



QUALITY PROCEDURE

DATA CONTROL

DOCUMENT NO.: QP-SEDC-20

CONTROLLED COPY

	PREPARED BY:	APPROVED BY:
SIGNATURE	SALL	Albice
NAME	Hajah Siti Nurazlina Dollah Ahmat Usop	Haji Abdul Hadi Datuk Haji Abdul Kadir
DESIGNATION	Director, Information & Communications Technology Division	General Manager, SEDC
DATE	5 February 2020	5 February 2020

ISSUED TO	: ::	IQD	· · · · · · · · · · · · · · · · · · ·
REVISION NO.	1	DATE	5 February 2020



QUALITY PROCEDURE			
TITLE	DATA CONTROL		
DOCUMENT NO.	QP-SEDC-20		
REVISION	1	PAGE	2 of 7

1. OBJECTIVE

This procedure provides guidelines to control all electronic data used by SEDC and to ensure it is secure and up-to-date.

2. SCOPE

This procedure is applicable for all data control and database / server maintenance.

3. DEFINITION

Data control involve backup support for following systems:

Jala CUI	IIIIOI IIIVOIVE Daokup suppoit	101	Tollowing by otolino.
а) -	Backup Record File	-	Backup details such as date, file name and time of backup.
b)	IFCA Financial System	-	Computerised financial accounting system used in SEDC.
c)	IFCA Procurement	-	Online procurement system process includes budget control.
d)	System IFCA Loan+/KPIs	-	SEDC Loan Management System for entrepreneurs.
e)	IFCA KAIZENHR	-	Human resource management system
f)	IFCA PAMIS	-	Property and asset management information system
g)	Managemernt Information System (MIS)	-	Updating SEDC's Management with financial performance and other relevant information. It generate Executive Report and Executive Summary Report.
h)	Personnel Information System	-	Facilitate in retrieving & preparing SEDC's personnel's information and control medical expenses.
i)	DETOS-CCM	-	Faciltate committee members and SEDC's Management in tracking the status of formulated results.
j)	File Register System (FRS)	-	 Keep record for all SEDC official file. This system will facilitate the following: i) Centralised the monitoring, maintaining and controlling of file by Registry Unit (HRM). ii) Allow user to create a reference file according to division depending on security access level.
k)	Medical Information	-	To record and track staff medical benefit expenditure
l)	System (MEDIS) Store Management	-	To manage item in the inventory and charge out to divisions accordingly
m)	System (SMS) Transport Booking	-	Web based system for SEDC transport booking
n)	System (TBS) MyBooking	-	Web based system for SEDC Meeting Room booking includes Refreshment & Equipment



QUALITY PROCEDURE				
TITLE	DATA CONTROL			
DOCUMENT NO.	QP-SEDC-20		· · · · · · · · · · · · · · · · · · ·	
REVISION	1	PAGE	3 of 7	

ABBREVIATIONS

Director, Information & Communications Technology Division
Director, Initiating Division
Information System Officer
Assistant Information System Officer
Computer Operator
Information & Communications Technology Division DIR(ICT)

DIR(ID) ISO

AISO

CO

Information & Communications Technology Division ICT

QUALITY RECORD 5.

ATTACHMENT	TYPE	RETENTION	LOCATION
1	List for Network Application System	Permanent	ICT
2	SEDC Network / Internet Access.Email / User-ID Request Form	Permanent	ICT
_	Data Tape	Permanent	ICT
-	Backup Record Book	Permanent	ICT



QUALITY PROCEDURE				
TITLE	DATA CONTROL			
DOCUMENT NO.	QP-SEDC-20			
REVISION.	1	PAGE: 4 of 7		

Request to create a new, cancel or change of User Access Right PUT **Quality Record** Responsibility A. System Network & Control of Access Right DIR(ICT) Monitor access right DIR((CT) Attachment 2: SEDC Network / Internet Receive application & recommendation from DIR(ID) Access.Email / User-ID Request Form Cancel Create New Change DIR(ID) User Access Right User Access Right User Access Right Create new Network User Transfer/change the ISO Cancel the existing ID & Password Network User ID & Network User ID & Password Password Attachment 1: List for Network Application System ISO Provide user right of relevant application as per Guidelines for Network P **Application System** \mathbb{R} ISO Test the new Network User 0 ID & Password

