

**Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies**

1. Title	Maintain the security control documents	
2. Code	ITSWOS418A	
3. Range	Prepare and maintain the security control documents in the context of providing security management services for the IT operations of an organization (See Remark 1 for the content of security control documents) [Operations and Support – Security Management Services]	
4. Level	4	
5. Credit	2	
6. Competency	<p>6.1 Locate security information sources</p> <p>6.2 Prepare and maintain the security control documents</p> <p>6.3 Prepare and maintain the security control documents professionally</p>	<p>Performance Requirement Be able to identify and locate security information sources such as:</p> <ul style="list-style-type: none"> ▪ managerial security policy and guidelines ▪ authorised security control plan ▪ industry best practices from professional bodies of local and international standards <p>Be able to</p> <ul style="list-style-type: none"> ▪ prepare and maintain security control documents which covers security roles and responsibilities, processes, parameter settings / configuration, security reporting, and ongoing support on the operating environment ▪ act as central hub of current security documents of the corporation ▪ keep records of changes, amendments and distribution for audit trail <p>Be able to</p> <ul style="list-style-type: none"> ▪ exercise industry best practices and adhere to standards as well as local and international standards ▪ comply with organization's guidelines and procedures as well as any (local and international) laws and regulatory requirements, if applicable
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to prepare and maintain the security control documents.	
Remark	<ol style="list-style-type: none"> 1. The security control documents should, at least, cover security roles and responsibilities, processes, parameter settings/configuration, security reporting and ongoing support on the operation environment. 2. The participant is assumed to have a comprehensive knowledge in IT and its applications. 3. This UoCs comprises both planning and operating the security for infrastructure environment for the security management services of ITIL®. 	