INTER PLANT STANDARD – STEEL INDUSTRY		
IPSS	**GUIDELINES FOR IT INFRASTRUCTURE DISTRIBUTION, MAINTAINACE AND OWNERSHIP POLICY**	**IPSS:2-08-005-13**

0. FOREWORD

0.1. This interplant standard has been prepared by the standards committee on Information & Communication Technology, IPSS 2:8, with the active participation of the representatives of the steel plants, major consulting organizations and established manufacturer and was adopted in April, 2013.

0.2. Steel Industry has taken rapid strides in leveraging IT for making its business process agile and responsive. It has rolled out various IT applications covering most of the business process. It is also an important requirement for Steel Industry to define the Guidelines for IT Infrastructure distribution, Maintainance and Ownership policy.

1. SCOPE

To standardize the guidelines for IT Infrastructure distribution , Maintainance and Ownership in Indian steel Industry :

IT infrastructure shall be categorized as follows.

1) HARDWARE
2) SOFTWARE
3) NETWORK
4) DATA CENTRES & UTILITIES

2. OWNERSHIP

The ownership of all hardware and Utilities should be clearly established at the time of installation Commissioning / Handover / Final Acceptance

3. HARDWARE

Hardware includes PC, Servers, Storage, Laptops, Printers & Plotters, Scanners, Terminals etc. For distribution of hardware (PCs, Laptops, Printers, UPS, etc.) following points shall be considered:

3.1. Standard format for placement of requisition through HOD

3.2. The Indenting department will have a clearly defined procurement and distribution policy with prioritization facility and maintenance of buffer stocks.

3.3. Proper documentation regarding the basic configuration/ Up-gradation of the Hardware shall be recorded and preserved by the distributing department in hardcopy and Database.

3.4. Each piece of Hardware shall have unique ID (asset code) Software and accessories associated with the PC/Printer shall also be recorded along with the ID of the hardware. The ID of the person receiving the hardware shall also be recorded in database.

3.5. PC and peripherals procured under process control scheme shall be intimated to the central department for updating proper data.

4. **SOFTWARE**

IT department shall be generally owner of all software – Operating System, Database, Application Software, MS Office, Anti- Virus, other utilities Software etc with necessary License.

5. **NETWORK**

5.1. This Network pertains to the networks other than Process Control Networks.

1) All network components (Both active and passive) shall be owned by IT Department.

2) Network shall be centrally maintained by IT department.

3) Network connectivity and internet shall be provided to the users depending upon the requirement.

5.2. Process Control Network (Level 1, Level 2)shall be maintained by concerned process control department.

5.3. Network Policy shall consist of following features :

1) Virtual LAN for different areas of plant/unit, if required.

2) Fixed IP for Servers, switches, Router, Modem etc.

3) DHCP at the user level.

4) Implementation of Network Security using Firewall/ IDS/ IPS/ UTM (Unified Threat Management)

5) Access Control & Authorization of Users and Devices connecting to the Network.

6. **DATA CENTRES & UTILITIES**

1) Data Centre should be Minimum Tier-3 Compliant as per TIA – 942 or UPTIME Institute.

2) Access to the Data Centre shall be restricted by proper Access Control System.

3) Activities around and Inside the Data Centre should be monitored with CCTV.

4) Server Room other than Data Centre shall be Minimum Tier-1 Compliant as per TIA – 942 or UPTIME Institute.

5) Green Technology and Rack Mounting of Server should be preferred during the design of New Data Centre or Server room.