

Guideline for Non Information [Physical] Asset Valuation

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1. Overview

Information is processed with the help of technology. The assets, which are helpful in creating, processing, output generation and storage. Such assets need to be identified and valued for the purpose of their criticality in business process.

2. Responsibility

	Responsible	Accountable	Consulted	Informed
Identification and Valuation of Assets	Department / Function Heads	Department / Function Heads	ISMS Forum	Apex Committee

3. Terms

A. The Owner:

1. Has approved management responsibility for controlling production, development, maintenance, use and place security controls over the asset.
2. Is a functional owner responsible for ensuring that proper controls are in place to address confidentiality, integrity and availability of information
3. Has authority and responsibility for making cost-benefit decisions essential to ensure accomplishment of organizational mission objectives.
4. Maintain an appropriate level of protection, physical and / or logical, for the information.
5. Reviews the asset classification periodically.
6. Ensure availability and reliability of the asset at all times and circumstances.
7. Periodic review of security controls.
8. Defines and periodically reviews access restrictions and classifications, taking into account applicable access control policies.

B. The Custodian:

1. Is a person/s designated by the owner to be responsible for protecting and maintaining the asset by maintaining safeguards and controls established by the owner
2. Take prior approval of the Business Process Head before allocating the physical / logical access rights to the asset
3. Perform regular review the life cycle, health, technical obsolescence and reliability of the asset through testing activities.
4. Keep proper physical and technical details records
5. Implement access control as defined by information owner.
6. Perform regular administrative and monitoring tasks defined by the owner.

4. Non-information Assets [Physical] Assets Grouping

Asset valuation of **non information / physical Assets** like software, Hardware, Services is carried out based on different criteria applicable to the specific group of physical assets involved in organization's business processes.

The non information assets are classified in the following groups. The list of assets given is only informative and not exhaustive.

- A. IT Assets [Hardware] [With installed OS]**
 - i. Servers
 - ii. Critical Desktops
 - iii. Laptops / Mobile Computing devices
 - iv. Other desktops
- B. Network Communication**
 - i. Routers / Switches
 - ii. Firewall
 - iii. Leased Lines
 - iv. PABx / Facsimiles
- C. Soft wares / Utilities [License A/cing]**
 - i. OS
 - ii. Applications
 - iii. Utilities
 - iv. Databases
- D. Media**
 - i. Backup Media - Data
 - ii. Backup Media – OS / Application / Utilities
 - iii. Working Copies of OS / Application / Utilities
 - iv. Backup Media – Source Code
- E. Support Services**
 - i. Power
 - ii. HVAC
 - iii. Housekeeping
 - iv. Fire Fighting Systems
 - v. Water
 - vi. Access Control Systems
 - vi. Escape Routes

5. Asset Valuation for Non Information [Physical] asset:

The valuation of non-information assets shall take into account the Confidentiality, Integrity and Availability requirements of the business and its processes where they are used. These requirements shall define the criticality of the asset for the business and its process and be used in defining the business resumption plan and / or disaster recovery plans. This calculation shall be done in same way as information Asset.

a. Guideline for Confidentiality Requirement

Confidentiality factor is to be determined by the services rendered by the particular asset in specific business process and the confidentiality requirement of the information / data processed or stored by the asset. This table provides a guideline to identify the Confidentiality requirements and its link to Classification label.

Confidentiality Requirement	Explanation
Low	Information processed / stored / carried or services rendered by the asset in the business process have confidentiality requirements as LOW.
Medium	Information processed / stored / carried or services rendered by the asset in the business process have confidentiality requirements as Medium.
High	Information processed / stored / carried or services rendered by the asset in the business process have confidentiality requirements as HIGH.

b. Guideline for Integrity Requirement

Integrity factor is to be determined by the reliability and dependability of the particular asset in specific business process and the Integrity requirement of the information / data processed or stored by the asset. This table provides a guideline to identify the Integrity requirements and its link to Classification label.

Integrity Requirement	Explanation
Low	Dependency and reliability of the services rendered by the particular asset in a business process is LOW. Information processed / stored / carried or services rendered by the asset in the business process have Integrity requirements as LOW.
Medium	Dependency and reliability of the services rendered by the particular asset in a business process is Medium. Information processed / stored / carried or services rendered by the asset in the business process have Integrity requirements as Medium.
High	Dependency and reliability of the services rendered by the particular asset in a business process is HIGH. Information processed / stored / carried or services rendered by the asset in the business process have Integrity requirements as High.

c. Guideline for Availability Requirement

Availability factor is to be determined on the basis of impact of non availability of the asset on the business process. This table provides a guideline to identify the Availability requirements and its link to Classification label.

Integrity Requirement	Explanation
Low	Impact of non availability of an asset in a business process is LOW. Information processed / stored / carried or services rendered by the asset in the business process have Availability requirements as LOW.
Medium	Impact of non availability of an asset in a business process is Medium. Information processed / stored / carried or services rendered by the asset in the business process have Availability requirements as MEDIUM.
High	Impact of non availability of an asset in a business process is HIGH. Information processed / stored / carried or services rendered by the asset in the business process have Availability requirements as HIGH.

6. Criticality Assessment

Asset Value	Criticality Status	Description	Examples
8 & 9	Highly Critical	<ul style="list-style-type: none"> Loss or compromise of CIA requirements will result into loss of business or major impact on business. Systems which hold information classified as "Confidential" or information assets valued as 8 & 9 	<ul style="list-style-type: none"> ➤ Database Server ➤ Development Server ➤ Mail Server ➤ Lease Lines ➤ MPLS Connectivity
6 & 7	Critical	<ul style="list-style-type: none"> Loss or compromise of CIA requirements will result into loss of business process or major impact on a business process alone. Systems which hold information classified as "Confidential" or information assets valued as 6 & 7 	<ul style="list-style-type: none"> ➤ Management Laptops ➤ Critical Desktops

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5	Moderately Critical	<ul style="list-style-type: none"> • Loss or compromise of CIA requirements will result into loss of business process or major impact on a business process alone. • Systems which hold information classified as "Confidential" or information assets valued as 6 & 7 	➤ Switches
3 & 4	Non – Critical	All other systems which do not fall into any of the above categories	<ul style="list-style-type: none"> ➤ User Desktops ➤ User Telephones