

NATIONAL CYBER SECURITY POLICY - ISMS IMPLEMENTATION PROGRESS REPORTS TEMPLATE

A. Who is this workbook for?

This workbook file is for CNII Entities. If you are NOT a CNII Entity as determined or categorised by your Governing Agency, this workbook is not for you. Don't waste time trying to use it.

B. What is this workbook for?

This is for CNII Entities to:

- a. Document their progress of ISMS implementation for the scope defined,
- b. Submit their response to their respective Governing Agencies.

C. What is the quickest way to use this file? I am too busy to read up the process details?

The shortest possible set of instructions is as follows:

1. Look at the example response in worksheet 'Example-Response' for guidance on how to fill the response sheet in worksheet 'RESPONSE'.
2. Fill up the 'RESPONSE' worksheet. You can view your summary results in the 'Chart' worksheet.
3. Print the response from 'RESPONSE' worksheet and get the appropriate authority signature.
4. Send the hardcopy signed response and softcopy file to your Governing Agency.
5. Wait for your Governing Agency to acknowledge response by returning the signed hardcopy of your submitted response.

D. IMPORTANT NOTE

For each SCOPE of ISMS Implementation and certification, a separate RESPONSE worksheet must be filled and submitted. See example in 'Example-Response' worksheet.

PREREQUISITE

E. Usage Pre-Requisites

Users of this workbook should have undergone briefing on ISMS concepts and Scoping for ISMS certification covered in NCSP workshops or other platforms. Users unfamiliar with ISMS concepts and Scoping for ISMS certification should therefore request assistance to familiarise themselves so that this workbook can be used properly as intended.

WORKBOOK DETAILS

F. Worksheets in this Workbook

1. **Usage Instructions** - this worksheet
2. **RESPONSE** - The actual response to be submitted by CNII Entities. This must be hardcopied and signed before sending to your Governing Agency.
3. **Chart** - Summary chart based on input in RESPONSE worksheet. This need not be hardcopied.
4. **Example-Response** - Example of response containing some comments ballooned in.
5. **Example-Chart** - Example of summary and chart produced from the example in Example-Response worksheet.

SUBMISSION INSTRUCTIONS

G. Instructions - Preparation

- 1. Obtain from your Governing Agency or NCSP Secretariat the cut-off date for progress reports to cover. Note that this may be different from the submission date of responses (before or after). The importance of using a common cut-off date is to ensure consistent reporting across all respondents in all Sectors.**
- 2. Enter the cut-off date into cell G7 of the RESPONSE worksheet in the Respondents.xls file if this is not already entered or is incorrect.**
- 3. Enter the Reference Number in cell G5 of the RESPONSE worksheet in the Respondents.xls file, if this reference information has been provided by your Governing Agency.**
- 4. Fill the rest of the RESPONSE worksheet following the example in 'Example-Response' worksheet. For the activities section, enter C or S as appropriate for Completed activities and In-Progress activities respectively. It should be noted that not all activities need to be done in sequence and depends very much on the scale of preparation and available documents of the entity. Consult your consultant for advice on the implementation activities sequence.**

H. Instructions - Submission to Governing Agency

- 1. Submit the signed hardcopy of RESPONSE worksheet and soft copy of this workbook to your Governing Agency within the time frame specified. Late submissions may be recorded as 'No Progress' from last update.**
- 2. Be prepared to provide supplementary information to explain any significant observations or deviations. This should be separately documented and no specific form is provided.**

I. Queries and Assistance

If assistance is required, please contact your Governing Agency first before contacting NCSP Secretariat in MOSTI or CyberSecurity Malaysia.

CNII Entity/Sub-Entity ISMS Implementation Progress Summary Report

CNII Entity/Sub-Entity Details (Particulars of location planned to be ISMS certified)

| | |
|---|--|
| Entity/Sub-Entity Name | |
| Entity/Sub-Entity Address | |
| ISMS Scope Planned For Certification | |

| | |
|-------------------------|--|
| Reference Code : | |
|-------------------------|--|

(Enter if provided by your Governing Agency, otherwise leave blank)

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|--|--|
| Information provided here is correct as of (enter date) : | |
|--|--|

(Please refer/confirm with your Governing Agency the reporting date.)

Respondent Contact Details

| | |
|-----------------|--|
| Name | |
| Phone No | |
| Fax No | |
| Email | |
| Date | |

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|---|--|
| For Office Use Submission acknowledged by: | |
|---|--|

(Governing Agency receiving officer particulars and chop)

Instructions

Please fill the boxes below alongside each action item using the following codes to record the progress :

S : Activity In Progress. Please leave blank if activity has not started.

C : Activity completed

(For continual activity items, enter C if the records of the activities are deemed sufficient to demonstrate compliance in the internal and certification audit.)

Note : Any other character entered will be ignored.

