AMENDMENTS LOG

Revision History

Version	Revision Author	Reviewer / Approver	Date	Summary of Changes
1.0	Nor Asfiah Binte Jamalludin (ISMS MR)	James Chia (CEO)	1 Aug 2025	Initial Release

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PURPOSE

The purpose of this procedure is to establish a system for creating, updating and control of documented information required by ISO/IEC 27001 Standard, and necessary for the effectiveness of the Information Security Management System (ISMS).

SCOPE

This procedure applies to "documents" and "records" relevant to the organisation's ISMS. It includes the documented information required by ISO/IEC 27001 Standard, and the documented information determined by the organisation to be necessary for its effective implementation.

REFERENCE

ISO/IEC 27001 Standard   7.5 Documented Information
                             Annex A 5.33 Protection of records

DEFINITION

Documented Information – "information required to be controlled and maintained by an organization and the medium on which it is contained". This term covers what used to be referred to as "documents and records" and for reasons of clarity this procedure still draws a distinction between these two types of documented information.

RESPONSIBILITIES & AUTHORITIES

The Top Management has the prime responsibility and approval authority for this procedure.

The Management Representative (MR) is responsible to ensure that personnel have access to and are aware of relevant ISMS documented information and relevant changes to them.

The MR or the Process Owner is responsible for writing the initial version of the document, creating related forms, getting document number and submitting the document to the appropriate reviewer and approver for review and approval.

The assigned Document Controller shall ensure that documented information is controlled and that it is available and suitable for use, where and when it is needed and it is adequately protected from loss of confidentiality, improper use, or loss of integrity.

The assigned Record Owner / Custodian shall be responsible for the management of their records all throughout the record lifecycle.

PROCEDURES

A.   Control of Documents

The overall process of control for documents is described below.

1.   The creation of documents may be done by any competent individual appropriate to the subject and level of the document (e.g., process owner). The convention for the naming of documents within the ISMS is to use the following format:

<div align="center">

ISMS-M/PR-xx
</div>

where:
  ISMS   = Information Security Management System
  M / PR   = Manual / Procedure
  xx   = Series number starting from 01, 02, etc.

A unique number, document title and versioning (starts from 1.0, 2.0… etc) will be allocated for each document and an index of document references will be maintained within the ISMS – see *ISMS-PR-02-F1 Document Control Master List* for more details.

Where applicable, control category references are designed to map onto the Annex A of the ISO/IEC 27001 Standard as follows:

<div align="center">

ISMS-XXX/XXXX-yy
</div>

where:
  ISMS   = Information Security Management System
  XXX/XXXX   = Control Categories
  yy   = Unique Document Number

Reference	Control Categories
ORG	Organisational Controls
PPL	People Controls
PHY	Physical Controls
TECH	Technological Controls

Forms / templates associated to the procedures and control documents will be linked to the corresponding procedure / control document number as per below:

<div align="center">

ISMS-PR-xx-Fyy / ISMS-XXX-yy-Fzz
</div>

where:
  ISMS   = Information Security Management System
  PR / XXX   = Procedure / Control Categories
  xx / yy   = Procedure / Control series number starting from 01, 02, etc.
  F   = Form
  yy/zz   = Form series number starting from 01, 02, etc.

2. When a document is created for the first time it will have a version number of 1.0. Any further changes will result in the document number being incremented by 1 e.g., from 1.0 to 2.0. *ISMS-PR-02-F2 Document Change Notice* will be raised for any change for proper review and approval before implementation.

3. Documents will be reviewed and approved by authorized reviewer/approver to ensure that they are correct and fit for purpose.

Document Type	Reviewers / Approvers
Manual, Policy & Objectives	Top Management
Procedure / Controls	Top Management or ISMS MR or Head of Department

4. Once approved a copy of the document will then be retained in the shared folder. All employees will be given "read" access and only the MR or the respective process owner (if needed) will be given "write" access.

5. Upon approval of a new version of a document, relevant personnel will be instructed of its availability in a designated shared folder for their reference.

6. All final documents must be stored electronically to ensure that they are accessible in any given situation.

7. Any printouts will be considered "uncontrolled" documents and users are advised to refer to the designated shared folder for the most updated version of the document.

8. Superseded documents can be stored in a Superseded Folder to be accessible only to the MR or the Document Controller in order to form an audit trail of document versions. They should be marked as being superseded legibly if kept in order to prevent them being used by mistake.

9. Paper copies of documents that have been superseded are to be disposed of in secure bins or shredded.

10. Documents that originate outside of the organization but form part of the ISMS will be maintained and such documents will be monitored for any changes by the ISMS MR or the respective process owner. For legal and other requirements that apply to the organisation and have originated from external parties, a specific list will be maintained. For a list of these external documents, please refer to *ISMS-ORG-12-F1 Legal, Regulatory and Contractual Requirements Register.*

B.   Management of Records

The organisation will manage the records that may form part of the ISMS as follows:

1. The record owners / custodians shall identify the records that require to be generated, retained and preserved based on business, contractual or legal requirements in the *ISMS-PR-02-F3 List of Records.*

2. The following attributes of each record shall be documented for all records that required to be retained:

      a. Name/title of record
      b. Record type (e.g., accounting, supplier, client, personnel, ISMS-related, system records)
      c. Information classification level of the record
      d. Record owner / custodian
      e. Retention period
      f. Allowable storage media (e.g., physical or electronic)
      g. Storage location
      h. Disposal methods, post retention period

3. The period of retention of records will depend upon their usefulness to the organisation and any legal, regulatory or contractual constraints. Particular care will be taken where records may have some commercial relevance in the event of a dispute (e.g., contracts / agreements with clients or suppliers) and these should be kept for a period of at least 7 years. For records with personal data, these will be retained only for the period necessary for the intended purposes in line with legal and regulatory requirements or justifiable and lawful requirements.

4. The record owners / custodians shall ensure that records identified for retention and preservation are available and retrievable for the duration of the retention period.

5. Electronic records including those held in application databases will be subject to regular backups as per the organisation's backup schedule, and access to the records will be restricted to authorised individuals only.

6. Based on the classification of the information on the records, these records shall be protected all throughout its lifecycle from loss, destruction, falsification, unauthorized access and unauthorized release in line with *ISMS-ORG-05 Information Classification, Labelling & Transfer.*

7. Records shall be disposed after completion of the retention period. Record owners shall follow the organisation's *Data Retention & Destruction Policy and ISMS-PHY-02 Storage Media Handling, and* maintain the record of disposal.

FORMS

ISMS-PR-02-F1	Document Control Master List
ISMS-PR-02-F2	Document Change Notice
ISMS-PR-02-F3	List of Records