Security Procedure

PRO.CM.L2-3.4.3

Organizational Security Procedure

POL.CM.L2-3.4.3 (Recap)

Planet Security, Inc. shall track, review, approve, or disapprove, and log changes to the CPE/SPE environment.

CLIENT personnel shall track, review, approve or disapprove, and log changes to organizational operations. This group of members is referred to as the Change Control Board (CCB).

Executive Procedure:

Executive management shall select the members of the CLIENT Change Control Board. Selection should include persons from all areas of the organization - not just management. The thought is that people of one role may have various observations and insights that may not be visible from other roles.

Executive Management shall use the Blue Binder (Supplied by Planet Security, Inc) to establish a running log of CCB meetings. This "CCB Binder" shall be secured at all times except as business shall require its access by Executive Management or Board Members (Follow-up or Addition of New Meeting Minutes, Other as Required).

Administrative Procedure:

System Administrators utilize Planet Security, Inc. internal CCB process for proposed changes to the CPE/SPE environment.

Operational Procedure:

Meeting shall occur at 9:02am on Mondays using the following structure:

- 9:02 The meeting is called to order.
- 9:03 The Scribe is identified and will take the notes to support the meeting.
- 9:04 Begin Continuation of Last Week's Business.
- 9:09 End Continuation of Last Week's Business
- 9:10 Begin New Business
- 9:15 (a) End New Business (or) (b)Vote for additional 5 Minutes of New Business
- 9:16 (a) Open Forum Discussion (or) (b) Continuation of New Business
- 9:21 (a) Propose Close of Session with Second. (or) (b)Open Forum Discussion
- 9:22 (a) Close Session.
- 9:26 (b) Propose Close of Session with Second.
- 9:27 (b) Close Session.

1. All company employees and contractors should be aware of the existence of this CCB and the members, along with the need to handle non-BAU (Business As Usual) matters using this procedure.
2. Change Sponsors should use the Planet Security, Inc. supplied "Proposed Change Form" for constructing their argument in open forum.
3. The Decision by the Board Members shall be one of the following for each proposed change:
   a. Allow to Proceed as Proposed
   b. Deny to Proceed as Proposed - Identify delay, prerequisites, or dependencies with date to re-propose the change to the CCB and/or next steps.
   c. Not enough Information to Make a Decision - Board Members will inform Proposed Change Sponsor of what information they need in order to make an informed decision- will become Continuation of Last Week's Business, next week.

Minutes

The scribe shall add the new CCB Minutes into the CCB Binder as necessary to provide for evidence. At a minimum, one year of Minutes without interruption shall be retained.

Sent a Scan (image) or camera phone snapshot to the Planet Security Help Desk by 5pm same day as meeting occurs via Signal Messenger as to provide Evidence Continuity..

If holiday or other closure means that a CCB Meeting will not occur, the meeting will pass until next week. A CCB minutes (HOLIDAY, Etc. explanation) for the missed date shall be put into the CCB log and forwarded to Planet Security Help Desk via Signal Messenger as to provide Evidence Continuity.

This policy Last Updated on 9 May, 2025