

Information Security Management System MS ISO/IEC 27001:2007

ISMS MANAGEMENT REVIEW PROCEDURE

PROSEDUR KAJIAN SEMULA PENGURUSAN
ISMS



UniMAP

UNIVERSITI MALAYSIA PERLIS

Written By:

Pn. Ummi Naiemah Saraih

Verified By:

Pn. Rohazna Wahab
Deputy Director ICT

Approved By:

En. Nasrudin Abd. Shukor
Director ICT Division
ISMR

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Revision History

No	Date of Change	Description	Page	Version	Approved By



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1.0 PURPOSE

1.0 TUJUAN

The purpose is to outline the standard procedure for the management meeting consisting of the Internal Security Auditors, personnel of respective units within the BU's and the BU Heads to evaluate and review the effectiveness of Information Security Management System implementation. ISMR may invite the support unit according to their own discretion. However, support unit representative(s) shall attend the yearly ISMS Committee meeting.

Ketua pasukan audit akan mengetuai mesyuarat penutup yang dihadiri oleh pasukan audit dan auditees. Juruaudit-juruaudit akan melaporkan penemuan-penemuan, pemerhatian-pemerhatian dan cadangan-cadangan masing-masing.

2.0 SCOPE

2.0 SKOP

This procedure applies to the reviews of Non-conformity and corresponding Corrective / Preventive Actions needed, or any other matters concerned with Information Security Management System. This procedure also applies to the yearly ISMS Committee meeting

Prosedur ini digunapakai untuk kajian semula ketakakuran dan kesepadanan Tindakan-tindakan Pembetulan / Pencegahan yang diperlukan, atau perkara-perkara lain yang berkaitan dengan Sistem Pengurusan Keselamatan Maklumat. Prosedur ini juga digunapakai untuk mesyuarat tahunan Jawatankuasa ISMS.

3.0 DEFINITION

3.0 DEFINISI

- | | |
|-------------------|---|
| ISMS | ▶ Information Security Management System |
| <i>ISMS</i> | ▶ <i>Sistem Pengurusan Keselamatan Maklumat</i> |
| ISMS Audit | ▶ Internal Information Security Audit |
| <i>ISMS Audit</i> | ▶ <i>Audit Dalam Keselamatan Maklumat</i> |



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NC <i>NC</i>	▶ Non-Conformity ▶ <i>Ketidakakuran</i>
NCR <i>NCR</i>	▶ Non-Conformance Report ▶ <i>Laporan Ketidakakuran</i>
ISMS Coordinator <i>ISMS Coordinator</i>	▶ Information Security Management Representative ▶ <i>Penyelaras Pengurusan Keselamatan Maklumat</i>
IA <i>IA</i>	▶ Internal Auditor ▶ <i>Juruaudit Dalam</i>
ISMR <i>ISMR</i>	▶ Information Security Management Representative ▶ <i>Wakil Pengurusan Keselamatan Maklumat</i>
BU Heads <i>BU Heads</i>	▶ Business Unit Heads ▶ <i>Ketua-ketua Unit Perniagaan</i>
BU Rep <i>BU Rep</i>	▶ Business Unit Representatives ▶ <i>Wakil-Wakil Unit Perniagaan</i>



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<p>Description <i>Penerangan</i></p>	<p>Documents / Ref. <i>Dokumen/Rujukan</i></p>	<p>Personnel <i>Kakitangan</i></p>
<ul style="list-style-type: none"> ➤ ISMR prepare agenda for management review meeting and send out Notice of Meeting to related personnel ➤ ISMS Coordinator prepare agenda for ISMS Committee meeting and send out Notice of Meeting to related personnel - See details on 6.1 Agenda & 6.2 Notice of Meeting ➤ <i>ISMR menyediakan agenda untuk mesyuarat kajian semula pengurusan dan menghantar Notis Pemberitahuan Mesyuarat kepada kakitangan berkenaan</i> ➤ <i>Penyelaras ISMS menyediakan agenda untuk mesyuarat Jawatankuasa ISMS dan menghantar keluar Notis Pemberitahuan Mesyuarat kepada kakitangan berkaitan</i> - Lihat butiran di 6.1 Agenda & 6.2 Notis Pemberitahuan Mesyuarat 	<ul style="list-style-type: none"> - Agenda - Notice of meeting - Agenda - Notis Pemberitahuan Mesyuarat 	<ul style="list-style-type: none"> - ISMR - ISMS Coordinator - ISMR - Penyelaras ISMS
<ul style="list-style-type: none"> ➤ Related personnel shall prepare reports and other relevant information /documents/etc. prior to the meeting. ➤ <i>Kakitangan berkenaan akan menyediakan laporan-laporan dan lain-lain maklumat/ dokumen-dokumen yang berkenaan sebelum mesyuarat tersebut.</i> 		<ul style="list-style-type: none"> - ISMR, BU Reps, Support Units - ISMR, Wakil Unit Perniagaan, Unit-unit Sokongan



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<ul style="list-style-type: none"> ➤ Members attending the meeting should include:- <ul style="list-style-type: none"> • BU Head as Chairman • BU Reps • ISMR as Secretary & any other party as determined necessary by BU Head ➤ <i>Ahli-ahli yang menghadiri mesyuarat tersebut termasuk:-</i> <ul style="list-style-type: none"> • <i>Ketua Unit Perniagaan selaku Pengerusi</i> • <i>Wakil-wakil Unit Perniagaan</i> • <i>ISMR Selaku Setiausaha & lain-lain pihak yang ditentukan perlu hadir oleh Ketua Unit Perniagaan</i> 		<ul style="list-style-type: none"> - BU Head - BU Reps - ISMR - Related personnel (Support Units) - <i>Ketua Unit Perniagaan</i> - <i>Wakil Unit Perniagaan</i> - <i>ISMR</i> - <i>Kakitangan berkaitan (Unit-unit Sokongan)</i>