User ID & Password to the new user

Admission of work completed

Pass the new Network

REFERENCE DOCUMENTATION:

ISO

ISO



3

S

PROCESS OUTPUT:

User Access Right created, cancelled or changed as per request

None



QUALITY PROCEDURE				
TITLE DATA CONTROL				
DOCUMENT NO.	QP-SEDC-20			
REVISION	1	PAGE	5 of 7	

Daily, Weekly & Monthly Backup IN-PUT **Quality Record** Responsibility B. Backup for System, Program & Data AISO / CO Periodical Backup SYSTEM The tape library selects the correct tape based on type of backup to be executed SYSTEM Monthly Backup Weekly Backup **Daily Backup** for system, program & for program & data file: for program & data file: data file: . Tape W1 (Weekly Tape 1) • Tape M1 (Monthly Tape 1) • Tape D1 (Daily Tape 1) • Tape M2 (Monthly Tape 2) • Tape D2 (Daily Tape 2) Tape W2 (Weekly Tape 2) Tape W3 (Weekly Tape 3) • Tape D3 (Daily Tape 3) • Tape D4 (Daily Tape 4) Tape D5 (Daily Tape 5) Insert the tape into the tape drive SYSTEM P according to the Backup as below: R 0 Weekly Backup Monthly Backup Daily Backup S Insert tape every weekend Insert tape every 1st Insert tape every day for AISO / CO ES for Program & Data File weekend of each month Windows Servers backup for System, Program & backup Data File backup S AISO / CO Begin Backup Procedure Upon success, backup status is SYSTEM recorded in the system backup **Activity Log** Eject tape from drive SYSTEM Daily, Weekly & Monthly Backup SYSTEM Keep the tape in tape library (auto)

PROCESS OUTPUT:

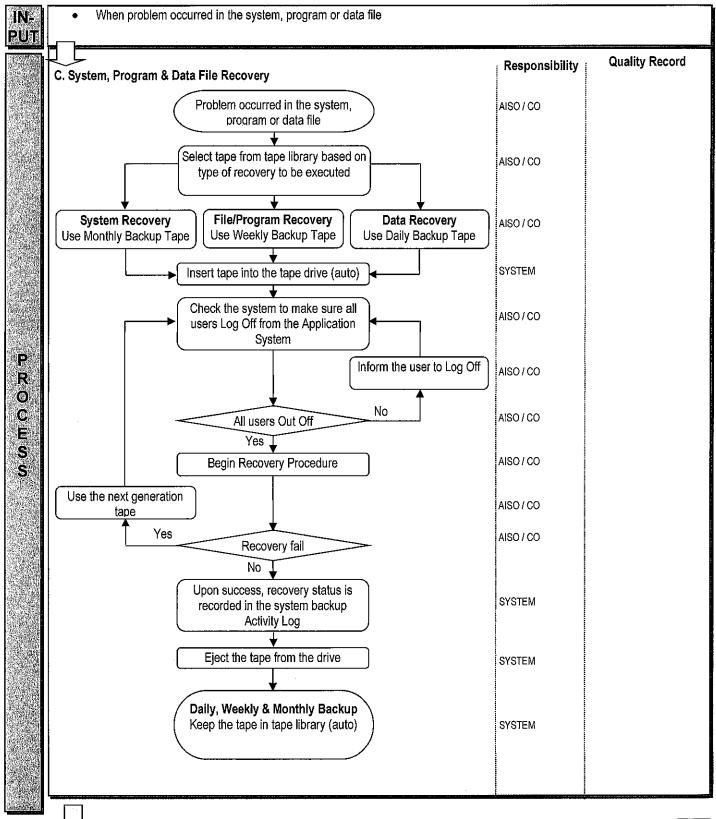
Backup done

REFERENCE DOCUMENTATION:

