



## COMPUTER HOUSEKEEPING POLICY

All current CCGT documentation/precedents and templates are stored on the CCGT G:Drive.

Any proposed changes to these documents are to be forwarded in writing to the Operations Manager for approval in accordance with Company procedures.

These folders and files are backed up to disc on a daily basis. Do not save any files or folders on your desktop as they will not be backed up.

To maintain a workable system:

- Keep all folders to a minimum.
- Each CCGT staff member is allocated a folder at G:/Users where all personal work documentation is to be saved.
- Only save documents when necessary.
- Once a hard copy of a document has been printed and will not be required again, then delete it. Only delete your own documents.
- Do not delete folders under any circumstances without the permission of Senior Management.
- Software cannot be added or deleted unless by Senior Management or CCTS.
- Software that is copyright must not be copied.
- All licensed software must be kept under lock and key in the Computer Room.
- To keep our system free of viruses all external drives must be virus checked before they are connected to the computer.
- Update your Anti-Virus Program when prompted on your screen.
- Any problems or concerns are to be reported to Senior Management. CCTS provide additional support only when approved by Senior Management.

Endorsed by the Board of Directors on .....

11/04/2017

CCGT Chairman

CCGT Senior Manager

