

Information Security Web application Security Standards

AREA OF APPLICABILITY

Information Security

DIVISION Information Technology

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1. Scope

This standard applies to all web applications used to conduct Airport Company South Africa's business. This extends to:

- All off-the-shelf, customised, and bespoke web applications including content
- management systems
- Airport Company South Africa web-based applications hosted by external providers
- All internal and public facing web applications
- Airports Company South Africa web applications developed to be accessed from mobile
- devices including tablets and smartphones.

2. Objective

These standard details the controls that shall be deployed on Airports Company South Africa's web applications to ensure their safe and continuing operation, and further outlines why these controls should be implemented, and lastly defines the means to measure compliance against the standard to ensure the effective and efficient functioning of web applications.

3 Definitions and Abbreviations

3.1 Definitions

ACSA

In the context of this procedure, the acronym ACSA refers to Airport Company South Africa SOC Limited

Company/Business/Organisation/Group

Airports Company South Africa SOC Limited

3.2 Abbreviations

Abbreviation	Description
ACSA	Airport Company South Africa

4. Procedure General

4.1 Classification of Controls



This web application security standard defines 3 levels of controls:

- All Applications controls are compulsory for all web applications on the network.
 These controls are opportunistic controls. They protect against application security vulnerabilities that are easy to discover or exploit.
- Medium Criticality Applications controls are compulsory for applications that contain sensitive data, which requires protection. This data includes internal information or information about employees that may be leveraged in social engineering, as well as nonessential, but important intellectual property and proprietary application sensitive data. These controls are standard controls that protect against common risks associated with modern day web applications.
- High Criticality Applications controls are compulsory for the most critical applications
 that perform high value transactions, contain sensitive data, or any application that
 requires the highest level of trust. These include applications that process or store
 valuable intellectual property, trade secrets, or any data that is critical to the survival or
 success of the organization, or it's competitive advantage. These controls are advanced
 controls and are reserved for the most critical web applications that require the highest
 level of security verification and assurance.

4.2 Architecture and Design Requirements

All verified web applications must satisfy the following high-level design requirements:

- Only those components that are needed by the application are identified and utilized.
- The application architecture has been defined and the application adheres to this architecture.

#	Key Performance Indicator	Level	KPI Type	Benchmark
1.1	Verify that all application components are	ALL	Boolean	True
	identified.			
	and are confirmed to be needed.			
1.2	Verify that a high-level architecture for the	ALL	Boolean	True
	application has been defined.			
1.3	Verify that there is no sensitive business	Medium	Boolean	True
	logic, secret keys, or other proprietary			
	information in client			
	side code.			

4.3. Authentication verification requirements

Authentication is the act of establishing, or confirming, something (or someone) as authentic, that is, that claims made by or about the thing are true. All verified applications must satisfy the following high-level requirements:

• Verifies the digital identity of the sender of a communication.



• Ensures that only those who are authorized can authenticate and their credentials are transported in a secure manner.

#	Key Performance Indicator	Level	KPI	Benchmark
2.4	Varify all pages and recourses by default	A 1 1	Type	Truce
2.1	Verify all pages and resources by default	ALL	Boolean	True
	require authentication except those			
2.2	specifically intended to be public. Verify that forms containing credentials are	ALL	Boolean	True
2.2	not filled in by the application. Pre-filling by	ALL	Doolean	True
	the application implies that credentials are			
	stored in plaintext or a reversible format,			
	which shall be explicitly prohibited.			
2.3	Verify all authentication controls are	ALL	Boolean	True
2.5	enforced on the server side.	ALL	Doolcan	Tide
2.4	Verify all authentication controls fail	ALL	Boolean	True
	securely to ensure attackers cannot log in.			
2.5	Verify password entry fields allow, or	ALL	Boolean	True
	encourage, the use of secure and			
	complex passwords such as			
	passphrases, and do not prevent long			
	passphrases or highly complex passwords			
	from being entered.			
2.6	Verify all account identity authentication	ALL	Boolean	True
	functions (such as update profile, forgot			
	password, disabled			
#	Key Performance Indicator	Level	KPI Type	Benchmark
) lost token, help desk or IVR) that might	ALL	Boolean	True
	regain access to the account are as			
	resistant to attack as the primary			
	authentication mechanism.			
2.7	Verify that the changing password	ALL	Boolean	True
	functionality includes the old password,			
	the new password, and a password			
	confirmation.			
2.8	Verify that all authentication decisions can	Medium	Boolean	True
	be logged, without storing sensitive			
	session identifiers or passwords.			
2.9	Verify that account passwords are hashed	Medium	Boolean	True
	with a one-way hash and can adequately			



