Competency Matrix

Name	ISMS Role	ISMS Responsibilities	Required Skills & Competencies	Fully Competent (Y/N)	Proof of Competency
James Chia	Top Management	Refer to ISMS-ORG-02 Information Security Roles	• Relevant management experience • ISO/IEC 27001 Awareness Training / Information Security Internal Briefing	Y N *Note: Awareness Training to be scheduled in Sept 2025*	CEO
Leong Huey Miin	ISMS MR	Refer to ISMS-ORG-02 Information Security Roles	• ISO/IEC 27001 Awareness Training / Information Security Internal Briefing	N *Note: Awareness Training to be scheduled in Sept 2025*	
Gna Chelvi	DPO	Refer to ISMS-ORG-02 Information Security Roles	• ISO/IEC 27001 Awareness Training / Information Security Internal Briefing • Relevant Data Protection Training	N *Note: Awareness Training to be scheduled in Sept 2025*	Fundamentals of PDPA
<Name>	Incident Response Team	Refer to ISMS-ORG-02 Information Security Roles	• ISO/IEC 27001 Awareness Training / Information Security Internal Briefing • For the IRT Leader, related training on cybersecurity incident handling and response	N *Note:* *-Awareness Training to be scheduled in Sept 2025* *-IRT Lead needs to attend relevant training on cybersecurity incident handling and response*	

Refer to Asset Inventory, RA Worksheet and Access List	Risk Owner System Admin Asset Owner	Refer to ISMS-ORG-02 Information Security Roles	• ISO/IEC 27001 Awareness Training / Information Security Internal Briefing	N *Note: Awareness Training to be scheduled in Sept 2025*	
All employees	Users, in general	Refer to ISMS-ORG-02 Information Security Roles	• ISO/IEC 27001 Awareness Training / Information Security Internal Briefing	N *Note: Awareness Training to be scheduled in Sept 2025*	
3rd Party	Internal Auditor	Refer to ISMS-ORG-02 Information Security Roles	• ISO/IEC 27001 Auditor Certificate	Y	ISO/IEC 27001 Auditor Certificate Note: If employees will conduct the internal audit, the same certificate will be required.

Reviewed by: Leong Huey Miin (ISMS MR)   Reviewed on: 1st Aug 2025