

## KWALITEITSBESTUURSTELSEL / QUALITY MANAGEMENT SYSTEM

A.7

**TITEL / TITLE: BELEID: GEBEURLIKHEID  
POLICY: CONTINGENCY**

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| <b>Datum / Date:</b> 20 Junie / June 2017 | <b>Datum / Date:</b> 21 Junie / June 2017 |
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| <b>Handtekeninge / Signatures</b> |  |

### Hersieningsrekord / Revision Record

|                                                     |          |                                                         | <b>Datum / Date</b>         |
|-----------------------------------------------------|----------|---------------------------------------------------------|-----------------------------|
| <b>Vorige Weergawe No.<br/>Previous Version Nr.</b> | <b>1</b> | <b>Vorige Hersiening<br/>Last Review</b>                | <b>17 November 2014</b>     |
| <b>Nuwe No.<br/>New Nr.</b>                         | <b>2</b> | <b>Goedgekeur vir uitreiking<br/>Approved for issue</b> | <b>21 Junie / June 2017</b> |

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## CONTINGENCY POLICY

### I. PURPOSE

The purpose of this plan is to enable the sustained execution of mission critical processes and information technology systems for Hugonote Kollege in the event of an extraordinary event that causes these systems to fail minimum production requirements. The Hugonote Kollege Contingency Plan will assess the needs and requirements so that the College may be prepared to respond to the event in order to efficiently regain operation of the systems that are made inoperable from the event.

**The primary focus of a contingency plan revolves around the protection of the two most important assets of any organization: personnel and data. All facets of a contingency plan should address the protection and safety of personnel and the protection and recovery of data. The primary objective of this plan is to establish policies and procedures to be used for information systems in the event of a contingency to protect and ensure functioning of those assets. This includes establishing an operational capability to process pre-designated critical applications, recovering data from off-site backup data sets, and restoring the affected systems to normal operational status. The plan seeks to accomplish the following additional objectives:**

- Minimize the number of decisions which must be made during a contingency
- Identify the resources needed to execute the actions defined by this plan
- Identify actions to be undertaken by pre-designated teams
- Identify critical data in conjunction with customers that will be recovered during the Hot Site phase of recovery operations
- Define the process for testing and maintaining this plan and training for contingency teams

The objectives of this policy are:

- Create and maintain safe learning and workplace environments
- Learn and teach disaster prevention informally
- Protect access to training and learning

### 2. SCOPE

This contingency policy is applicable to both classroom, accommodation of learners and workplace teaching and learning. However is it foreseen that each workplace will have their own contingency policy and procedures.

### 3. REFERENCES

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## **4. DEFINITIONS/ABBREVIATIONS**

### **4.1 CONTINGENCIES**

Something that might possibly happen in the future, usually causing problems or making further arrangements necessary or making the continuation of normal functions impossible.

Some internal contingencies are: structural contingencies, learning environment (educational) contingencies and psycho-social contingencies

External contingencies are: economic, technological, legal, socio-political-cultural and environmental contingencies.

### **4.2 CONTINGENCY PLAN**

A contingency plan also referred to as a disaster recovery and protection plan describes how the college intent to deal with potential contingencies/disasters, what kind of back-up or safety net the college has in place.

A disaster recovery plan consists of the precautions taken so that the effects of a disaster will be minimized and the college will be able to either maintain or quickly resume mission-critical functions.

## **5. RESPONSIBILITIES & AUTHORITY**

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