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**Admin Process**

**Version History**

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| --- | --- | --- | --- | --- | --- |
| **Ver.** | **Date** | **Description of Change** | **Authored / Revised By** | **Reviewed By** | **Approved By** |
| 0.1 | 16-Aug-2013 | Initial draft | Rahul Raj | Sohit Yaday | Ajay Kumar Zalpuri |
| 1.0 | 31st Oct 2013 | Initial Release | Rahul Raj | Dhananjay Kumar | Ajay Kumar Zalpuri |
| 1.1 | 22nd August 2018 | Section 4.3 update for Vendor Cab contract and introduced new section 3.4 for labelling of keys and also update out | Rahul Raj | Bhupesh Kakkar | Ajay Kumar Zalpuri |

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# Objectives

This Process Document is designed in the manner, which, will provide the process details of administration and support which administration provides to the organization.

# Entry Criteria

Applicable to all employees of Organization

# Inputs

1. All matters related to physical security, transportation and other common functions, where day to day support is desired to carry out the business functions.

# Process

## 4.1 Physical security

This contains the details of physical security, the process of handling visitors, access control mechanism by cards, monitoring by means of video of surveillance, process of fire extinguishing, smoke detection, etc. The details of this process of given in “NST-CP-07-ISMS-PSM-Physical Security Management Procedure” in <http://192.168.0.80/qms>

## 4.2 Equipment security

This contains the details of the process, which needs to be followed to ensure that equipment’s are stored secured and installed in environment so as to meet the requirement of efficient operation. The details of various handling process, disposal process are given in “[PR-17-ISMS-AHP-Asset Handling Process](file:///D:\SVAM%20backup%2028%20aug\QMS%202012\QMS\Processes\PR-17-ISMS-AHP-Asset%20Handling%20Process.docx)”.

## 4.3 Transport Policy

This contains the details of transportation available to the employees and facilities can be availed by them. In addition the process of handling the transport operators are also provided in the document. The details of this process of given in “[NST-PO-03-TRA-Transport Policy](file:///D:\SVAM%20backup%2028%20aug\QMS%202012\QMS\Policy\NST-PO-03-TRA-Transport%20Policy.docx)”. All cab vendor should sign a contract and provide to NST

## 4.4 Labelling of Keys

All keys should be arranged in such a way that it can be easily found during any emergency. Key should be also labelled and stored properly.

# Outputs

1. Security incident record related to physical control.
2. Record of fire drills
3. Maintenance records of equipment’s such as Cameras, card readers etc.
4. List of transport operators
5. Cab Vendor Contract

# Exit Criteria

It is an ongoing process.