None



QUALITY PROCEDURE			
TITLE	DATA CONTROL		
DOCUMENT NO.	QP-SEDC-20		
REVISION	1	PAGE 6 of 7	



PROCESS OUTPUT:

· Successfully Recovered

REFERENCE DOCUMENTATION:

None



QUALITY PROCEDURE			
TITLE	DATA CONTROL		
DOCUMENT NO.	QP-SEDC-20		
REVISION	1	PAGE	7 of 7

REVISION HISTORY SHEET

Rev. No.	Document History
0	Newly established.
	Page 5 - 7 • The present data backup and restore procedure is automated with the usage of backup tape library.
	Attachment 2 • Amend the Attachment 2 – SEDC Network Access / e-mail Account Request Form
1.	Cover Page - Change of General Manager's name

(A) List of In- House Application System & Owners Currently Using As At January 2018

No	System	Description	Owner
1	Medical Information System (MEDIS)	To record and track staff medical benefit expenditure	HRA
2	Store Management System (SMS)	.To manage item in the inventory and charge out to divisions accordingly	HRA
3	Training Database V1.0 (TrainingDB)	To record and manage SEDC staff training information	HRA _.
4	Personnel Information System (PIS)	To record and manage SEDC staff personal data information	HRA
5	Files Registry System (FRS)	To record and track open and closed files	HRA
6	Transport Booking System (TBS)*	Web based system for SEDC transport booking	HRA
7	MyBooking *	Web based system for SEDC Meeting Room booking includes Refreshment & Equipment	HRA
8	Centralised Form Depository (SEDC Just Cloud)*	Web-based document sharing application to store & share SEDC related forms.	ICT
9	Centralised Photo Repository (SEDC Just Cloud)*	Web-based image sharing application to store & share SEDC related photos.	ICT
10	Sistem Aplikasi Bantuan Helpdesk (SABH)*	Online helpdesk ticketing system for SEDC ICT related support.	ICT
11	SEDC Phone Directory (SEDC Phone)	Online database for SEDC staff contact information	ICT
12	EDD Programs Online Forms (V1) (EDD Online)*	Web-based EDD program application form	EDD
13	Entrepreneur Information System (EIS)	Online database to record and track performance of SEDC entrepreneurs	EDD
14	Decision Tracking Online System (DETOS)	Online database to track and follow up decisions in management meetings	LAD
15	E-Suggestion Program (E-SP)*	Web based staff suggestion program	IQD
16	Management Information System (MIS)*	To monitor SEDC group of Companies revenue, P&L, KPI and balance sheet	PMD

^{*} web based interface

PPES:I/RF-IEN/09/01 (Rev.04-19)

SEDC NETWORK ACCESS / E-MAIL ACCOUNT REQUEST FORM



For Divisional Use							
	Request Date:						
	Application	on Details 💎 🗐					
Name of Applicant:				·		··	
IC No:	Serv				e Request:		
Division:	· ·			Network		Email	
Designation:						A	
	Please Tick [/] White	hever is Applic	able				
Type of Request:	Delete			Modify			
New	Please/State						
	Mease State	ane Purpose		<u> </u>			
Signed by Applicant:	Signed by Divisional Director:						
			Water The Control of				
	For Car Di	vision Use		Y 77			
	ACT A LIBERT OF STATE OF BASINGLAND STATE OF THE STATE OF	CT Approval					
		Service and any trees, A share and a decided of	Signed by Div	risional Directo	or:	-	
Company of the compan	Not Approx	red					
Approved	Not Approved						
		· <u>···</u>					
1	STATE SALE SEASON STATE OF THE SALE SALES	Taken					
User ID: @sedc.my							
Action: Created No	t Created	Deleted					
Modified (Please Specify)				· ····			
Remarks:	Signed by Officer Incharge:						
			·				
1							
			Name:			ĺ	
1			Date:				