Technology start up and shut down
Version 1

Effective from: 1 October 2019

Introduction

From time to time ROI is required to shut down hardware and/or software systems to perform maintenance procedures. These shutdowns may be planned or unplanned.

Purpose

This Procedure sets out the requirements for shutting down and restarting IT systems.

Scope

This procedure applies to all IT systems at Red Opal Innovations.

Procedure

1. Users need to be notified by staff email of any planned shutdowns of IT systems that affect their ability to perform their work place duties, with a minimum of 7 days' notice.
2. Where practical, maintenance is to be carried out in normal working hours.
3. Where maintenance is required outside of normal working hours, permission must first be obtained from the Network Manager.