Security Operating Procedure

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| **Procedure Name** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Version | Approved By | Owner | Date Last Updated | Review Frequency | Next Review | Comments |
|  |  |  |  |  |  |  |

**Classification**: Confidential

This document should be restricted to those with a specific need.

# 1. Purpose

[Define the purpose of the procedure.]

# 2. Scope

[Specify the scope and applicability of the procedure.]

# 3. Roles and Responsibilities

[List the roles and responsibilities of personnel involved.]

# 4. Procedure

Step 1: [Description of the first step]

Step 2: [Description of the second step]

Step 3: [Description of the third step]

[Continue as necessary]

# 5. Security Controls

[Describe the security controls and measures implemented.]

# 6. Incident Management

[Outline the procedures for incident identification, reporting, and response.]

# 7. Monitoring and Auditing

[Describe the monitoring and auditing activities.]

# 8. Review and Update

[Specify the frequency and process for reviewing and updating the SOP.]

# 9. References

[List any related documents, standards, or guidelines.]