	defeat brute force and password hash recovery attacks			
2.10	Verify that credentials are transported using a suitably encrypted channel and that all pages/functions that require a user to enter credentials do so using an encrypted link.	ALL	Boolean	True
2.11	Verify that the forgotten password function and other recovery paths do not reveal the current password and that the new password is not sent in clear text to the user.	ALL	Boolean	True
2.12	Verify that information enumeration is not possible via login, password reset, or forgot account functionality.	ALL	Boolean	True
2.13	Verify that there are no default passwords in use for the application framework or any components used by the application (such as "admin/password").	ALL	Boolean	True
2.14	Verify that anti-automation is in place to prevent breached credential testing, brute forcing, and account lockout attacks.	ALL	Boolean	True
2.15	Verify that the system can be configured to disallow the use of a configurable number of previous passwords.	Medium	Boolean	True
2.16	Verify that measures are in place to block the use of commonly chosen passwords and weak passphrases.	ALL	Boolean	True
2.17	Verify that all authentication credentials for accessing services external to the application are encrypted and stored in a protected location	ALL	Boolean	True
2.18	Verify that a secure encrypted channel protects administrative interfaces if they accessible to untrusted parties.	ALL	Boolean	
2.19	Verify that browser autocomplete, and integration pages/functions that process sensitive data.	ALL	Boolean	True



4.4 Session Management Requirements

Session management refers to the mechanism by which a web application controls and maintains the state of the communication channel with which a user or entity uses to interact with it. All verified applications shall satisfy the following high level session management requirements:

- Sessions shall be unique to each communicating user or entity and should not be guessed or shared.
- Sessions shall be invalidated when they are no longer required and timed out after reconfigured periods of inactivity.

#	Key Performance Indicator	Level	KPI Type	Benchmark
3.1	Verify that there is no custom session manager, or that the custom session manager is resistant against all common session management attacks.	All	Boolean	True
3.2	Verify that sessions are invalidated when the user logs out.	All	Boolean	True
3.3	Verify that sessions timeout after a specified period of inactivity.	All	Boolean	True
3.4	Verify that all pages that require authentication have easy and visible access to logout functionality.	Critical	Boolean	True
3.5	Verify that the session id is never disclosed in URLs, error messages, or logs. This includes. verifying that the application does not support URL rewriting of session cookies.	Critical	Boolean	True
3.6	Verify that all successful authentication and re- authentication generate a new session and session id.	All	Boolean	True
3.7	Verify that only session ids generated by the application framework are recognized as active by the application.	Medium	Boolean	True
3.8	Verify that session ids are sufficiently long, random, and unique across the correct active session base.	All	Boolean	True
3.9	Verify that session ids stored in cookies have their path set to an appropriately restrictive value for the application, and authentication	All	Boolean	True



session tokens. Additionally set the "HttpOnly"		
and "secure" attributes		

4.5 Access control verification requirements

Authorization is the concept of allowing access to resources only to those permitted to use them. All verified applications must satisfy the following high-level requirements:

- A user or entity accessing resources holds valid credentials to do so.
- Users are associated with a well-defined set of roles and privileges.
- Role and permission metadata is protected from replay or tampering.