ISMS Implementation Activities Progress Record

Percent Completed Summary

Establish the ISMS (Plan Phase)

- Define the scope and boundaries of the ISMS
- Define an ISMS policy
- Define the risk assessment approach of the organization
- Identify the risks
- Analyse and evaluate the risks
- Identify and evaluate options for the treatment of risks
- Select control objectives and controls for the treatment of Risks
- Obtain management approval of the proposed residual Risks
- Obtain management authorization to implement and operate the ISMS.
- Prepare a Statement of Applicability

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| <u>Activity In Progress</u> | <u>Activity Completed</u> |
|-----------------------------|---------------------------|
|-----------------------------|---------------------------|

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|----|----|
| 0% | 0% |
|----|----|

Implement and Operate ISMS (Do phase)

- Formulate risk treatment plan
- Implement risk treatment plan
- Implement controls
- Define measurement of effectiveness of selected controls
- Implement training and awareness programmes
- Manage operation of the ISMS
- Manage resources
- Implement procedures and other controls

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Monitor and Review (Check phase)

- Monitor and review procedures and other controls
- Undertake regular review of ISMS effectiveness
- Measure effectiveness of controls
- Review risk assessments at planned interval
- Conduct internal audit
- Management review on a regular basis
- Update security plans
- Record events that could have impact on the ISMS effectiveness

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Maintain and improve (Act phase)

- Implement identified improvements
- Take corrective and preventive actions
- Communicate actions and improvements
- Ensure improvement achieve intended objective

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| 0% | 0% |
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Certification

- Pre Certification Assessment
- Certification Audit
- ISMS Certification Successfully Obtained

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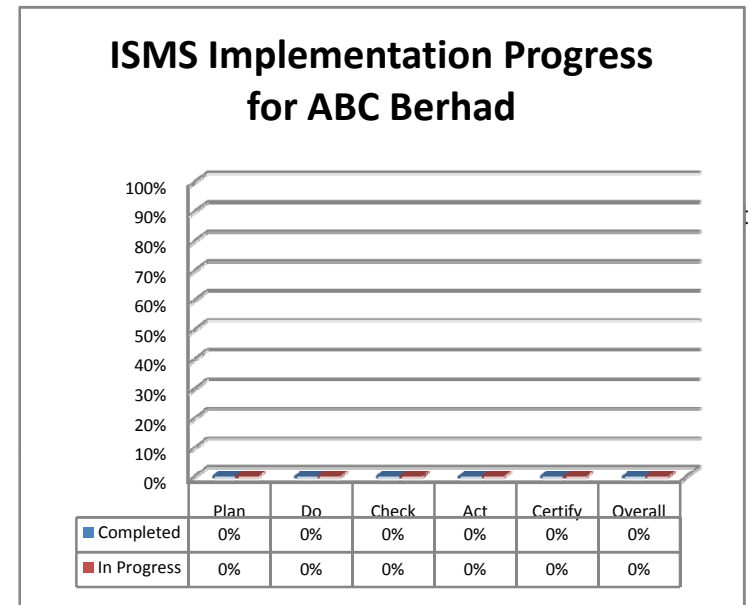
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| 0% | 0% |
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ISMS Implementation Progress Summary Report for ABC Berhad For The Scope Defined Below

Report as at: **0-Jan-00**

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|---|---|-------------------------|---|
| Entity/Sub-Entity Name | 0 | Reference Code : | |
| Entity/Sub-Entity | 0 | | 0 |
| ISMS Scope Planned For Certification | 0 | | |

| <u>ISMS Implementation Activities Progress Record</u> | | |
|---|-----------|-------------|
| | Completed | In Progress |
| Establish the ISMS (Plan Phase) | 0% | 0% |
| Implement and Operate ISMS (Do phase) | 0% | 0% |
| Monitor and Review (Check phase) | 0% | 0% |
| Maintain and improve (Act phase) | 0% | 0% |
| Certification | 0% | 0% |
| Overall Average | 0% | 0% |



CNII Entity/Sub-Entity ISMS Implementation Progress Summary Report

CNII Entity/Sub-Entity Details (Particulars of location planned to be ISMS certified)

| | |
|---|---|
| Entity/Sub-Entity Name <small>Note: Enter the Corporate/ Official name of the entity and (where applicable) the sub-entity that is managing the ISMS implementation for the SCOPE defined</small> | TNB - TNB Transmission Department |
| Entity/Sub-Entity Address <small>Note: Enter the full address of the location where the ISMS implementation is being implemented or managed</small> | NLDC Building, TNB HQ, Jalan Bangsar, Kuala Lumpur |
| ISMS Scope Planned For Certification <small>Note: Enter the full SCOPE of the ISMS for which certification is planned for. Note: this may be revised or refined later</small> | ISMS scope cover the information assets and information systems that manage and control the transmission of electric power in Peninsular Malaysia |

| | |
|---|------------|
| Reference Code : <small>Note: Use reference number provided by your Governing Agency. Otherwise leave blank</small> | ST-TNB-001 |
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(Enter if provided by your Governing Agency, otherwise leave blank)

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| Information provided here is correct as of (enter date) : | 30-Apr-10 |
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(Please refer/confirm with your Governing Agency the reporting date.)

