during non-working days will be restricted to only employees, contractors. A separate register will be maintained for all employees and / or contractors visiting office on any off working hours (including week-ends and holidays), which should be filled in by the designated employee and / or contractors.

Access rights to access cards

Access to third party service providers will be allowed based on business need and approvals from relevant authority.

Refer Admin process at Trianz QMS for more information on issuance of identity and access cards.

6.3.3 Visitor Register

Visitor register will be maintained to track the movement of visitors including third party service providers

Online visitor web application is in place of the register.

6.3.4 Access to Server Rooms

Access to server rooms will be restricted to authorized individuals and enabled on the access control system. Access register will be maintained to track the access to server rooms.

6.4 Work Environment Regulation

- Personnel in zone 2 and zone 3 should only be aware of existence of activities within that area on a need to know basis
- Unsupervised working in zone 2 and 3 will be avoided both for safety reasons and to prevent opportunities for malicious activities
- Vacant areas in zone 2 and zone 3 will be physically locked and periodically checked wherever possible.
- Confidential Information will not be kept in any form on work desks unless required it is absolutely required to prevent leakage of information.

- All employees, contractors, third party service provider, and visitors will be required to wear, and display, the identity cards issued to them all the time while present in the Zone 2 and 3.
- No employee of Trianz is supposed to bring any media like Floppies, CDs, DVDs, USB Drives, Tapes, portable Hard Disks, personal laptops, video cameras, etc, to Trianz premises, without written permission from the head of Administration. The media can be deposited at reception, if brought by any employee. Any Media taken inside without declaration will be considered as serious policy violation. Users will be subjected to a random check to verify this. However, Video Cameras can be used in Zone 1 areas. Mobile cameras are permitted inside with a self-restrain that employees will not use them inside areas classified as Zone 3, any misuse of mobile camera usage will be considered a serious security violation
- If an employee wants to bring any information inside the organization, which is currently stored on his/her CD, floppy, USB drive or laptop etc., he or she will take a prior approval from the Head of Department and IT manager through IT service request and handover the device to the Front desk personnel in the reception area and inform the admin department. The admin department will arrange to provide access of the data to the user. Admin department will hand over the device to the Front desk person after the activity is over

6.5 Health and Safety Regulation

- Smoking is strictly prohibited at all zones except smoking areas identified under the office premises
- Combustible and hazardous materials are strictly prohibited and if there is a business need, the same will be stored at a safe distance from zone 2 and 3.
- Beverages, food and other eatables are expressly prohibited in zone 3. Zone 2 will also be subject to this restriction except in those circumstances where there is absolute business need. eg: client visits, board meetings, and Pantry.
- Equipment which emit electromagnetic radiations are strictly prohibited
- Bursting of fire crackers is strictly prohibited at all zones unless authorized.

- Medical Kits will be kept at the reception and with admin team.

6.6 Emergency and Safety Services

Emergency and Safety services contact list will be kept with the admin department and be displayed at selected locations on the floor. The same will be reviewed and kept current by interacting with relevant authorities

6.7 Protection against external and environmental Threats

6.7.1 Fire protection

- Smoke detectors will be located above the false ceilings at each floor. Manual call points will be provided in each floor to raise alarms manually in case of emergencies / disasters.
- Fire extinguishers will be provided in each floor and also within the office premises. Different types of fire extinguishers will be used to extinguish fires in different situations. For e.g. in the server rooms gas based fire extinguishers will be used.
- All fire exits will be prominently marked for easy visibility. The keys to the fire exit doors will be kept in a small glass box besides the fire exit, which can be broken and keys could be retrieved in emergency situations. Duplicate keys of the fire exit will be available on request, from the Head of Administration. At all other times, the emergency exit will be kept locked.
- To keep a check on proper working of fire safety equipment, a periodic check will be done within the expiry time specified by the manufacturer of the equipment.
- Fire drills will be carried out (once a year) so that an employee is aware of steps to be taken in case of fire. Smoke detectors will also be checked for their proper working when fire drills are carried out
- Emergency Power off switch will be provided to prevent cascading of fire into multiple floors

6.7.2 Lightning Protection

The building power supply and distribution is made through MCB's, which are mounted in metal box. All power points are safely grounded

to the earthing-pits, by flat long copper plates inserted in the building wall.

