



## KENYA PLANT HEALTH INSPECTORATE SERVICE

### STANDARD OPERATING PROCEDURE

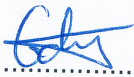
**Department:** Information Communication & Technology (ICT)

Revision No:03

Issue No:01

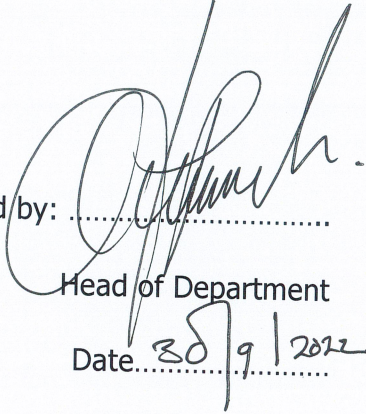
#### Securing ICT System

SOP/KEPHIS/ICT/02

Issued by: 

ICT and Innovations Officer

Date: 30/09/2022

Approved by: 

Head of Department

Date: 30/9/2022



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## 1.0 Purpose

The Sop is to ensure authorised user access and to prevent unauthorised access to systems and services.

## 2.0 Scope

The scope shall cover: Access to shared folders; computers; systems and applications.

## 3.0 References

ICT policy  
ISO 9001:2015 standard  
ISO/IEC 27001:2015 Standard

## 4.0 Definitions/Abbreviations/ Acronyms

4.1 ICT - Information Communication Technology

## 5.0 Responsibility

It is the responsibility of Deputy Director ICT to ensure implementation of this procedure.

## 6.0 Schematic Representation

| Securing ICT Systems                                                               |                                                                                                                                |                                                                                                                                                                     |               |                      |                                                                                                              |                                                                                                                                 |                                                                                           |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Sources of Inputs                                                                  | Inputs                                                                                                                         | Activities                                                                                                                                                          | outputs       | Receivers of Outputs | Risks                                                                                                        | Controls/Checks                                                                                                                 | Resources                                                                                 |
| <ul style="list-style-type: none"> <li>• Users</li> <li>• HR Department</li> </ul> | <ul style="list-style-type: none"> <li>• Clearance form</li> <li>• ICT User Access Form</li> <li>• HR Notifications</li> </ul> | <ul style="list-style-type: none"> <li>• Evaluation of access rights</li> <li>• Activation</li> <li>• Deactivation</li> <li>• Reviewing of user accounts</li> </ul> | Access Rights | Users                | <ul style="list-style-type: none"> <li>• Unauthorized access</li> <li>• Information falsification</li> </ul> | <ul style="list-style-type: none"> <li>• Adherence to Procedure</li> <li>• Constant Reviews</li> <li>• System Audits</li> </ul> | <ul style="list-style-type: none"> <li>• ICT Infrastructure</li> <li>• Finance</li> </ul> |



## **7.0 Procedure**

### **7.1 Granting Access**

7.1.1 The ICT officer receives an ICT User Access Form from the user and checks for completeness.

7.1.1 The officer grants access privileges as per the request.

7.1.2 User access rights are reviewed quarterly.

### **7.2 Access termination**

7.2.1 In case of transfer of staff from one duty station to another, the ICT officer receives a clearance form the user

7.2.2 The ICT officer deactivates user from the current shared folders; computers; systems and applications and clears the officer by signing the form.

7.2.3 Upon reporting to the new station, the officer request and is granted new access rights as per procedure in 7.1.

7.2.4 In case of termination of employment, the officer receives a notification from HR department.

7.2.5 The ICT officer deactivates user from the current shared folders; computers; systems and applications and clears the officer by signing the ICT clearance form.

## **8.0 Records**

8.1 Duly filled ICT User Access Form

8.2 ICT Clearance Form

8.3 HR Notifications

8.4 Review Reports

8.5 System Audit Reports

## **9.0 Appendices**

9.1 Duly filled ICT User Access Form

9.2 ICT Clearance Form



Appendix 1: ICT User Access Form  
KEPHIS/ICT/FORM /SIS/01  
Rev 03 Issue 02

## ICT USER ACCESS FORM



Name (Last, First, Middle Initial):

Region:

Department:

Job Title:

Contact:

Staff No / ID Number:

### Terms of Engagement

Permanent:

Contract:

Casual:

Internship:

Attachment:

Duration:

ICT Services (Supervisor Tick as Appropriate)



Email Address  
Account

Active Directory /Computer  
Log in Only

Active Directory /Computer Log in  
and Email Address Account

DATA ACCESS / OWNERSHIP (Shared Data that New User will have access to – Tick as Appropriate)

Name/Path

Read

Read and Write

Full Control

Name/Path

Read

Read and Write

Full Control

Name/Path

Read

Read and Write

Full Control

APPLICATIONS ACCESS (TICK/FILL IF APPLICABLE)

Application Name

MODULE

As the employee requesting this access to the KEPHIS system, I have read and agreed to abide by the Network security policy & Data Access responsibilities which describe my responsibilities in the ethical use of the Organization's data.

Employee's Signature:

Date:

As the supervisor of the employee requesting access to the KEPHIS system I have confirmed the employee has completed the appropriate training for the access requested above.

Supervisor's Name:

Supervisor's Signature:

Date:

### ICT DEPARTMENT

User Email address :

AD Address :

Verified by :

Name:

Signature:

Approved by:

Name:

Signature:



Appendix 2:

## KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)

### ICT CLEARANCE FORM

Name.....P/No.....

Department.....

Reason(s) for leaving.....

#### ICT Equipment

| Item | S/No. | Model | Date Returned | Remarks |
|------|-------|-------|---------------|---------|
|      |       |       |               |         |
|      |       |       |               |         |
|      |       |       |               |         |
|      |       |       |               |         |
|      |       |       |               |         |
|      |       |       |               |         |

#### APPLICATIONS

| Application Name | Deactivation/ Disable | Application Name | Deactivation/ Disable |
|------------------|-----------------------|------------------|-----------------------|
| Domain Account   |                       | Seed System      |                       |
| Email Account    |                       | LIMS             |                       |
| ECS              |                       | Accpac           |                       |
| ICS              |                       | Mailing List     |                       |
| HRMS             |                       | PIMS             |                       |
| TFP              |                       |                  |                       |

ICT Officer.....

Date..... Signature.....

Remarks.....



## 10.0 Revision Summary

| REVISION SUMMARY                                                                                                                                                | REASON                                                                                                                                              | DATE       | REVISED BY          | ISSUE NUMBER | REVISION NUMBER |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------|--------------|-----------------|
| 1. Updating the ICT Security form application details.                                                                                                          |                                                                                                                                                     | 11/09/2015 | HICT                | 1            | 2               |
| 2. Addition of account deactivation process<br>3. Addition of the clearance form<br>4. Updating the name change to ICT User Access Form from ICT Security Form. | To ensure procedure is in tandem with practice<br><br>And ensure it complies with the ISO/IEC 27001 Standard and the ISO 9001 Standard requirements | 21/07/2022 | Deputy Director ICT | 1            | 3               |