Note: Use date provided by your Governing Agency or NCSP Secretariat. Progress information submitted must be up to this date

Respondent Contact Details

| | |
|-----------------|---------------------|
| Name | Ahmad Kassim |
| Phone No | 019-3333333 |
| Fax No | 03-2222222 |
| Email | ahmad.kassim@tnb.my |
| Date | 5-May-10 |

| |
|------------------------------------|
| For Office Use |
| Submission acknowledged by: |
| |

(Governing Agency receiving officer particulars and chop)

Instructions

Please fill the boxes below alongside each action item using the following codes to record the progress :

S : Activity In Progress. Please leave blank if activity has not started.

C : Activity completed

(For continual activity items, enter C if the records of the activities are deemed sufficient to demonstrate compliance in the internal and certification audit.)

Note: Any other character entered will be ignored. There usually there is a logical sequence of activities, some activities may go in parallel or commence or completed ahead of others. Refer to your consultant for advice on actual implementation activities sequence.

ISMS Implementation Activities Progress Record

Establish the ISMS (Plan Phase)

- Define the scope and boundaries of the ISMS
- Define an ISMS policy
- Define the risk assessment approach of the organization
- Identify the risks
- Analyse and evaluate the risks
- Identify and evaluate options for the treatment of risks
- Select control objectives and controls for the treatment of Risks
- Obtain management approval of the proposed residual Risks
- Obtain management authorization to implement and operate the ISMS.
- Prepare a Statement of Applicability

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| C |
| C |
| C |
| C |
| C |
| C |
| S |
| S |
| S |
| S |

Implement and Operate ISMS (Do phase)

- Formulate risk treatment plan
- Implement risk treatment plan
- Implement controls
- Define measurement of effectiveness of selected controls
- Implement training and awareness programmes
- Manage operation of the ISMS
- Manage resources
- Implement procedures and other controls

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Monitor and Review (Check phase)

- Monitor and review procedures and other controls
- Undertake regular review of ISMS effectiveness
- Measure effectiveness of controls
- Review risk assessments at planned interval
- Conduct internal audit
- Management review on a regular basis
- Update security plans
- Record events that could have impact on the ISMS effectiveness

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Maintain and improve (Act phase)

- Implement identified improvements
- Take corrective and preventive actions
- Communicate actions and improvements
- Ensure improvement achieve intended objective

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Certification

- Pre Certification Assessment
- Certification Audit
- ISMS Certification Successfully Obtained

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| Percent Completed Summary | |
|---------------------------|--------------------|
| Activity In Progress | Activity Completed |
| 40% | 60% |
| 0% | 0% |
| 0% | 0% |
| 0% | 0% |
| 0% | 0% |

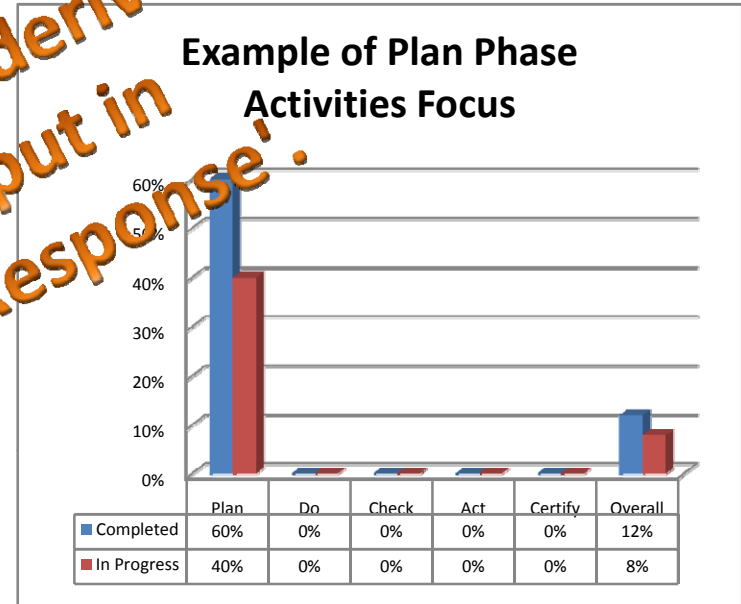
Note: These two columns are automatically computed. Do not update or over-write with other formulas.

This is an example input sheet. You can view the example results in worksheet 'Example-Chart'.

ISMS Implementation Progress Summary Report for TNB For The Scope Defined Below

Report as at: **30-Apr-10**

| | | | |
|---|---|-----------------------|--------------------|
| Entity/Sub-Entity Name | TNB - TNB Transmission Department | Reference Code | |
| Entity/Sub-Entity | NLDC Building, TNB HQ, Jalan Bangsar, Kuala Lumpur | ST/IT/001 | |
| ISMS Scope Planned For Certification | ISMS scope cover the information assets and information systems that manage and control the transmission of electric power in Peninsular Malaysia | | |
| ISMS Implementation Activities Progress Record | | | |
| | | Completed | In Progress |
| Establish the ISMS (Plan Phase) | | 60% | 40% |
| Implement and Operate ISMS (Do phase) | | 0% | 0% |
| Monitor and Review (Check phase) | | 0% | 0% |
| Maintain and improve (Act phase) | | 0% | 0% |
| Certification | | 0% | 0% |
| Overall Average | | 12% | 8% |



This is an example result derived from the example input in worksheet 'Example-Response'.