



SQFT Knowledge Services

ISMS AUDIT POLICY

ISMS Audit Policy

Document Revision History

Version	Document No	Date	Brief summary of changes	Prepared By	Approved By
1.0	SQFT/ISMSA/POL/018	1-Mar-2019	Initial version created	K.Gokhul	S.Nandhini
1.0	SQFT/ISMSA/POL/018	1-Mar-2020	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/ISMSA/POL/018	1-Mar-2021	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.0	SQFT/ISMSA/POL/018	1-Mar-2022	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.1	SQFT/ISMSA/POL/018	1-Mar-2022	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.2	SQFT/ISMSA/POL/018	03-Jan-2023	Reviewed and updated the policy for Privacy management systems	K.Gokhul	S.Nandhini
1.2	SQFT/ISMSA/POL/018	1-Mar-2023	Reviewed and no changes done	K.Gokhul	S.Nandhini
1.2	SQFT/ISMSA/POL/018	29-Feb-2024	Reviewed and no changes done	S.Nandhini	K.Gokhul

TABLE OF CONTENTS

1 PURPOSE3

2 SCOPE 3

3 POLICY 3

4 EXECUTIVE OWNER 3

5 ROLES AND RESPONSIBILITIES4

6 DEFINITIONS 4

7 ASSOCIATED DOCUMENT 4

8 DOCUMENT MAINTENANCE 4

ISMS Audit Policy

1 PURPOSE

The purpose of this policy is to lay down the Audit Charter for ensuring continuous compliance with ISMS across SQFT KS.

2 SCOPE

This policy is applicable to all information assets including people, processes, documents and records that are covered under the ISMS scope area.

3 POLICY

The Management of SQFT KS shall have an audit plan defined for ISMS for furthering the continuous improvement process by

- Detecting early warning signals and enabling the senior management to take adequate measures to resolve the same.
- Evaluating performed processes to verify that they adhere to applicable policies, procedures, standards, process plans and requirements.
- Planning, executing, reporting and closing ISMS audits which include the system audits as well.
- Providing management with the results of these reviews / audits.
- Enabling the organization to enhance capability levels on an on-going basis by giving them feedback about the compliance with ISMS and impacting changes.
- Take adequate correction and corrective actions against vulnerabilities and exposures to secure Information systems towards confidentiality, integrity and availability.

Systems & procedures shall be developed for conducting ISMS Audits at regular intervals to achieve the above objectives.

4 EXECUTIVE OWNER

- Chief Operating Officer will be the executive owner of the policy.
- The policy shall be approved by the Chairman of the Steering Committee after review by the ISPSC members.
- The Internal Audit Team & COO shall be responsible for implementing and executing the policy mentioned in this document as well as the procedures and guidelines in related documents.
- Audit Plan and the execution shall be monitored and reviewed by the Steering Committee.

ISMS Audit Policy

5 ROLES AND RESPONSIBILITIES

Abbreviations

P – Primary Responsibility

• - Cooperative Responsibility

N/A - Not Applicable

Responsibility

S.No	Activity	ISPSC	COO	Internal Audit Team	COO
1	Audit Schedule and Plan	•	P	N/A	•
2	Conducting the Audit	N/A	•	P	N/A
3	Audit Reporting	N/A	•	P	N/A
4	Audit records maintenance	N/A		•	P
5	Audit review	P	•	N/A	N/A
6	Corrective and preventive actions	N/A	•	N/A	P

6 DEFINITIONS

COO	Chief Operating Officer
ISPSC	Information Security and Privacy Steering Committee
Internal Audit Team	Team formed for ISMS Audit purpose. Team May have members from various functional units including cross functional members

7 ASSOCIATED DOCUMENT

- ISMS Audit Procedure (SQFT/IAP/PRO/015)
- Correction and Corrective and Actions (SQFT/CCA/PRO/008)

8 DOCUMENT MAINTENANCE

- Chief Operating Officer shall be responsible for document control and any changes.
- Updates shall be discussed in the ISPSC under the guidance of COO.
- COO shall forward the document to Chairperson of the ISPSC for approval, after review.

End of Document