6.7.3 Telecommunication Failure

- In case of PBX communication failure, another PBX facility, VOIP facility will be provided
- In case of VOIP failure, alternate service provider network will be activated for the period of time the default network is down.

6.7.4 Water supply Failure

- The office building owner will ensure that back up water supply is available in case of primary supply failure

6.7.5 Power Failure

- Information processing equipment will be protected from power failures and other electrical anomalies including voltage surges and spikes. Information assets will be protected from damage due to power failures. All the computers and related electronic devices will be connected to power supply from UPS.
- UPS will be checked regularly to ensure that they provide adequate power output. A maintenance plan, including periodic tests and servicing, will be followed for UPS equipment.
- Backup Generator will be put into operation in case of failure of UPS.
- Critical areas (Data centers, hub rooms, server room etc.) shall have power redundancy like multiple powers feed, stand by UPS, DG set etc.

6.7.6 Emergency Lighting

Emergency Lighting Facility is available at specific locations on the floor.

6.7.7 Emergency Evacuation Procedure

Introduction:

The objective of emergency evacuation procedures is to familiarize all members of the Emergency Response Team (ERT) with the emergency procedures in place to facilitate safe, orderly and timely evacuation

when necessary.

General Information:

Emergency Exits:

Emergency exits are provided on the floor closer to the staircase entries.

Emergency Lighting:

Emergency Lighting facility has been provided at selected locations on the floor to facilitate safe evacuation in the case of an emergency.

Air Conditioning: The floor's air-conditioning system will shut down automatically on the declaration of an emergency

Fire Alarms:

Fire Alarms are provided at each floor to facilitate easy determination of fire.

Fire Extinguishers:

Fire extinguishers are kept at selected locations on the floor based on the location of critical information processing facilities.

Emergency Response Team (ERT):

At Trianz , ERT consists of ERT Lead and his deputy assisted by number ERT members appointed for each section. ERT lead will report to the Building ERT head in regard to the implementation of building evacuation plan, coordination of building evacuations, and the proper maintenance of building fire safety equipment. The standard working day at Trianz inclusive of lunch break is 9 hours. This may be worked between 8.00 a.m. till 6.00 p.m., Monday to Friday. Outside these times, or when it may be reasonably assumed that the members of ERT are not in company premises, the duty or security officer will assume the responsibilities of ERT.

ERT Lead Responsibilities:

- The ERT lead will be responsible for maintaining an up-to-date list of their ERT. He / She will also nominate a person for the position of Deputy Building Warden who will undertake their duties in their absence
- Arranging and co-coordinating evacuation exercise
- Accurately logging the performance of, and any problems encountered during exercises
- Conducting debriefing after practice evacuations
- Continually striving to improve the effectiveness of the plan

- Ensuring an update list of the names and location of workplaces of mobility impaired persons is kept

On hearing the fire alarm sounding or on being advised of an emergency situation, the ERT Lead will immediately

- Ensure the relevant emergency service has been called
- Proceed to the fire indicator panel
- Inform the affected Section using the PA system or runner and initiate a search or instigate designated actions
- Reassure staff/students that the alarm / emergency is being investigated

If a fire / or emergency has been found, the ERT Lead will

- Evacuate the Section immediately (if not already under way)
- Inform building ERT head / security of the situation
- Consider evacuation of entire premises
- Meet the emergency services, building ERT head /security on arrival and inform them of the situation

If no fire / emergency is found, the ERT head will

- Inform staff of the false alarm
- Meet the emergency service on arrival and inform them of the situation

Equipment: Good Quality Torch, emergency procedures documentation, Floor plan of the entire building identifying,