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Description <i>Penerangan</i>	Documents / Ref. <i>Dokumen/Rujukan</i>	Personnel <i>Kakitangan</i>
<p><u>Management Review Meeting</u></p> <ul style="list-style-type: none"> ➤ Discussions & resolutions shall be recorded by ISMR in minute. ➤ The minutes shall identify agreed action plans to be carried out with specified time frame and personnel assigned. ➤ It shall include improvement of the effectiveness of the ISMS and its processes and procedure related to ISMS requirements. ➤ Date of next meeting should be decided. 	<p>- Minute</p>	<p>- ISMR</p>
<p><u>ISMS Yearly Committee Meeting</u></p> <ul style="list-style-type: none"> ➤ Discussions & resolutions shall be recorded by ISMS Coordinator in minute. ➤ The minutes shall identify agreed action plans to be carried out with specified time frame and personnel assigned. ➤ It shall include improvement of the effectiveness of the ISMS and its processes and procedure related to ISMS requirements. ➤ Date of next meeting should be decided. 	<p>- Minute</p>	<p>- ISMS Coordinator</p>
<p><u>Mesyuarat Kajian Semula Pengurusan</u></p> <ul style="list-style-type: none"> ➤ <i>Perbincangan-perbincangan & resolusi-resolusi akan direkodkan oleh ISMR dalam minit mesyuarat.</i> ➤ <i>Minit mesyuarat akan mengenal pasti rancangan tindakan yang dipersetujui untuk dilaksanakan dengan jangka masa yang ditentukan dan kakitangan yang ditugaskan.</i> 	<p>- Minit Mesyuarat</p>	<p>- ISMR</p>



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Description Penerangan	Documents / Ref. Dokumen/Rujukan	Personnel Kakitangan
<p><u>Mesyuarat Kajian Semula Pengurusan</u></p> <ul style="list-style-type: none"> ➤ Salinan minit diedarkan oleh ISMR kepada penyelaras ISMS, semua yang hadir, dan satu salinan difailkan. 	<p>-Minit Mesyuarat</p>	<p>- ISMR</p>
<p><u>Mesyuarat Tahunan Jawatankuasa ISMS</u></p> <ul style="list-style-type: none"> ➤ Salinan minit diedarkan oleh Penyelaras ISMS kepada semua yang hadir, dan satu salinan difailkan. 	<p>-Minit Mesyuarat</p>	<p>-Penyelaras ISMS</p>



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5.0 PROCESS FLOW
5.0 ALIRAN PROSES



	<p style="text-align: center;">ISMS MANAGEMENT REVIEW PROCEDURE</p> <p style="text-align: center;">PROSEDUR KAJIAN SEMULA PENGURUSAN ISMS</p>	<p>Doc No: Version 1.0 Effective Date: 11th Oct 2012 Index No: UniMAP/ISMS/MD-005</p>
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6.0 OTHERS
6.0 LAIN-LAIN

5.1 Agenda

The Agenda of meeting may include but not limited to the following:

1. Confirm minutes of last meeting
2. Review outstanding actions from last meeting
3. External & Internal Information Security Audit Results
4. Departmental Security objectives and their achievement status
5. Analysis of data – Previous and current Security Incidents
6. Plan and recommendation to improve effectiveness of ISMS within the BU
7. Non-conformance Review – (including no. of occurrence)
8. Corrective & preventive actions Review
9. Changing circumstances in the organization that could impact the ISMS (i.e. new business strategies, new service categories, changes in workforce, staff turnover etc) and any recommendation for improvement
10. Resource needs review
11. Plan to improve issues relating to resource needs
12. Further Security trainings needed
13. Future Security Audits Planned
14. Set date/ time/ place of next meeting

5.1 Agenda

Agenda mesyuarat mungkin termasuk tetapi tidak dihadkan kepada berikut:

1. *Mengesahkan minit mesyuarat terakhir*
2. *Mengkaji semula tindakan-tindakan tertunggak dari mesyuarat terakhir*
3. *Keputusan-keputusan Audit Keselamatan Maklumat Luar dan Dalam*
4. *Objektif-objektif Keselamatan Jabatan dan status pencapaian*
5. *Data analisis- Insiden-insiden keselamatan, sebelum dan semasa*
6. *Rancangan dan cadangan untuk penambahbaikan keberkesanan ISMS di dalam Unit Perniagaan*
7. *Kajian Semula Ketakakuran- (Termasuk bilangan kejadian)*
8. *Kajian Semula Tindakan- tindakan Pembetulan dan Pencegahan*
9. *Perubahan keadaan dalam organisasi yang boleh memberi impak kepada ISMS (iaitu strategi-strategi baru organisasi, kategori-kategori baru perkhidmatan, perubahan dalam tenaga kerja, kadar pusing ganti pekerja dan lain-lain) dan sebarang cadangan untuk penambahbaikan*



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10. *Sumber perlu dikajian semula*
11. *Rancangan penambahbaikan isu-isu berkaitan dengan keperluan-keperluan sumber*
12. *Kursus-kursus Keselamatan yang lebih mendalam diperlukan*
13. *Rancangan masa depan untuk audit-audit keselamatan*
14. *Tetapkan tarikh / masa / tempat mesyuarat berikutnya*

5.2 Notice of Meeting

Notice of meeting shall indicate the date, venue, personnel involved and agendas of the Management Review Meeting.

5.2 *Notis Pemberitahuan Mesyuarat*

Notis pemberitahuan mesyuarat akan menunjukkan tarikh, tempat, kakitangan terlibat dan agenda-agenda Mesyuarat Kajian Semula.