# Purpose

Argus is the Information Security Management System (ISMS) used for managing information security risks at the Electronics Department of NSCL. The objective of this procedure is to review the suitability, adequacy, and effectiveness of Argus. The purpose of the procedure is also to assess opportunities for improvements and changes to Argus.

# Scope

It is applicable to all aspects of Argus.

# Definitions

In this document, information security related terms have been marked in *underlined* *italics*. For their definitions, refer to the standard *EE-ISMS-S001 Terms and Definitions*.

# Entry Criteria

* The periodic review of Argus has to be initiated

# Inputs

* Results of audits and review
* Feedback from stakeholders
* Recommendations for improvements to Argus
* Status of corrective and preventive actions
* Follow-up actions from previous manage reviews
* Proposed changes to Argus

# Procedure

Management reviews of Argus are performed at least once a year.

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| **Step** | **Responsible** | **Action** |
| 1 | EEDH | Initiate the management review. Management reviews must be performed at least once a year. |
| 2 | EEDH | Form the Argus Management Review Team (AMRT). ARMT should include members of Information Security Board (ISB) and the *senior management*. |
| 3 | EEDH | Select a management representative (MR) to conduct the review. |
| 4 | MR | Schedule the review meeting. Collect data (see Inputs Section above) and provide it to members of AMRT one week before the scheduled meeting. |
| 5 | MR | Prepare agenda for the review meeting. It must include review of the items in the Inputs Section, and evaluation of continuing suitability of the ISMS policy and objectives. |
| 6 | AMRT | Analyze the data, identify and approve improvement opportunities, assign action items, preventive actions and corrective actions as appropriate. |
| 7 | MR | Record minutes, decisions, actions, milestones, and improvements to Argus. |
| 8 | EEDH | Approve the minutes, the review data and reports. Publish them as a record of the management review. |
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# Outputs

* Record of management review

# Exit Criteria

* Record of management review is approved and published.

# Exceptions

All exceptions must be approved by the Electronics Department Head.

# References

* 1. *M01 NSCL Electronics Department ISMS Manual*, NSCL Document Server, Electronics Folder
  2. *P501 Information Security Policy,* NSCL Document Server, Electronics Folder
  3. *Asset Risk Profile, R01-Asset-Risk-Profile.xlsx,* NSCL Document Server, Electronics Folder
  4. *NSCL Quality Policy and Objectives*, NSCL Document Server, QMS Folder

# Revision History

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| --- | --- | --- |
| Revision  Level | Date | Revision Changes |
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# Reviews

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| --- | --- |
| Reviewer | Review Date |
| Information Security Working Group |  |

**Approved**

**Department Head:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**