SECTION S12 - COMPUTER CONTROL

OBJECTIVE

The purpose is to ensure proper maintenance and upkeep of computer software and hardware in the office.

RESPONSIBILITIES

The IT Specialist shall be managing all computer software, hardware, backup of data in the servers, inventory control and procurement of IT related products.

CAD Manager shall be responsible for plotter calibration and assist in CAD software configurations.

PROCEDURES

This procedure is applicable to all computer users in the Company.

1. Computer Hardware

Computer systems consisting of Personal Computers (PC), Laptops and Local Area Network are installed within the Company to support all necessary operations such as drafting, word processing, computation and accounting.

The IT Specialist shall maintain a record of the System Configuration Form for each workstation in the office.

All system fault, failure and maintenance done for each workstation shall be recorded in the System Service Log. A separate sheet of System Service Log is allocated for each workstation.

The IT Specialist shall record and maintain a list of user account and policy of access using the User Configuration Form.

2. Calibration

In general, the computer systems do not require any calibration except for the plotters used to generate scaled drawings.

The CAD Manager shall verify the printout from the plotters every six months. The verification shall be done by checking a plotted, known-scaled drawing from the plotter. The error of the output shall be within the acceptable tolerance of 10%. All records of verification shall be recorded in the System Service Log for the respective plotter.

3. Backup

In general, backup will only be done for all data stored on the server drives. All users are to ensure that important data that requires backup are to be stored on the server drives. The IT Specialist shall verify successful server backup every week.

4. Virus Scan

The IT Specialist shall ensure virus protection/scanning software are installed in all workstations and configured to automatically perform virus scanning at regular interval. The software shall be configured to automatically scan all files for virus upon open, copy or move operation of each file.

5. Purchasing

All computer hardware and software to be purchase by the Company shall be reviewed and proposed by the IT Specialist and approved by the Director-in-charge. The IT Specialist shall ensure compatibility of the new hardware or software to be purchased and advise the Director-in-charge accordingly.

All purchasing of computer consumables shall be in accordance to Section S10 - Purchasing Control.

REFERENCE

Form S12.A - System Configuration Form

Form S12.B - System Service Log

Form S12.C - User Configuration Form