



IMS System Procedures Master List

Document Number	Title	Revision Level	Date of Issue
	Document Management		
PR1001	Document Control	2	28-Aug-2015
PR1001-A	Document Maintenance Policy & Process	2.1	28-April-2014
PR1001-B	Information Classification Policy	2	26 – Aug-2015
PR1001-C	Information Classification Register	4	26-Aug-2015
	Legal		
PR1002	Legal & Other Requirements Compliance	1	01-Oct-2012
PR1002-F01	Legal Register Template	1	26-Aug-2013
	Management Review		
PR1003	Management Review	3	28-Aug-2015
	Competency/Training		
PR1004	Competence Training and Awareness	3	25- August - 2015
PR1004-F01	Tech-Ops Training Matrix	3	25- August - 2015
PR1004-F02	DLR Competencies – 6C's	1	25- August - 2015
PR3012-N	Security Access Control Training	1.0	22-May-2015
PR3012-P	Process Review & Conformation (Access Control Customers)	1.0	2-June-2015
PR3012 -Q	Process Review & Conformation (Access Control Digital)	1.0	2-June-2015
PR3012 -R	Process Review & Conformation (Access Control – Key Control)	1.0	2-June-2015
PR3014-M	Event Management Training	1.0	27-Feb-2015
PR 3012 - S	Master Key Training	1.0	21-Aug-2013
PR 2019	Environmental Compliance Training	1.0	21-July-2015
PR3012-P	Security Systems Training Record	1	27-May-2014
PR3012-T	Security System Training Sheet	1	27-May-2015
	Communication		
PR1005	Consultation and Communication	2	28/08/2015
PR3014-A	Supplier & Contractor Emergency Contact List	1	16 –Jan - 2012
PR3014 - B	Incident Reporting	1	16 –Jan - 2012
PR3014 - C	Incident Reporting to Tenants Customers	1	16 –Jan - 2012
PR3014 – D	Event Escalation & Management Procedures	1.05	17-July - 2015
PR3014 - E	Event Classification Escalation & Severity Ratings	1	16 –Jan - 2012
PR3014 - F	Event Escalation Workflow	1	16 –Jan - 2012
PR3014 - G	ENS Quick Reference	1	12 – Dec 2011
PR3014 - J	Customer Contact Form	1	
PR 3014 – K	Master Broadcast Alert	1	



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PR-3014-L	Action Bulletin		
	Non Conformance/Audit		
PR1006	Non Conformance, Customer Complaints and Preventative Action	4	19-Sept-2014
PR1007	Internal Audit	2	28-Aug-2015
PR1007-F01	Internal Audit Schedule	3	28-Aug-2015
PR1007-F02	Internal Audit Report	2	03-Apr-2014
PR1007-F03	CAR Process Flowchart	1	19-Sept-2014
PR1007-F05	CAR Template	3	13-June-2014
PR1007-F07	IMS Audit Scope	6	14-July-2015
PR1008	Action Tracking	2	28-Aug-2015
PR1008-F01	Action Tracking Register	6	14-July-2015
	Objectives and Targets		
PR1008-F02	ISO 27001 2013 Objectives and Targets Log 2015	1	18-Aug-2015
	Monitoring & Measuring		
PR1009	Monitor and Measurement	1	25-Aug-2015
	Policies		
PR1011	Environmental Policy	1.4	2-Feb-2015
PR1012	Security Policy	1.7	24-Aug-2015
PR1013	Quality Policy	1.5	2-Feb-2015
	Health, Safety and Environmental		
PR2007	Site Waste Management	3	21-May-2013
PR2001	H&S Incident Reporting	1	01-Oct-2012
PR2001-F02	Accident Investigation Report	0	14-Sept-2015
PR2006	Significant Aspects	3	28-Aug-2015
PR2006-F01	Aspects & Impacts Register	3	30-Aug-2015
PR2009	First Aid and Training	1	28-Aug-2015
PR2010	Eye Wash Station Policy	1	28-Aug-2015
PR2011	Chemical Storage Policy	0	16-May-2013
PR2012	H&S Assessment Policy	1	17-Jan-2014
PR2013	Fire Risk Assessment Policy	0	16-May-2013
PR2014	Fire Marshall Instruction	0	16-May-2013
PR2015	Environmental Organizational Health & Safety (EHO&S) Policy	1	April 2015
PR2016	Environmental Organizational Health & Safety (EHO&S) Stop Work Policy	1	30-April-2015
PR2017	EOH&S Refrigerant Management Program	1	15-April-2015
PR2018	Elevator & Vertical Lift Rescue Policy	1	18-March-2015
PR3007	Site Induction Policy	1	28-Aug-2015
PR3007-F01	Contractor Induction Template	0	10-Apr-2013
PR3007-F02	Visitor Induction Pamphlet	0	10-Apr-2013
PR3008	Spill Kit Requirements Policy	1	28-Aug-2013
PR3008-F01	Spill Response TBT	0	23-Apr-2013
PR3008-F02	Spill Response Reference Guide	0	23-Apr-2013
PR3009	Vendor Waste Management	1	01-May-2013
PR3009-A	Cardboard Policy	1	21-Sept-2015