#	Key Performance Indicator	Level	KPI Type	Benchmark
4.1	Verify that the principle of least privilege exists - users should only be able to access functions, data files, URLs, controllers, services, and other resources, for which they possess specific authorization. This implies protection against spoofing and elevation of privilege.	All	Boolean	True
4.2	Verify that access to sensitive records is protected, such that only authorized objects or data is accessible to each user (for example, protect against users tampering with a parameter to see or alter another user's account).	All	Boolean	True
4.3	Verify that directory browsing is disabled unless deliberately desired. Additionally, applications should not allow discovery or disclosure of file or directory metadata, such as Thumbs.db, .DS_Store,. git or .svn folders.	All	Boolean	True
4.4	Verify that access controls fail securely.	All	Boolean	True
4.5	Verify that the same access control rules implied by the presentation layer are enforced on the server side.	All	Boolean	True



4.6	Verify that all user and data attributes and policy information used by access controls cannot be manipulated by end users unless specifically authorized.	Medium	Boolean	True
4.7	Verify that there is a centralized mechanism (including libraries that call external authorization services) for protecting access to each type of protected resource.	Critical	Boolean	True
4.8	Verify that all access control decisions can be logged, and all failed decisions are logged.	Medium	Boolean	True
4.9	Verify that the application or framework uses strong random anti-CSRF tokens or has another transaction protection mechanism.	All	Boolean	True

4.6 Malicious Input Handling Verification Requirements

The most common web application security weakness is the failure to properly validate input coming from the client or from the environment before using it. This weakness leads to almost all the major vulnerabilities in web applications, such as cross-site scripting, SQL injection, interpreter injection, locale/Unicode attacks, file system attacks, and buffer overflows. All verified applications must satisfy the following high-level requirements:

- All input shall be validated to be correct and fit for the intended purpose.
- Data from an external entity or client should never be trusted and should be handled.
 accordingly.

	#	Key Performance Indicator	Level	KPI Type	Benchmark
	5.1	Verify that the runtime environment is	All	Boolean	True
		not susceptible to buffer overflows, or			
		that security controls prevent buffer			
		overflows.			
Ī	5.2	Verify that server-side input validation	All	Boolean	True
		failures result in request rejection.			
Ī	5.3	Verify that all SQL queries, HQL,	Critical	Boolean	True
		OSQL, NOSQL and stored			
		procedures, calling of stored			



		1	1	1
	procedures are protected using			
	prepared statements or query			
	parameterization, and thus not			
	susceptible to SQL injection			
5.4	Verify that the application is not	All	Boolean	True
	susceptible to LDAP Injection, or that			
	security controls prevent LDAP			
	Injection.			
5.5	Verify that the application is not	All	Boolean	True
	susceptible to OS Command			
	Injection, or that security controls			
	prevent OS Command Injection.			
5.6	Verify that the application is not	All	Boolean	True
	susceptible to Remote File Inclusion			
	(RFI) or Local File Inclusion (LFI)			
	when content is used that is a path to			
	a file.			
5.7	Verify that the application is not	All	Boolean	True
	susceptible to common XML attacks,			
	such as XPath query tampering, XML			
	External Entity attacks, and XML			
	injection attacks.			
5.8	Ensure that all string variables placed	Critical	Boolean	True
3.0	into HTML or other web client code is	Citical	Boolean	True
	either properly contextually encoded			
	manually, or utilize templates that			
	automatically encode contextually to			
	ensure the application is not			
	susceptible to reflected, stored and			
	DOM Cross-Site Scripting (XSS)			
	attacks.			
5.9	Verify that the application has	All	Boolean	True
	defenses against HTTP parameter			
	pollution attacks, particularly if the			
	application framework makes no			
	distinction about the source of request			
	parameters (GET, POST, cookies,			
	headers, environment, etc.)			
5.10	Verify that all input data is validated,	All	Boolean	True
	not only HTML form fields but all			



	sources of input such as REST calls, query parameters, HTTP headers, cookies, batch files, RSS feeds, etc; using positive validation (whitelisting), then lesser forms of validation such as grey listing (eliminating known bad strings), or rejecting bad inputs (blacklisting).			
5.11	Make sure untrusted HTML from WYSIWYG editors or similar are properly sanitized with an HTML sanitizer and handle it appropriately according to the input validation task and encoding task.	All	Boolean	True
5.12	Verify that authenticated data is cleared from client storage, such as the browser DOM, after the session is terminated.	All	Boolean	True

4.7 Cryptography verification requirements

Cryptography refers to the scrambling of readable text, also called plaintext or cleartext, into an undecipherable cyphertext or encrypted text to uphold the confidentiality and integrity of sensitive data. This also refers to the unscrambling of data from cyphertext to plaintext.