- Different sections of the floor
- Section ERT members
- Location of Fire Fighting equipment
- Location of Exits
- Fire Indicator Panel
- List of All on duty staff, where applicable

Deputy ERT Lead Responsibilities:

- The Deputy ERT lead will assume the duties and responsibilities of the ERT lead whenever the ERT Lead is absent from the premises

- The ERT Lead and the deputy ERT Lead will never be simultaneously absent from the building
- The deputy ERT Lead will have the same equipment as the ERT Lead

ERT Members Responsibilities:

- ERT members will be appointed for the purpose of directing and controlling the emergency procedures as directed by the ERT Lead
- ERT members have the authority to evacuate their area of responsibility if they consider there is any danger to staff, students or visitors
- On activation of the fire alarm or emergency actions, ERT members may receive instructions from the ERT lead. On receipt of instructions they will either
 - Direct section staff to reassure staff whilst at the same time preparing to evacuate; and / or
 - Initiate a search or emergency procedures of their section
- If a fire or emergency situation is found the ERT member will
 - Inform the ERT Lead
 - Evacuate the section. Direct people to the fire stairs and prevent them from using lifts
 - Attempt to extinguish the fire or control emergency situation having due regard to their own safety
- If the fire or emergency cannot be extinguished or controlled the ERT member will
 - Inform the ERT Lead
 - Evacuate all section staff
 - Isolate the incident by closing all possible doors: then
 - Report to the ERT Lead and act on any instructions
 - Do not allow anyone to enter the fire-affected area

- If no fire or emergency is found the ERT member will
 - Inform the ERT Lead
 - Reassure staff the situation is under control and to resume normal operations
- ERT members familiarize themselves with the area they represent
- Note all means of escape from their section
- Be familiar with the operation of installed firefighting equipment
- Conduct staff roll calls at assembly points and report any absences to the ERT lead (if applicable)
- Raising the alarm, by operating manual break glass alarms, or by contacting the ERT lead
- When directed, guide occupants down the fire stairs to the assembly area
- Assisting mobility impaired people
- Operating first attack firefighting equipment (eg) fire extinguishers and hose reels, or instigating emergency procedures
- Searching a floor or area to ensure nobody has been left behind. This includes checking toilets
- Searching a floor or area for suspicious articles
- Ensuring lifts are not used during the evacuation

Equipment: Good Quality Torch, Floor plan of entire building identifying the following features:

- Section Exits
- Section Fire Fighting Equipment
- Section Evacuation Assembly Areas
- List of all on-duty staff and emergency contacts if applicable

During evacuation, ERT Lead and members will be prepared to

- Wait until the fire stairs are clear before entering. If congested, wait for a few moments and check again, or use an alternative exit
- Lead the occupants down the stairs, preventing running or lagging behind

- Provide assistance to any occupant falling or tripping
- Allow room for Emergency Services Personnel who may also be using the fire stairs
- Prevent any person from re-entering the floor or building, unless authorized by the ERT lead or Officer-in-Charge of the Emergency Services
- Permit only non-bulky personal items, such as purses, wallets or handbags, to be carried into the fire stairs

Evacuation Procedures:

When an evacuation of a section is initiated by either a ERT lead or ERT member, the procedure is as follows:

- Usher staff/visitors to the nearest exit as quickly and calmly as possible
- Check toilets and other areas for stragglers
- Report to the ERT lead and act on any instructions
- As far as possible all staff/visitors should remain in the assembly area until the situation is stabilized
- ERT member conducting searches of toilets etc. must report their findings to the ERT lead. (Area clear or otherwise – mobility impaired persons locations)
- Under no circumstances should staff members be permitted to go back into the building for any reason, until advised safe to do so
- Arrange assistance for handicapped persons
- Secure cash and valuable documents (if safe to do so)
- Evacuate with a minimum of personal material.
- Where possible close doors and windows on departure
- Prevention of panic is of paramount importance
- Obey directions given by emergency services personnel
- Keep all exists / entrances clear at all times
- Do not allow anyone except Emergency Services personnel to re-enter the building while the alarm is sounding
- Should a person refuse to comply with the directions given by a ERT Lead or ERT member,

