

**Insert Company  
logo here**

# Information Security Management System Manual

**(MAN001)**

| NO. | REV. | DESCRIPTION | DATE       | BY  | CHKD. |
|-----|------|-------------|------------|-----|-------|
| 01  | 01   | ISSUED      | 2021-01-01 | ABC | DEF   |
|     |      |             |            |     |       |
|     |      |             |            |     |       |
|     |      |             |            |     |       |

# CONTENTS

|            |  |          |
|------------|--|----------|
| <b>1.0</b> | <b>PURPOSE</b> .....   | <b>4</b> |
| 1.1        | Conformance .....  | 4        |
| 1.2        | Subordinate Documentation .....                                      | 4        |
| <b>2.0</b> | <b>ABOUT OUR ORGANISATION</b> .....                                  | <b>4</b> |
| <b>3.0</b> | <b>TERMS &amp; DEFINITIONS</b> .....                                 | <b>4</b> |
| 3.1        | Terms and Definitions Table .....                                    | 5        |
| <b>4.0</b> | <b>CONTEXT OF THE ORGANISATION</b> .....                             | <b>5</b> |
| 4.1        | Understanding the Organisation & It's Context .....                  | 5        |
| 4.2        | Understanding the Needs and Expectations of Interested Parties. .... | 6        |
| 4.3        | Scope .....  | 6        |
| 4.4        | Integrated Management System and its Processes .....                 | 7        |
| <b>5.0</b> | <b>LEADERSHIP</b> .....  | <b>8</b> |
| 5.1        | Leadership & Commitment .....  | 8        |
| 5.2        | Policy.....  | 9        |

**9.0 PERFORMANCE EVALUATION ..... 15**

**9.1 Monitoring, Measurement, Analysis & Evaluation..... 15**

**9.2 Internal Audit..... 15**

**9.3 Management Review..... 16**

**10.0 IMPROVEMENT ..... 16**

.....

.....

.....

.....

.....

.....

## 1.0 PURPOSE

The purpose of this document is to outline the processes used by (insert company name) for the effective management of the organisation, in accordance with all applicable legislation and internationally recognised management system standards. This manual will aid the organisation in the pursuit to ensure the confidentiality, integrity and availability of information assets. The organisations shall also use this manual as a means of interpreting the requirements of the applicable management system standards to ensure our operations align with the spirit of the standards.

### 1.1 Conformance

This manual has been written in conformance with international management system standards:

- ISO 27001:2013

### 1.2 Subordinate Documentation

This manual provides an outline of our interpretations of the requirements of the international standards as well as an outline of the actions we take to ensure conformance to those requirements, this may include signposting to relevant subordinate management system documentation. Where signposting to subordinate documentation exists, this will be highlighted use ***Bold & Italics***.

## 2.0 ABOUT OUR ORGANISATION

### 3.1 Terms and Definitions Table

| Terms            | Definition   |
|------------------|--|
| The Organisation | (Insert Company Name)  |
| Document         | Documentation which instructs.<br>Written information detailing the processes to undertaking a specific task, activity or operation.   |
| Record           | Documentation which acts as evidence of conformity.<br>Information used to demonstrate the completion of a task, activity or operation.  |
| Uncertainty      | A deficiency / lack of information, knowledge or understanding of a circumstance, event, consequence and / or likelihood.<br><br>(This is not to be confused with "Measurement Uncertainty") |
| Risk             | A negative effect of uncertainty   |
| Opportunity      | A positive effect of uncertainty   |
|                  | For the purposes of the management system, workers shall be considered as  |



- 1. [Blurred text]
- 2. [Blurred text]
- 3. [Blurred text]
- 4. [Blurred text]
- 5. [Blurred text]
- 6. [Blurred text]
- 7. [Blurred text]
- 8. [Blurred text]
- 9. [Blurred text]
- 10. [Blurred text]