All verified applications shall satisfy the following high-level requirements:

- That all cryptographic modules fail in a secure manner and that errors are handled correctly.
- That a suitable random number generator is used when randomness is required.
- That access to keys is managed in a secure way.

#	Key Performance Indicator	Level	KPI Type	Benchmark
6.1	Verify that all cryptographic modules fail	Medium	Boolean	True
	securely, and errors are handled in a way			
	that does not enable oracle padding.			
6.2	Verify that all random numbers, random	Medium	Boolean	True
	file names, random GUIDs, and random			
	strings are generated using the			
	cryptographic module's approved			
	random number generator in order to			
	prevent them from being easily			
	guessable by an attacker.			



6.3	Verify that cryptographic algorithms used by the application have been validated against an internationally approved cryptography verification standard.	Medium	Boolean	True
6.4	Verify that all keys and passwords are replaceable and are generated or replaced at installation time.	Medium	Boolean	True
6.5	Verify that random numbers are created with proper entropy even when the application is under heavy load, or that the application degrades gracefully in such circumstances.	Critical	Boolean	True

4.8 Error handling and logging verification requirements

The primary objective of error handling and logging is to provide a useful reaction by the user, administrators, and incident response teams. The objective is not to create massive amounts of logs, but manageable high-quality logs, with more signal than discarded noise.

High quality logs will often contain sensitive data and must be protected as per local data privacy laws or directives. This should include:

- Not collecting or logging sensitive information if not specifically required.
- Ensuring all logged information is handled securely and protected as per its data classification.
- Ensuring that logs are not forever but have an absolute lifetime that is as short as possible.

All verified applications shall satisfy the following high-level requirements:

#	Key Performance Indicator	Level	KPI	Benchmark
			Type	
7.1	Verify that security logs are protected from unauthorized access and modification.	Medium	Boolean	True
7.2	Verify that the application does not log sensitive data that could assist an attacker, including user's session identifiers, passwords, hashes, or API tokens.	Medium	Boolean	True
7.3	Verify that an audit log or similar allows for non-repudiation of key transactions.	All	Boolean	True



7.4	Verify that the logs are stored on a different partition than the application is running with proper log rotation.	Critical	Boolean	True
7.5	Verify that time sources are synchronized to ensure logs have the correct time	All	Boolean	True

4.9 Data Protection Verification Requirements

Where an application transmits or stores sensitive information on insecure devices, such as shared computers, phones, and tablets, measures should be taken to ensure that data stored on these devices is encrypted and cannot be easily illicitly obtained, altered, or disclosed. All verified applications must satisfy the following high-level data protection requirements:

#	Key Performance Indicator	Level	KPI	Benchmark
			Туре	
8.1	Verify that all forms containing sensitive	Medium	Boolean	True
	information have disabled client-side			
	caching, including autocomplete features.			
8.2	Verify that all sensitive data processed by	Critical	Boolean	True
	the application is identified, and that this			
	data is securely accessed and encrypted			
	where required.			
8.3	Verify that all sensitive data is sent to the	All	Boolean	True
	server in the HTTP message body or			
	headers (i.e., URL			
	parameters are never used to send			
	sensitive data).			
8.4	Verify that on the server, all cached or	Medium	Boolean	True
	temporary copies of sensitive data stored			
	are protected from unauthorized access or			
	purged/invalidated after the authorized user			
	accesses the sensitive data.			
8.5	Verify that there is a method to remove	Critical	Boolean	True
	each type of			
	sensitive data from the application at the			
	end of the required retention policy.			
8.6	Verify the application minimizes the number	Medium	Boolean	True
	of parameters in a request, such as hidden			
	fields, cookies and header values.			



