

Title	DAILY AUDIT OF SYSTEMS			Number	IT04
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Version Control

(Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

DATE	CHANGE	CHANGED BY
26.03.19	Reviewed – Removed RCC information	AS
24.09.21	Reviewed – Amended Evacuation of Building, Loss of Access and loss of Fire Alarm.	KK / TP
04.10.23	Reviewed – removed Obsolete Checks and Test Runs.	KK

Introduction

This policy is to formalise routine checks made on IT equipment at Badger House. Spotting problems early can ensure less downtime on our systems through equipment or building failure.

Within the technical office there is a check sheet which must be completed by the technical team each day to ensure the smooth running of our systems.

Daily checks

- Check for smoke within server rooms
- Check for unusual smells within server rooms
- Check for nearby sources of water leaks from the roof, pipes, or neighbouring room
- Air conditioning should be ideally set to 18’c
- UPS lights on (backup battery)
- Network switches have connectivity (flashing lights)
- Keep surrounding areas around servers clear from clutter
- Check Call recorder is recording recent calls (last 24 hour recording)
- When Leaving server room and comms room make sure doors are locked

Tests Run

Each month certain tests are run too ensure continuity of service in the event of equipment failure. The benefits of these tests are to ensure that backup systems are working correctly and that our services can continue running.

Service tests are as follows:

- Evacuation of the building - *On evacuation of the building due to fire or bomb threat employees are to depart by the nearest exit and assemble at the nearest fire point which is at the end of Glover Street, opposite reclamations. Evacuation Procedures for Bourne Road are in their own Policy.*
- Establishing an Emergency Control Centre – *The service continuity operating model is described in section 3.1 of the Business Continuity Plan.*
- Loss of Computer System - *The first response will be Adastra to ensure they are aware of any problems, if the computer systems are down then Local IT at Glover Street are notified.*
- Loss of Telephone System - *The phones are switched on to a different line which BT have supplied. Once the lines are switched over then BT are contacted and should have an engineer out within four hours.*
- Loss of Electricity Supply - *Generator tests are carried out as set out in the Badger House Facilities manual.*
- Loss of heating – *Heating tests as set out in the Badger House facilities manual 12 of the Business Continuity Plan.*
- Loss of Fire Alarm – *The alarm maintainers attend Badger House Quarterly to carry out fire tests and Maintenance.*