- Ensure the person has been clearly advised they are required to evacuate the building, because of an emergency situation
- Notify the ERT Lead, who will advise the Officer-in-Charge of the Emergency Service who, at his discretion, may take the appropriate action under law to remove the person

6.8 Equipment protection

Electrical and Electronic Equipment: This includes Projectors, Television, and Photocopier, UPS, Air Conditioners

- Access to air conditioners at server rooms will be restricted to only admin and IT and maintenance engineer
- Access to air conditioners at zone 2 is restricted to only authorize persons.
- All equipment is provided with fire, peril, and theft insurance

Communication Equipment: This includes Telephones, Blackberry, VOIP phones, Video conferencing equipment, and Fax Machines

- Equipment will be located in appropriate locations, such as keeping the Fax machine under Administration control, to avoid any misuse of fax machine and also reduce the risk from environmental threats and hazards.
- Shared resources like photocopier and fax machines will be restricted to Zone 2 only.
- Fax machines will be password protected to prevent misuse.
- Fax machine for general use will be kept under the custody of Administration, at the Reception, and log will be maintained in a separate register where every employee who utilizes the fax machine will make an entry in the register, specifying details of the fax done. Personal use of Fax machine will not be allowed
- All equipment is provided with fire, peril and theft insurance
- Laptops, Blackberry are provided with additional insurance for accidental loss, special perils

Fire safety equipment:

- Fire safety equipment are kept under the custody of the ERT.

Cabling Security:

- All network connection points will be marked and identified.
- Measures will be considered to protect network cabling within the premises of Trianz, or premises where Trianz equipment is located, from unauthorized interception or damage, for example by using conduit, or by avoiding routes through public areas.
- All cables, including power and telecommunication cables, will be protected from damage or unauthorized interception.
- Within Company premises, power and telecommunications lines will be underground, where possible, or subject to adequate alternative protection.
- Power cables will be segregated from communication cables to prevent interference.

Information processing equipment: This includes desktops, laptops, servers, routers, switches

- All information processing equipment will be protected by having a log on process to prevent un-authorized physical access
- Inventory Information processing equipment is maintained and reviewed on a monthly basis
- Laptop Allotment letters will be given to laptop users and each user will be held accountable for safety of Laptop.

Environmental requirements

- Temperature and Humidity for critical areas (work area, Server room, Data centers, Hub room, etc.) shall be maintained within the acceptable range (18 to 22 °C and below 65%).

6.9 Equipment Maintenance

Electrical and Electronic Equipment:

Please refer the Admin process (\\thehub\trianzqms) for the required procedure

Communication Equipment:

Please refer the Admin process (\\thehub\trianzqms) for the required procedure

Fire safety equipment:

Please refer Admin Process (\\thehub\trianzqms) for the required procedure

Information processing equipment:

- IT will ensure proper maintenance of the Information processing equipment like desktops, laptops, servers, tapes
- IT Department will maintain list of all the critical IT hardware assets along with their maintenance schedules as prescribed by vendors/IT
- Equipment will be maintained in accordance with the supplier's recommended service intervals and specifications
- Only authorized maintenance personnel will be allowed to carry out repairs and service equipment
- Records will be kept of all suspected or actual faults and all preventive and corrective maintenance
- The maintenance personnel from vendors will be adequately monitored during maintenance operations carried out in-house
- In case the IT asset needs to be sent out for maintenance then, documentation is prepared to ensure traceability and accountability. Adequate packing and handling instructions are given to the transporter for ensuring physical safety during transit.
- Appropriate care will be taken when sending equipment off premises for maintenance
- Requirements of insurance policies relating to IT assets, if any, are complied with

Work Environment Maintenance

Please refer Admin process for the required procedure

6.10 Control of Movement of Assets

Trianz is bounded by STPI regulations. Proper protection will be provided for equipment and information that are taken outside Trianz premises.

