



KENYA PLANT HEALTH INSPECTORATE SERVICE

STANDARD OPERATING PROCEDURE

Department: Information and Communication Technology (ICT)

Revision No:04

Issue No:01

SOP FOR DATA BACKUP

SOP/KEPHIS/ICT/03

Issued by:

ICT and Innovations Officer

Date: 30/09/2022

Approved by:

Head of Department

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1.0 Purpose

The purpose of this SOP is to document process for data backup.

2.0 Scope

Data in business systems, file server and users data.

3.0 References

3.1 ICT policy

3.2 ISO/IEC 27001:2013 standard

3.3 ISO 9001:2015 standard

4.0 Definitions/Abbreviations/ Acronyms

- **ICT** - Information Communication Technology

5.0 Responsibility

The responsibility for implementation of this procedure lies with the Deputy Director ICT and Innovations

6.0 Schematic Representation

ICT BACK UP							
Source of Inputs	Inputs	Activities	Outputs	Receivers of Outputs	Risks	Checks/ Controls	Resources
Servers -Business systems -Fileservers -users	-Data	-Data sorting -Backup Scheduling -Backup testing	-Backup logs -Test reports	-KEPHIS ICT Department	.Loss of data -Back up failure	-Frequent data testing -Email alerts	-Human Resource -Finances -ICT infrastructure



7.0 Procedure

- 7.1 The ICT and Innovations officer identifies business systems, file server and user's data to be backed up.
- 7.2 The officer configures a daily scheduled backup process. with backup frequency and time.
- 7.3 The officer configures a daily monitoring system i.e. email alerts for logs
- 7.4 ICT officer tests backups on quarterly basis for effectiveness.
- 7.5 The Head-ICT/ ICT Officer consult the Backup Definition List on a regular basis to ensure that no backup is missed.

8.0 Records

- 8.1 List of systems to be backed up
- 8.2 Backup logs
- 8.3 Backup test records
- 8.4 Backup email alert

9.0 Revision Summary

REVISION DETAILS					
REVISION SUMMARY	REASON	DATE	REVISED BY	ISSUE NUMBER	REVISION NUMBER



