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ADDIS ABABA SCIENCE AND TECHNOLOGY UNIVERSITY

Document No.:

PO/ICT/SOP/004

STANDARD OPERATING PROCEDURE FOR ICT SYSTEMS
MONITORING AND RESPONDING

Issue No.

Page No.:

1

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ISSUE HISTORY

Issue No:	Description of Change	Status	Originator	Effective Date
1	Initial release	Approved	ICT Team	March 1, 2022

REFERENCE DOCUMENTS

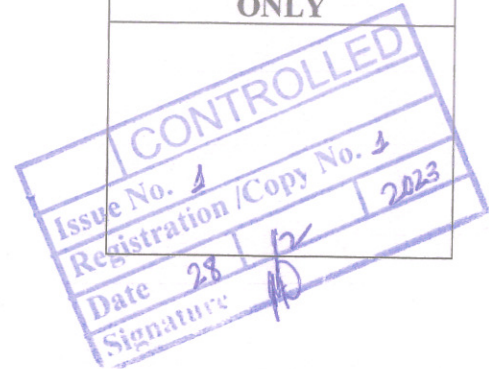
Document Number	Document Title
ES ISO 9000:2015	Quality Management Systems - Fundamentals & Vocabulary
ES ISO 9001:2015	Quality Management System – Requirements, Clause 7.5

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APPROVAL:

Name: Dereje Engida

Signature:

Date: 28/12/2023

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	STANDARD OPERATING PROCEDURE FOR ICT SYSTEMS MONITORING AND RESPONDING		Issue No.: 1

1. PURPOSE

The purpose of this procedure is to define the methods of how to monitor ICT systems security threat or vulnerability and responding for the same.

2. SCOPE

This procedure is applicable to all ICT systems security threat detection and prevention from internal and external attacks of the University Data warehouse and the whole ICT system.

3. PROCESS OWNER

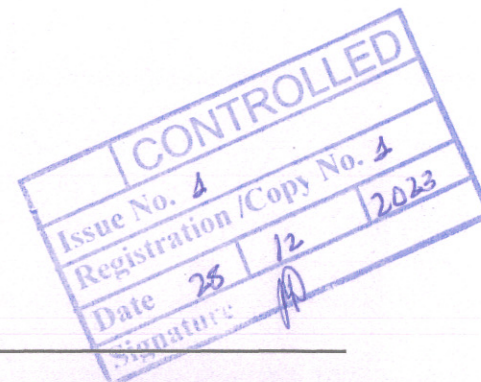
ICT Executive Officer, ICT Team Leaders and Security Engineer


4. DEFINITIONS AND ABBREVIATIONS

4.1 DEFINITIONS

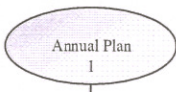
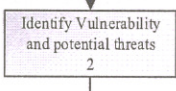
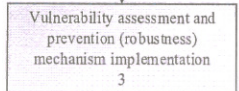
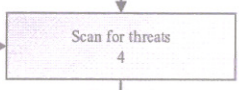
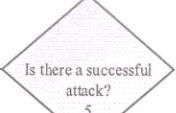
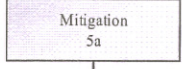
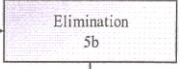
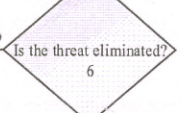
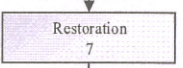
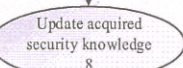
4.2 ABBREVIATIONS


UPR	University President
PO	President Office
AASTU	Addis Ababa Science and Technology University
FLW	Flow Chart
ISO	International Organization for Standardization
SDLC	System Development Life Cycle
IQA	Institutional Quality Assurance and Enhancement
ICT	Information and Communications Technology
TL	Team Leader
WI	Working Instructions
SOP	Standard Operational Procedure
QM/MR	Quality Manager/Management Representative
QMS	Quality Management System





APPROVAL:	Name: Dereje Engida	Signature: 	Date: 28/12/2023
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5. PROCEDURE
5.1. FLOW CHART

ICT Systems Monitoring and Responding Procedure				
Input	Process Flow	Output	Responsibility	Timeframe
Annual plan		Review how to do it	ICT Executive Officer, Team Leader, Security Engineer	5 min
Review how to do it		Potential threat	Team Leader, Security Engineer	2 hrs
Potential threat		Generate Preventive mechanism	Team Leader, Security Engineer	2 hrs
Generate Preventive mechanism		Scan for threat	Team Leader, Security Engineer	4 hrs
Threat		Threat found	Team Leader, Security Engineer	2 hrs
Threat found		Threat mitigation and elimination	Team Leader, Security Engineer	3 hrs
Threat mitigation and elimination plan		Threat elimination	Team Leader, Security Engineer	1hr
Threat elimination		Restore	Team Leader, Security Engineer	8 hrs
Restoration		Updating and acquired knowledge	Team Leader, Security Engineer	1 hr
				

APPROVAL:	Name: Dereje Engida	Signature: 	Date: 28/12/2023
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 Issue No. 1
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a. DESCRIPTION OF PROCESS STEPS

FLW	Process Steps Description
1	ICT system monitoring will be conducted either from user or annual plan
2	Identify vulnerability and potential treats
3	Vulnerability assessment and prevention mechanism
4	Scan for threats
5	Check potential attacks
5a	Mitigation (Resilience)
5b	Threat elimination
6	Check the threat elimination
7	Restoration of the system
8	Update acquired security knowledge


6. RECORDS

The Quality Management Representative has the responsibility to record and retain the following records.

- ICT Policies and Guidelines

7. RELATED DOCUMENTS

Document No.	Document Title
PO/ICT/POL/001	ICT Policies and Guidelines
PO/ICT/OF/002	Datacenter Log form
PO/ICT/OF/004	Server Configuration Change form

APPROVAL:	Name: Dereje Engida	Signature: 	Date: 28/12/2023
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