- The manufacturer's instruction on equipment protection will be adhered to.
- Portable computers will be carried as hand luggage.
- Magnetic media will be protected from exposure to strong magnetic radiation and heat.

- For any material going outside, gate pass will be initiated by the concerned person, specifying the details of the material going out and finally approved by administration department. The gate pass must be completely filled and will indicate whether the item is returnable or non-returnable. If item is returnable then the tentative date of return will be indicated in the gate pass and the item will be tracked for return by the security. In case the item is not returned on the tentative date of return as indicated in the gate pass, the security will inform the Administration for follow up. Exceptions to this are laptops issued by Trianz to its employees for work-related usage both within Trianz premises or external to it.
- The items, belonging to Trianz, that are to be brought inside the office premises will have the prior approval from the Administration. The inward register will be maintained by the security to maintain the status of each of the inward items. If laptop is brought inside the office premises by any third party, will indicate the name of the person, contact address, time in, contact no, person to meet, purpose of meeting and serial number and manufacturer of the laptop.

6.11 Physical Access Monitoring and Control

- CCTVs will be installed at all receptions, server rooms and entry/exit points to monitor and track the movement of assets and prevent tailgating
- Physical Access Control System will be monitored on a regular basis to detect any intrusions
- Fire Alarms will be installed at zone 2 and zone 3 to detect and signal fire
- CCTV footage shall be archived for minimum of 90 days.
- Physical access logs shall be stored for minimum of 365 days.

6.12 Re-use, Disposal and Removal of Equipment

Re-use of equipment:

- All items of equipment containing storage media will be checked for confidential information and the same will be backed up or removed or securely overwritten prior to re-use based on business requirements

- All licensed software installed on the equipment will be removed if not required while re-using the equipment.
- Record of activities performed on the equipment before issuing the same for re-use will be maintained.
- Care will be taken to ensure no compromise of security while re-using the equipment.

7. Reference(s)

- User Access Management Procedure
- Media Handling Policy

8. ISO Control Mapping(s)

Category of Control	ISO 27001:2022 Control	Document Name as per ISO 27001:2022
Physical Controls	7.0 Physical Controls 7.7 Clear desk and clear screen Control Clear desk rules for papers and removable storage media and clear screen rules for information processing facilities shall be defined and appropriately enforced.	Physical Access Control and Environmental Security

For Trianz Process Improvement Group (TPIG) Purpose Only

Version History

Ver. No.	Author	Reviewer	Approver	Date	Reason for Change	Change Description
0.00	Jyotessh G Nair			26-Feb-07	Initial draft	<ul style="list-style-type: none"> None
0.01	Jyotessh G Nair			26-Feb-07	Review	<ul style="list-style-type: none"> Review feedback incorporated
1.00	Jyotessh G Nair			26-Feb-07	Baseline is approved by Zulfikar Deen.	<ul style="list-style-type: none"> Approved Baseline.
1.01	Bharateesh B R			9-Mar-09	Risk Assessment Report and Risk Mitigation Plan	<ul style="list-style-type: none"> Changed the Physical access control framework. Incorporated provisions made in hardware lifecycle management policy Changed the Document properties in terms of changing ownership, adding custodian Decreased the number of Zones from 4 to 3 to

Ver. No.	Author	Reviewer	Approver	Date	Reason for Change	Change Description
						<p>simplify and increase the coverage</p> <ul style="list-style-type: none"> • Added sections Introduction, definitions/acronyms/terms. • Revised the scope in line with current scope of the ISMS. • Revised the objectives to align with business requirements • Added Section Perimeter security to provide the controls available for perimeters having trianz information assets based on the risk assessment • Provided clarifications on Physical access controls. • Added sections work environment regulation, health and safety regulation, and emergency and