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PR3011	Pest Control Policy	0	16-May-2015
	Customer Care		
PR3001	Customer Handbook	2.8	30-Dec-2011
PR3001-A	Customer Tour Procedures	1	29 – Feb-2012
PR3001-B	Lease Proposal Approval Process	1.1	22-Nov-2013
	Purchasing & Finance		
PR3002	Purchasing	1	28-Dec-2011
PR3002-A	Property Accounts Receivable	1	28-Dec-2011
PR3002-B	Financial Authority Policy	1	28-Dec-2011
PR3002-D	Customer Bill Back Procedures	1	28-Dec-2012
	Sub-contractor Management		
PR3003	Vendor and Contract Management Overview	1.1	7-Oct-2013
PR3003-A	Project Approval Procedures	1.2	30-July-2015
PR3003-B	Vendor Management Standards	1.1	7-Oct-2013
PR3003-C	Request for Proposal	1.1	7-Oct-2013
PR3003-D	Service Agreement Procedures	1.1	7-Oct-2013
PR3003-E	Service Agreement Instructions	1.1	7-Oct-2013
PR3003-F	Master Service Agreement	1.1	7-Oct-2013
PR3003-G	Professional Service Agreements	1.1	7-Oct-2013
	Risk & Emergency Procedures.		
PR2002-F02	Risk Assessment Methodology	1.3	August 2013
PR2002-F03	DLR Risk Map		
PR2002-F02-A	Site Risk Register	1	25-Aug-2015
PR2002-F02-B	IT Risk Register	1	25-Aug-2015
PR3014-H	Site Readiness Policy	1	1-May-2015
PR3014-I	Site Readiness Guidelines	1	1-May-2015
PR3004	Emergency Response	1	16-Jan-2012
PR3004-A	Emergency Response Business Continuity Plan	3	15-Dec-2013
PR3004-C	Emergency Action Drill Policy	1	17-Dec-2013
PR3004-D	Weather Preparedness & Notification Policy.	2	6-Dec-2014
	Technical Operations		
PR3005-A	Installation Standards	1.4	18-June-2015
PR3005-B	Period Rounds & Inspections	1	28-Dec-2011
PR3005-C	Surveys/Studies	1	10-Jan-2012
PR3005-D	Preventative Maintenance Procedures	1	12-Dec-2011
PR3005-E	Predictive Maintenance Procedures	1	13-Jan-2015
PR3005-F	Datacentre Environmental Controls	1	16-Jan-2013
PR3005-G	Fire Systems	1	21-Feb-2012
PR3005-H	Critical Facilities Management Network	1	23-Feb-2012
PR3005-M	Spares Management Policy	1	28-Aug-2015
PR3005-M-F01	TEMPLATE Spares List	0	31-Mar-2014
PR3005-M-F02	Spare Parts Property Report	2	11-May-2015
PR3006	Calibration	1	01-Oct-2012

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PR3006-F01	Calibration Register	0	29-Jul-2013
	IT Security		
PR3015	IT Policies and Procedures	7	23-May2013
PR3015-A	Acceptable Use Policy	1	25-March-2011
	Security		
PR3012	Periodic Reviews & Revisions	1.1	18-Dec-2013
PR3012 -A	Security Standard Operating Procedures	1.1	17-Dec-2013
PR3012-B	Staffing and Responsibilities	1.1	17-Dec-2013
PR3012-C	Access Card Ordering Procedures	1.1	17-Dec-2013
PR3012-D	Security Access	1.1	11-Nov-2013
PR3012-E	Security Access Badging Procedures	1.1	03-Mar-2013
PR3012-F	Security Post Orders	1.1	23- Aug-2013
PR3012-G	Physical Security Standards	1.1	17-Dec-2013
PR3012-H	Level 1 Field Security Audit Criteria	1.1	17-Dec-2013
PR3012-I	Anthrax and Other Bio Agent Threats	1.1	17-Dec-2013
PR3012-J	Hurricane and Severe Weather Procedures	1.1	17-Dec-2013
PR3012-K	Fire Alarms	1.1	17-Dec-2013
PR3012-L	Security Training Guide	1.1	17-Dec-2013
PR3012-M	Master Keys & Control	1.0	6-Nov-2013
PR3012-O	Daily Site Security Checklist	1	06-Apr-2012



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