STANDARD OPERATING PROCEDURES(SOP)
SECURE IT SERVER ROOM ACCESS

1. **General**   In order to prevent unauthorized access of IT Server Room to secure IT infrastructure and services.

2. **Scope**

   IT Server Room

3. **Procedure**

   a. Any accessing of the IT Server Room by any person not expressly permitted access is forbidden.

   b. Access to IT Server Room will be allowed to authorize persons only (IT Manager, Network Admin).

   c. IT Server Room door keys will be available to the IT Manager, Network Admin and Security Office.

   d. Criteria for Access: Additions to the list of Authorized Persons will be made only for the following reasons:
      (1) Carry out maintenance of IT related (networking, servers, storage, etc.) hardware or software which requires a physical presence in the Server room to complete.

      (2) Carry out maintenance of physical resources (electrical, fire suppression air conditioning, etc.) which requires a physical presence in the Server room to complete.

4. **Responsibilities**

   a. IT Dept will ensure smooth, uninterrupted operation and maintenance of IT Server room (Hardware/Software).

   b. Security Dept is responsible to respond fire threat and intimate IT Dept after office hours.

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