



# Quetta College of Dentistry

Quetta College of Dentistry  
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Ltr no. 01/QCD/IT  
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## STANDARD OPERATING PROCEDURES (SOPs)

### SECURE IT SERVER ROOM ACCESS

1. **General:** In order to prevent unauthorized access of IT Server Room to secure IT infrastructure and services.

2. **Scope**

IT Server Room

3. **Procedure**

- a. Any accessing of the IT Server Room by any person not expressly permitted access is forbidden.
- b. Access to IT Server Room will be allowed to authorize persons only (IT Manager, Network Admin).
- c. IT Server Room door keys will be available to the IT Manager, Network Admin and Security Office.
- d. **Criteria for Access:** Additions to the list of Authorized Persons will be made only for the following reasons:
  - i. Carry out maintenance of IT related (networking, servers, storage, etc.) hardware or software which requires a physical presence in the Server room to complete.
  - ii. Carry out maintenance of physical resources (electrical, fire suppression air conditioning, etc.) which requires a physical presence in the Server room to complete.



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## 4. Responsibilities

- a. IT Dept. will ensure smooth, uninterrupted operation and maintenance of IT Server room (Hardware/Software).
- b. Security Dept. is responsible to respond fire threat hours.

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