8.7	Verify that data stored in client-side storage (such as HTML5 local storage, session storage, Index edDB, regular cookies or Flash cookies) does not contain sensitive data or personally identifiable information.	All	Boolean	True
8.8	Verify that the accessing of sensitive data is logged	Medium	Boolean	True
8.9	Verify that sensitive information maintained in memory is overwritten with a mask as soon as it no longer required, to mitigate memory dumping attacks.	Critical	Boolean	True

4.10 Communications security verification requirements

All verified applications must satisfy the following high-level requirements:

- That TLS is used where sensitive data is transmitted.
- That strong algorithms and ciphers are used where sensitive data is transmitted.

#	Key Performance Indicator	Level	KPI Type	Benchmark
9.1	Verify that a path can be built from a trusted CA to each Transport Layer Security (TLS) server certificate, and that each server certificate is valid where sensitive data is transmitted.	ALL	Boolean	True
9.2	Verify that TLS is used for all external connections that are authenticated or that involve sensitive data or functions and ensure that the strongest alternative algorithm is used where TLS cannot be negotiated.	Critical	Boolean	True
9.3	Verify that backend TLS connection failures are logged.	Critical	Boolean	True
9.4	Verify that certificate paths are built and verified for all client certificates using configured trust anchors and revocation information.	Critical	Boolean	True
9.5	Verify that all connections to external systems that involve sensitive	Medium	Boolean	True



	information or functions are			
	authenticated.			
9.6	Verify that HTTP Strict Transport	Critical	Boolean	True
	Security headers are included on all			
	requests and for all subdomains in			
	order to protect against rotocol			
	downgrade attacks and cookie			
	hijacking			
9.7	Verify that proper certification	ALL	Boolean	True
	revocation, such as Online Certificate			
	Status Protocol (OCSP) Stapling, is			
	enabled and configured.			
9.8	Verify that only strong algorithms,	Critical	Boolean	True
	ciphers, and protocols are used,			
	through all the certificate hierarchy,			
	including root and intermediary			
	certificates of your selected certifying			
	authority			

4.11 HTTP security configuration verification requirements

All verified applications shall satisfy the following high-level requirements:

- The application server shall be suitably hardened from a default configuration.
- HTTP responses shall contain a safe character set in the content type header.

#	Key Performance Indicator	Level	KPI Type	Benchmark
10.1	Verify that the application accepts only a defined set of required HTTP request methods, such as GET and POST, and that unneeded methods (e.g. TRACE, PUT, and DELETE) are explicitly blocked.	Medium	Boolean	True
10.2	Verify that every HTTP response contains a content type header specifying a safe character set (e.g., UTF-8, ISO 8859-1).	All	Boolean	True
10.3	Verify that HTTP headers added by a trusted proxy or SSO devices, such as a	Medium	Boolean	True



	bearer token, are authenticated by the application.			
10.4	Verify that a suitable X-FRAME-OPTIONS header is in use for sites where content should not be viewed in a 3rd-party X-Frame.	Medium	Boolean	True
10.5	Verify that the HTTP headers or any part of the HTTP response do not expose detailed version information of system components.	Medium	Boolean	True
10.6	Verify that all API responses contain X-Content- Type-Options: nosniff and Content-Disposition: attachment; filename="api.json" (or other appropriate filename for the content type).	Medium	Boolean	True
10.7	Verify that a content security policy (CSPv2) is in place that helps mitigate common DOM, XSS, JSON, and JavaScript injection vulnerabilities.	Critical	Boolean	True
10.8	Verify that the X-XSS-Protection: 1; mode=block header is in place to enable browser reflected XSS filters.	Medium	Boolean	True

4.11 Files and resources verification requirements

All verified applications must satisfy the following high-level requirements:

- Untrusted file data should be handled accordingly and in a secure manner.
- File data obtained from untrusted sources must be stored outside the Webroot and with limited permissions.

