**CIS INTERNATIOANL HOLDINGS CORP**

**OPR for checking of Door Arming - Office Admin Person:**

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| SUBJECT | OPR for checking of Door Arming - Office Admin Person |
| DEPARTMENT | Office Admin & IT Sup |
| RECORDER | Ruwani Perera |
| APPROVED BY | Andy Hettiarachchi |
| CREATED DATE | 12/28/2016 |
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1. IT support staff on duty must check the alarm ARMING daily after the last person leaves the WH. – IT Support aprox 7pm (US TIME)
2. If not Armed, IT support staff on duty must arm the system remotely. – IT Support
3. If, IT staff ARMs the system, an email must be sent to WHMgt indicating – **‘SECURITY ALARM WAS NOT ARMED BY WH STAFF. IT WAS REMOTELY ARMED AT …….PM BY IT SUPPORT’**
4. Check the Arming of the alarm system against the signing sheet. Last person to sign out should ARM the door. – Maria
5. If the last person to leave the WH has not set the alarm, A WARNING LATTER must be issued immediately – Maria