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History Page

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Reference Documents

Document Number	Document Title
ECC-1:2018	National Cybersecurity Authority Essential Cybersecurity Controls (NCA ECC)

Document Roles and Responsibilities

	Prepare/ Update/ Amend	Review	Approve	Publish
Owner	YES	YES		
Cybersecurity Steering Committee		YES		YES
Corporate Strategy & Performance Management VP			YES	

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Glossary

Word or Phrase	Explanation
Asset	General support system, major application, resources, high impact program, physical plant, or a logically related group of systems
Audit	Independent review and examination of records and activities to assess the adequacy of system controls, to ensure compliance with established policies and operational procedures.
Backup	Copying data to protect against loss of Integrity or Availability of the original.
Compliance	Ensuring that a Standard or set of Guidelines is followed. A means of conforming to a rule, such as a specification, policy, standard or law.
Removable devices	Portable data storage medium that can be added to or removed from a computing device or network.
SFT	Secure File Transfer
USB	Universal serial bus

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1. Introduction

This document provides the procedure to handle access permission for any removable media in OT environment. As a standard best practice data transfer using removable media in OT environment shall be avoided, instead IT/OT secure file transfer (SFT) shall be used.

This procedure is prepared considering aspect of business continuity where secure file transfer is not available.


This procedure is applicable to all NWC windows-based OT infrastructure.

2. Roles and Responsibilities

Roles	NWC Representative	Responsibilities
Request Initiator	Application Team Smart Operation Network Team Infrastructure Team	Initiates the request for removable device
Request Approver	Application Team Smart Operation Network Team Infrastructure Team Information Security Endpoint Support Team	Line manager and Security manager analyses and accepts or rejects the request of request initiator based on business needs
Removable Media Access Manager	OT Admin & ePO Admin	Provide removable media device and removable media access on workstations and servers
User controller group	OT Admin	Add/remove user from "Removable Media Group Policy"

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3. Removable Media Procedure

Following steps shall be taken to provide access permission for removable media:

Note 1: Removable Media Devices for windows are provided in OT environment to copy backups, data transfer, firmware, and patches.

Note 2: Removable media in OT environment shall only be used by OT staff and contractors in case of emergency response and business continuity.

Note 3: Contractor shall not have direct access of removable media, only NWC OT User shall perform actions required by contractor for removable media usage in OT systems.

1. The request for removable media by the initiator is submitted to the line manager who analyses and approves or rejects the request based on business needs.

Request shall have followed information:


- Source of storage media
 - Owner of storage media
 - Data on storage media
 - User of storage media in NWC OT environment
 - OT Assets where storage media will be connected
 - Last virus scan of storage media by NWC information security team
2. After line manager approval, Security manager must approve or reject the request.
 3. After security manager approval, endpoint admin will provide access permissions to specific NWC user on a specific OT asset for a specified removable media for fixed duration of time as mentioned in request.
 4. After security manager approval, OT admin will provide access permissions to specific NWC user on a specific OT asset for a specified removable media for fixed duration of time as mentioned in request.
 5. Endpoint Admin and OT Admin will revoke access permissions to specific user to specific removable media after elapsed duration.
 6. EP Admin and OT Admin will notify about access permission for removable media to the user.

Note 1: Only registered, marked and formatted removable media must be used

Note 2: Always scan removable media for malware on an isolated workstation prior to use

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Note 3: Antivirus shall be updated on system where removable media is used

Note 4: All Removable media use shall be tracked in IT and OT environment.


Note 5: Hashes of the files must be checked before and after file transfer using removal media.

4. Process

Activity		Responsible	Description
1.1	Initiate request for removable media	Application Team Smart Operation Network Team Infrastructure Team	Initiate the request for accessing removable media
1.2	approval of request	Application Team Smart Operation Network Team Infrastructure Team Information Security	Line manager and security manager analyses and approve the request
1.4	Workstations and Servers Access for Removable Media	Endpoint Team OT Team	Endpoint team manager will provide access to required workstations and servers for removable media
1.4	Removable media provision	OT Admin	OT Admin provides removable media to the user based on request
1.6	Terminate User Access for removable media on specific workstations and servers	OT Admin	Automatically revoke access permissions to specific user to specific removable media after elapsed duration

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1.7	Return of removable media	Line Manager	Removable media will be returned to OT Admin
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5. Removable Devices Compliance

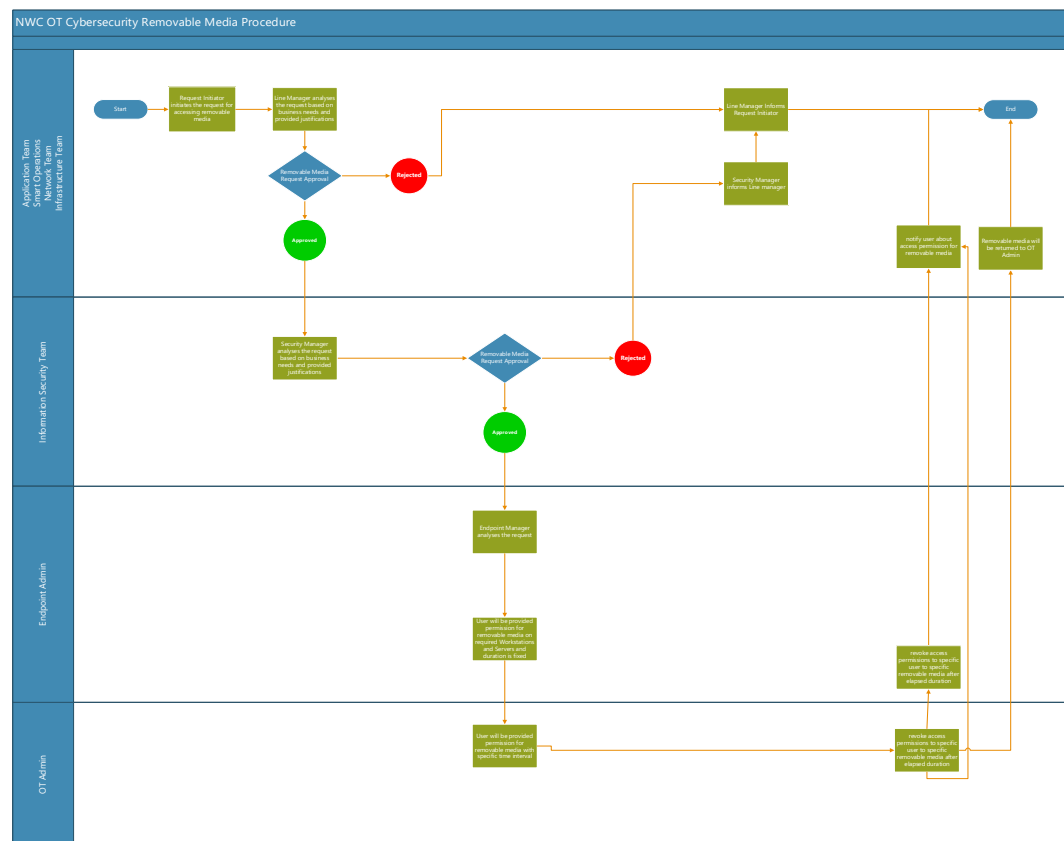
1. If anyone is found to have breached removable media policy, the matter will be considered and investigated under the company's disciplinary procedure.
2. Serious breaches of removable media policy may constitute gross misconduct and lead to summary dismissal. Breaches, where applicable, may also result in civil action and/or criminal charges.

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6. Process Flow Chart



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