Ver. No.	Author	Reviewer	Approver	Date	Reason for Change	Change Description
						<p>safety services as a result of risk assessment and risk mitigation plan</p> <ul style="list-style-type: none"> • Included sections water supply failure, telecommunication failure, and emergency evacuation procedure as part of protection against external and environmental threats • Added new sections electrical and electronic equipment, communication equipment, Fire fighting equipment, information processing equipment as part of the Equipment protection to provide more clarity and

Ver. No.	Author	Reviewer	Approver	Date	Reason for Change	Change Description
						<p>increase coverage</p> <ul style="list-style-type: none"> • Provided more clarity on section equipment maintenance • Distinguished monitoring controls from the physical access controls • Included a new section on re-use, disposal and removal of equipment. • Reviewed and removed the procedure for off-site equipment security
1.02	Bharateesh B R			24-Mar-09	Review by Sujit Sahoo	<ul style="list-style-type: none"> • Incorporated changes to Section 6.2.2, • Section 6.3.3 provided a reference to the ID card Issue process • Section 6.5 Provided examples to bring in clarity

Ver. No.	Author	Reviewer	Approver	Date	Reason for Change	Change Description
2.00	Balu Nair			29-Apr-09	Approval for baseline	<ul style="list-style-type: none"> Baselined
2.01	Chakravarthi			31-Dec-09	QMG review	<ul style="list-style-type: none"> Formatted entire document
3.00	Chakravarthi			31-Dec-09	Request for baseline	<ul style="list-style-type: none"> Baselined
3.01	Balu Nair			14-May-10	QMG Review	<ul style="list-style-type: none"> Formatted the document, Modified cover page
4.00	Balu Nair			20-May-10	Request for baseline	<ul style="list-style-type: none"> Baselined
4.01	Srilakshmi			24-May-11	QMG Review	<ul style="list-style-type: none"> Modified release id in header and cover page to make consistency
5.00	Srilakshmi			24-May-11	Approval for Baseline	<ul style="list-style-type: none"> Baselined
5.01	Sudharsana			3-Aug-11	QMG review	<ul style="list-style-type: none"> Replace Owner with Management Representative in place of CIO In Document Classification Scheme, "Retention period

Ver. No.	Author	Reviewer	Approver	Date	Reason for Change	Change Description
						is 3 Years" row is removed
6.00	Sudharsana			3-Aug-11	Request for baseline	<ul style="list-style-type: none"> Approved and Baselined
7.00	Srilakshmi			17-Sep-12	ISMS Surveillance audit findings	<ul style="list-style-type: none"> Modified template format of procedure as per documentation guidelines Modified section 6.12 Re-use, Disposal and Removal of Equipment and referred template
7.01	Sumanta Bhattacharya and Balu Nair			25-Jan-16	Client Audit and alignment with shared assessment checklist.	<ul style="list-style-type: none"> Section Removal of equipment and disposal of equipment's are moved to Media handling policy
8.00	Balu Nair			08-Feb-16	Approved by Mahesh (CISO)	<ul style="list-style-type: none"> Baselined
8.1	Divya Gongalla	Phani Krishna	Phani Krishna	21-Jan-21	For review	<ul style="list-style-type: none"> Updated with new information classification

Ver. No.	Author	Reviewer	Approver	Date	Reason for Change	Change Description
9.0	Divya Gongalla	Phani Krishna	Phani Krishna	21-Jan-21	For Approval	<ul style="list-style-type: none"> Approved and Baselined
9.1	Shalini	Vijaya	Srikanth	11-Feb-24	For Review	<ul style="list-style-type: none"> Mapped with new iso 27k 2022 physical controls
						<ul style="list-style-type: none">
10.0	Shalini	Vijaya	Srikanth	23-Feb-24	For Approval	<ul style="list-style-type: none"> Approved and Baselined
10.1	Balu Nair	Vijaya		06-May-25		<ul style="list-style-type: none"> Migrated to a new Template
11.0	Balu Naiar	Vijaya	Srikanth	29-May-25	For Approval	<ul style="list-style-type: none"> Approved and Baselined



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Thank You

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