#	Key Performance Indicator	Level	KPI	Benchmark
			Type	
11.1	Verify that untrusted file data submitted		Boolean	True
	to the application is not used directly with			
	file I/O commands, particularly to protect			
	against path traversal, local file include,			
	tile mime type, and OS command			
	injection vulnerabilities.			
11.2	Verify that files obtained from untrusted		Boolean	True
	sources are validated to be of expected			



	type and scanned by antivirus scanners to prevent upload of known malicious content		
11.3	Verify that untrusted data is not used within inclusion, class loader, or reflection capabilities to prevent remote/local file inclusion vulnerabilities.	Boolean	True
11.4	Verify that files obtained from untrusted sources are stored outside the webroot, with limited permissions, preferably with strong validation.	Boolean	True
11.5	Verify that the web or application server is configured by default to deny access to remote resources or systems outside the web or application server.	Boolean	True
11.6	Verify the application code does not execute uploaded data obtained from untrusted sources.	Boolean	True
11.7	Do not use Flash, Active-X, Silverlight, NACL, (client-side Java or other client-side technologies not supported natively via W3C browser standards.	Boolean	True
11.8	Verify that all untrusted or r party data is not embedded into the application, and that URL redirects and forwards are used together with appropriate X-FRAME for the purpose of such data.	Boolean	True

4.12 Mobile application security verification requirements

All mobile applications must satisfy the following high-level requirements:

- Mobile applications should have the same level of security controls within the mobile client as found in the server, by enforcing security controls in a trusted environment.
- Sensitive information assets stored on the device should be done so in a secure manner.
- All sensitive data transmitted from the device should be done so with the transport layer security in mind.



#	Key Performance Indicator	Level	KPI Type	Benchmark
12.1	Verify that ID values stored on the	All	Boolean	True
	device and retrievable by other			
	applications, such as the UDID or			
	IMEI number are not used as			
	authentication tokens			
12.2	Verify that the mobile app does not	All	Boolean	True
	store sensitive data onto potentially			
	unencrypted shared resources on			
	the device (e.g. SD card or shared			
	folders).			
12.3	Verify that sensitive data is not	All	Boolean	
	stored unprotected on the device,			
	even in system protected areas such			
10.1	as key chains.			
12.4	Verify that secret keys, API tokens,	All		True
	or passwords are dynamically			
10.5	generated in mobile applications.		5 .	
12.5	Verify that the mobile app prevents	Medium	Boolean	True
	leaking of sensitive information (for			
	example, that no screenshots are			
	saved of the current application as			
	the application is backgrounded or			
	that no sensitive information is			
42.6	written in console).	Madium	Deeleen	Truc
12.6	Verify that the application is	Medium	Boolean	True
	requesting minimal permissions for required functionality and resources			
12.7	Verify that the application sensitive	Medium	Boolean	True
12.7	code is laid out unpredictably in	Medium	Doolean	i iiu c
	memory (For example ASLR).			
12.8	Verify that there are anti-debugging	Critical	Boolean	True
12.0	techniques present that are	Jillicai	Boolean	TIGO
	sufficient to deter or delay likely			
	attackers from injecting debuggers			
	into the mobile app (For example			
	GDB).			
	<i>CDD</i> ₁ .			



12.9	Verify that the app does not export	All	Boolean	True
	sensitive activities, intents, or			
	content providers for other mobile			
	apps on the same device to exploit.			
12.10	Verify that sensitive information	Medium	Boolean	True
	maintained in memory is overwritten			
	with a mask as soon as it no longer			
	required, to mitigate memory			
	dumping attacks.			
12.11	Verify that the app validates input to	All	Boolean	True
	exported activities, intents, or			
	content providers.			

4.13 Accountability and Responsibility

- The overall responsibility for adherence to this standard lies with the Senior Manager:
- Information Security. In his or her absence however, the designated person shall assume responsibility.
- This describes the overall accountability and responsibility of adherence and may describe responsibilities of other personnel.

