AIT TECHNOLOGY | BUSINESS IMPLEMENTATION SERIES

Forms and procedure records

Cybersecurity operations manual for businesses



AI-generated editorial illustration; fictional people and systems.

Tailored to your business

AIT Technology can customise these procedures and build bespoke software, AI workflows and integrations. Scope, testing, pricing and support are agreed before implementation.

Version 1.0 | 18 November 2026 | UK business context

Starting framework: approve company-specific scope and owners before adoption. No certification, guaranteed compliance or emergency response service is implied.

FORM 01 | Joiner, role change and leaver

Owner: Line manager + HR + IT | Start: A person starts, changes duties or leaves.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

Company / case reference

Owner / deputy / date and time zone

Scope / trigger / affected systems or workflow

Verified facts / evidence references / uncertainties

Actions / results / timestamps (reference extra pages if needed)

Approval / authority / reporting decision and reasons

Completion checks / handoff / outstanding risks

Next action / responsible person / deadline / review date

Status (record explicitly): Open / Paused / Awaiting approval / Completed

FORM 02 | Phishing or suspicious message

Owner: User + IT triage lead | Start: Unexpected link, attachment, credential request or urgent instruction.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 03 | Suspected account takeover

Owner: IT incident lead | Start: Unrecognised sign-in, new MFA method, forwarding rule or sent message.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 04 | Malware or ransomware

Owner: Incident lead + IT; site safety lead where relevant | Start: Encryption notice, malicious execution or multiple unusable systems.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 05 | Supplier payment change or fraud

Owner: Finance lead | Start: Changed bank details, suspicious payment or urgent executive request.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 06 | Lost or stolen device

Owner: User + IT + privacy lead | Start: Missing laptop, phone, removable media or printed sensitive material.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 07 | Accidental data disclosure

Owner: Privacy lead + data owner + IT | Start: Wrong recipient, exposed sharing link or unapproved upload.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 08 | Critical service or supplier outage

Owner: Service owner + incident lead | Start: Email, SaaS, network or operational service is unavailable.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 09 | Website or domain compromise

Owner: Website owner + IT | Start: Unexpected redirects, content, DNS changes or lost publishing access.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 10 | Supplier remote-access request

Owner: System owner + IT; operations approval for machinery | Start: Vendor requests remote access or elevated permissions.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 11 | Patch and configuration change

Owner: IT change owner + business service owner | Start: Security update, exposed weakness or planned configuration change.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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FORM 12 | Restore test and business recovery

Owner: IT restore lead + process owner | Start: Scheduled test or incident recovery authorisation.

Use with the matching manual procedure. Save locally in an approved location. Do not enter passwords, API keys or recovery codes. Refer to restricted evidence rather than pasting sensitive data.

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