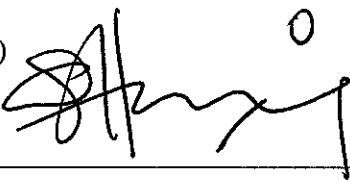
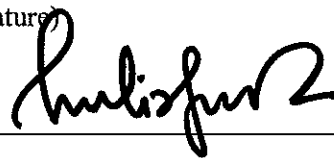




DATA BACKUP

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
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Position: Deputy Information Technology Officer, Information Technology Division	Position: Director, Information Technology Division
Date : 8/5/2023	Date : 8/5/2023

1.0 OBJECTIVE

The purpose of this procedure is to define the steps to be taken to ensure proper management of data backup of servers maintained by ITD

2.0 SCOPE

This procedure covers the management of data backup of servers which are listed in the list of Data Backup Plans.

3.0 ACCOUNTABILITY

Infrastructure Services Section, Information Technology Division

4.0 ABBREVIATION (If any)

4.1	TL	Team Leader
4.2	SA	System Administrator
4.3	ITO	Information technology Officer
4.4	AITO	Assistant Information technology Officer

5.0 REFERENCE



6.0 RECORD RETENTION PERIOD

No	Quality Records	Location	Retention Period	Responsibility
1.	Data Backup Plan	ITD Filing Cabinet	Minimum 3 years	TL/SA
2.	Backup Log	ITD Filing Cabinet	Minimum 3 years	TL/SA

7.0 RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
TL/SA	4.1 Data backup in servers maintained by ITD must be done according to the Data Backup Management Plan was established for each server.
SA/ITO/AITO/Engineer	1.2 The respective SA or other assigned staff must perform data backup regularly.
SA/ITO/AITO/Engineer	1.3 The staff that performs the backup must ensure that records of the backup activities are logged and kept for audit purposes(machine/email).
SA/ITO/AITO/Engineer	1.4 Depending on the criticality of services/systems and availability of resources, one or more copies of the backup must be placed at a separate location from ITD.
TL	1.5 Backup operator must perform random checking and verification of the backup activity and record his/her action accordingly.
SA	1.6 Regular testing activities must be carried out to ensure accurate backup procedures. Testing covers copies of the backup stored in the respective server and at a separate location from ITD.
TL	1.7 Backup operator must record the testing activities accordingly.