



QUALITY PROCEDURE- PROFESSIONAL SKILLS &
EMPLOYMENT BOARD

PROCEUDRE FOR SECURITY

DOC : SOP-PSEB-05

Issue NO-01

DATE :01/05/2017

1. **PURPOSE**

To define and implement a system for impartiality and the criteria applied by our organization for the security throughout the entire certification process.

2. **SCOPE**

This procedure covers all the security measures taken throughout the certification process.

3. **RESPONSIBILITY**

This procedure applies to all students enrolled in, and all staff involved certification process to retain security from PSEB

Other responsibilities are as described against each activity

1.0 Procedure for Security:

S.No.	Activity	Responsibility	Ref. Doc
1.1	Site Access Policy PROFESSIONAL SKILLS & EMPLOYMENT BOARD <i>will ensure the security of all protected areas of its premises, where materials such as applications, candidate files, databases, etc., are stored. Access to these areas will be limited to authorize persons only</i>	Operation Team	
1.2	Procedures on Site Access To fulfil its obligation to provide security on-site, PROFESSIONAL SKILLS & EMPLOYMENT BOARD will ensure the performance of the following tasks: a. Require visitors to the PROFESSIONAL SKILLS & EMPLOYMENT BOARD offices to sign in at the front reception desk during office hours. b. Require visitors to produce a valid government-issued ID with	Operation team	

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	<p>photograph.</p> <p>c. Ensure that files, computers, servers, vaults containing secure materials are not accessible to visitors.</p>		
1.3	<p>Policy on Examination Material Security, Including Examination Administrations</p> <p><i>PROFESSIONAL SKILLS & EMPLOYMENT BOARD will be responsible for maintaining the security of examination material at all times. Should services relating to examination material be outsourced, it is the PROFESSIONAL EVALUATION & CERTIFICATION BOARD's responsibility to ensure that comprehensive security procedures are in place.</i></p>	Operation Team	
1.4	<p>Procedures on Examination Material Security, Including Examination Administrations</p> <p>To fulfil its obligation to ensure the security of examination material, PROFESSIONAL SKILLS & EMPLOYMENT BOARD will ensure the performance of the following tasks:</p> <ol style="list-style-type: none"> Require all certified persons who may come in contact with secure material to sign current security-related policy documents as outlined in the Policy on Impartiality. Require all outsourced services providers to sign current security-related policy documents as outlined in the Policy on Impartiality. Require all outsourced service providers who have access to secure materials to have up-to-date security policies that meet standards for training of personnel, access limitations, and storage of secure materials. Review the security policies of all outsource service providers. Require changes to the security policies of outsource service providers as required. Perform periodic security audits of examination administration sites to ensure compliance with security policies and procedures. Ensure examination administrations are overseen by trained 	Operation team/ Assessor	

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	proctors.		
1.5	All the members/ employees/ examiners need to Sign confidentially agreement on joining the PSEB .	Manager HR	
1.6	Soft copy of confidential papers is protected with password and Access is provided to only authorized personnel	Operation team	
1.7	Examination paper shall be sealed in individual covers for each Candidate and dispatched through our society invigilator at least 2 hours before examination date	Operation team	
1.8	PSEB will take exam through Hard copy	Operation team	
1.9	Monitoring of Examination results will be taken into consideration during the checking of the exams	Operation team	
1.10	Examiners performance is monitored by the Management Representative, periodically	MR	

Security:

PSEB has documented established, implemented & maintained a policy & procedure to ensure the security throughout the entire certification process of ISO 17024:2012

PROFESSIONAL SKILLS & EMPLOYMENT BOARD holds responsibility for maintaining physical security, and security of intellectual property as outlined in the following policies and procedures.

Site Access Policy

PROFESSIONAL SKILLS & EMPLOYMENT BOARD will ensure the security of all protected areas of its premises, where materials such as applications, candidate files, databases, etc., are stored. Access to these areas will be limited to authorize persons only.

Procedures on Site Access

To fulfil its obligation to provide security on-site, PROFESSIONAL SKILLS & EMPLOYMENT BOARD will ensure the performance of the following tasks:

a. Require visitors to the **PROFESSIONAL SKILLS & EMPLOYMENT BOARD** offices to sign in at the front reception desk during office hours.

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- b. Require visitors to produce a valid government-issued ID with photograph.
- c. Ensure that files, computers, servers, vaults containing secure materials are not accessible to visitors.

Policy on Examination Material Security, Including Examination Administrations

PROFESSIONAL SKILLS & EMPLOYMENT BOARD will be responsible for maintaining the security of examination material at all times. Should services relating to examination material be outsourced, it is the PROFESSIONAL SKILLS & EMPLOYMENT BOARD’s responsibility to ensure that comprehensive security procedures are in place.

Procedures on Examination Material Security, Including Examination Administrations

To fulfil its obligation to ensure the security of examination material, PROFESSIONAL SKILLS & EMPLOYMENT BOARD will ensure the performance of the following tasks:

- a. Require all certified persons who may come in contact with secure material to sign current security-related policy documents as outlined in the Policy on Impartiality.
- b. Require all outsourced services providers to sign current security-related policy documents as outlined in the Policy on Impartiality.
- c. Require all outsourced service providers who have access to secure materials to have up-to-date security policies that meet standards for training of personnel, access limitations, and storage of secure materials.
- d. Review the security policies of all outsource service providers.
- e. Require changes to the security policies of outsource service providers as required.
- f. Perform periodic security audits of examination administration sites to ensure compliance with security policies and procedures.
- g. Ensure examination administrations are overseen by trained proctors.

Ref Document No: Procedure for Security SOP/PSEB/05.

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