5. Process for Monitoring

This procedure's effective implementation and monitoring will be done through the executive committee, and internal audits will be conducted to determine compliance and implementation.

Monitoring controls	Purpose	Responsible	Frequency
Monthly	Report and review	IT Service Desk	Monthly
reviews	adherence of the procedure		
Monthly reports	Review and determine the	IT Service Quality and	Monthly
	effectiveness and	Change Manager	
	adherence of the procedure		
Management	Measure implementation	Senior Manager: Digital	Annually
Review	and adherence of the	Infrastructure and	
	procedure	Operations	



Note: This procedure shall be reviewed in three-year cycle and if there is a need to review the procedure before three-year cycle laps due to any circumstances being legal requirements, changes in the businesses, the need to reflect current practices or activities, the procedure will be unlocked for review accordingly.

Disclaimer: In instances where document links are not accessible, directly access the documents on the Procedure Management Document Store on the Airports Company South Africa SOC Limited intranet.

6. Accountabilities and Responsibilities

6.1 Accountabilities

The overall accountability for development and implementation of this procedure lies with Chief Executive Officer and Chief Information Officer with the support of the Senior Manager Digital Infrastructure and Operations as a responsible person for actual development and implementation of this procedure, however, in the absence of the Chief Information Officer, a delegated person shall assume responsibility as per delegation of authority procedure.

Authorities	Employee s	IT Service Quality and Change Manager	Senior Manager: Digital Infrastructu re and Operations	Chief Technology Officer	Chief Information Officer
Development					
and implementatio	_	Accountable	Responsible	Consulted	Consulted
n of this		710000111101010	7 (00)07707070		
procedure					
Implementatio					
n and	Responsibl	Responsible	Accountable	Informed	Informed
adherence of	е				
this procedure					
Approval and authorisation	-	Responsible	Responsible	Accountable	Responsible
Communicate					
the procedure					
to all impacted	Informed	Informed	Responsible	Informed	Accountable
stakeholders			•		
or employees.					



7. Reporting of Non-Conformance

Any deviation from this procedure shall be identified and registered with corrective and preventative measures for continual improvement in accordance with Non-Conformance and Non-Compliance Procedure Document - Z001 001M.

8. Related Policy Documents

Document Control Procedure - Z001 006M Record Keeping Requirements Procedure - Z001 008M

9. Related Legislation and Standard

Quality Management System ISO 9001

10. Change Control and Verification

This procedure shall only be changed with the authorisation of the Group Executive: Chief Information Officer and in accordance with Change Control and Verification Procedure- Z001 003M

11. Records

Each Process Owner and managers as identified are responsible for maintaining, storage and protection of their respective documents/ information. Records shall be identifiable, easily retrievable and maintained as per the <u>Retention schedule</u> as regulated or required by the organisation, statutory or regulatory requirements. Refer <u>Record Keeping Requirements Procedure - Z001 008M</u>.

Record Name	Storage Location	Record Number	Responsible Person	Retention Time
Web Application	Master in Corporate	G010 011M	Procedure	Five (5)
Security	Procedure		Assurance Officer	years
Procedure	Document Store			

12. Revision History

Date last revised	Revision Status	Compiler	Summary of changes
		Cyber Security Manager	
January 2024	Version: 1	Name and Surname Coster Baloyi	First Issue



13. Endorsement (See Master in Corporate Policy Document Store)

Activity	Name	Signature	Date
Compiled by	Position: Cyber Security Manager Name and Surname Coster Baloyi	South .	12/02/2024
Quality Assurance: Policy Documents	Position: Specialist: Policy Assurance and Ethics Name and Surname Thabana Mahlo	Bu	19/02/2024
Supported by	Position: Group Manager Cyber Security Name and Surname Tefo Moreki	Man.	20/02/2024
Authoriser	Position: Chief Information Officer Name and Surname Mthoko Mncwabe	MThoko Mncwobe	21/02/2024