

## System Backup Policy & Responsibility Matrix

S.No	Name	Responsibility		Medium	DataBase and Application		Location
		Primary	Secondry		Frequency	Retention Period	
1	Action On Time	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
2	Active Directory	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
3	AIMS Core Application.	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
4	AIMS In-house Reports (Adhoc)	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
5	Aircraft Floating License Application	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
6	Aircraft Technical Publication	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
7	Aircraft Quality Assurance & Maintenance	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
8	Aircraft Quality Findings	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
9	Application Program Interface	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
10	Aircraft Analytic & Maintenance Tool	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
11	Canteen Management System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
12	Central Discipline Unit for HR	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal

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13	Continued Airworthiness Assessment & Surveillance	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
14	Corporate Digital Minute	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
15	Corporate E-mail	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
16	Corporate Manuals Policy & Procedure	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
17	Crew Document Management System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
18	Crew Website	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
19	Decision Support System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
20	Emergency Response Center ERC	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
21	Employee Complain Management	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
22	End Point Security System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
23	Face Recognition System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
24	File Storage and Transfer System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal

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25	Fleet Movement Plan and Coverage	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
26	Flight Data Monitoring (FDM) Airfase	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
27	Flight Log System (Web)	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
28	Fly Smart Air Bus Application	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
29	Frepak System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
30	Fuel Management & Analysis System.	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
31	Fund Management, Monitoring	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
32	Human Resources Management (HR) System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
33	IATA Manuals for Multi Floating License	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
34	Incidental Changes (IA Cards)	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
35	IT Workshop	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
36	MyID Staff Travel Web Services	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
37	Systems Monitoring System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal

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		Primary	Secondry		Frequency	Retention Period	
38	Network Devices Authentication Application	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
39	Object Key Performance System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
40	PAMMIS	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
41	PHS DPR (Daily Performance Report) Website	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
42	PIA Administration & Discipline System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
43	PIA Dashboard for Flight Management	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
44	PIA Pension System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
45	PIAAwards +Plus. – Complaint Management System & NORS.	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
46	PRIMS (PIA Recipe Management System)	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
47	Provident Fund	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
48	Quality Assurance & Maintenance	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
49	Revenue Accounting Task Management System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal

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		Primary	Secondary		Frequency	Retention Period	
50	Route Performance & Profitability System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
51	Safety Information Management System (SIMS)	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
52	Safety Management System (SMS)	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
53	Safety Risk Management	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
54	System Request Manager (ERP & IT)	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
55	System Support Portal	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
56	Telephone Exchange Management System	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
57	Time Management System (TMS)	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
58	Training Database Management System (TDMS)	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal
59	Wings – Middleware (Engg.)	System Administration Officer	DGM Information Security	Backup Media	Daily, Monthly & Yearly	1 week, 5 Months & 1 Year	Jinnah Terminal