

SC Content & Audit Management System Security Audit Partner Roles and Responsibilities

This document contains the information for Cisco Partners to use the Supply Chain Content and Audit Management System for Security Audit.

This system replaces previous methods for partners to acknowledge and complete security audits. If you have questions not covered by this documentation, contact your Cisco Regional Security Lead.

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Introduction of SC Security Audit Process Roles (Cisco & External)

The SC Content and Audit tool replaces earlier systems used to distribute, receive and track audits. See below to follow the process of an audit from creation to final approval across Cisco roles (blue rows) and Partner ones (purple).

MSS Audit Process Start Create Audit Schedule Schedule Assessment N Launch Enter Findings Publish Audit to Partner Start Receive Audit Acknowledge Receive Audit Perform Audit Perform Audit Share Responses / Up/load Evidence Approval

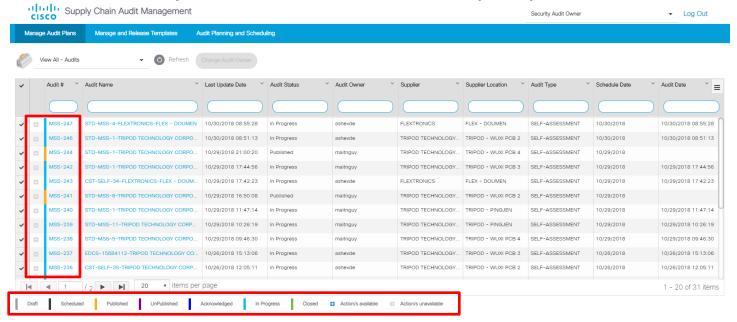
The Different States of an Audit

These are the different states of an audit.

- **Draft** -- when Cisco determines an audit of a partner company is needed, a Cisco auditor will begin the creation of an audit survey. This is the Draft phase of the audit.
- **Scheduled** when the draft is complete, the auditor will schedule the audit to be published, and sent to the partner company on a specific date. The status now becomes scheduled. The schedule acts as an audit calendar for the audit owners.
- **Launched** for audits that are conducted on-site, they may be launched so that a Cisco auditor can conduct the assessment at that time, or on a future date.
- Published when the publish date arrives, the audit owner will publish the audit. The system will then
 send out notification emails to previously identified people at the partner company. If the audit is a selfassessment, the partner company will begin work on the controls. If it is an on-site assessment,
 conducted by Cisco, the published audit will include the input that Cisco has entered.
- Acknowledged those identified people receive an email notifying them of the audit, and they enter
 the SC Content and Audit tool. One of those people will acknowledge the audit, becoming the Action
 owner, and the audit status changes to Acknowledged.
- In Progress when that action owner starts working on the audit, its status is again changed, this time to In Progress. The audit will remain in this In Progress state until the audit is completed.
- **Closed** when the Cisco audit owner sees that the partner company has completed the audit survey, and all approvals are complete for the audit responses, the Cisco audit owner will close the audit.

Unpublished – after an audit is published, the Cisco auditor can un-publish an audit that is in the
published state. In other words, before the partner company acknowledges the audit. This may be
because a change needs to be made to the audit, or the auditor wants to cancel the audit. If making a
change, the auditor can re-schedule the audit so it can be published with the changes and then sent to
the partner company.

The states of an audit may be viewed on the main screen, color coded by the key at the bottom of the screen.



Partner Roles

Security Partner Doc Owner

- Can acknowledge Audit plan
- Can add exception to the Audit plan
- Can accept the Audit plan

<u>Note</u>: the Audit template is sent to the company, multiple people at your company might be receiving the same notification. Any of the people receiving the notification can acknowledge that Audit template has been received.

Security Partner Audit Owner

- Can perform the Audit Plan
- Can submit Audit Results: Pass/ Fail / N/A
- Can submit Audit Result to Cisco for approval

Note: This can be the same person who has played the role of the Security Partner Doc Owner or not.

Getting Access to the Tool

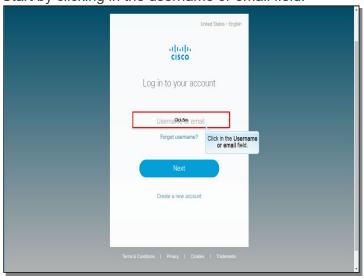
You will need to request access to the tool based on your current job role in your company. See the attached document for instructions on getting access and logging in.



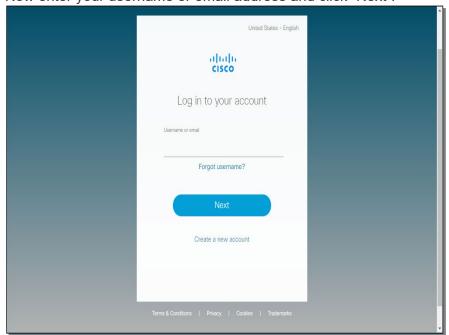
Training- Content Management - External User Onboarding.pdf

Logging in to the Tool

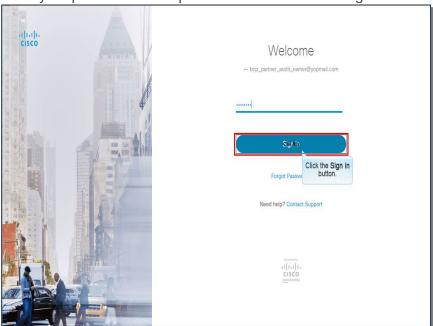
Note: You must have a CCO ID to access the tool. Clicking that link brings you to the Audit tool's log in page. Start by clicking in the username or email field.



Now enter your username or email address and click "Next".



Enter your password in the password field and click "Sign In".



NOTE – The tool may only be accessed by a Chrome or Firefox Browser. It is NOT available via Internet Explorer.

Acknowledging an Audit

Description

Steps & Screenshot

The first step a partner takes in the audit process is to acknowledge receipt of the published audit. When the audit is published, a notification will be sent to the partner that it is time to acknowledge the audit. This notification is received via email and looks like this:

Title: ACTION REQUIRED - Cisco Security Self-Assessment Audit (AUTO FILL IN DOC # (Example STD-

MSS-1))

From: no-reply-sc-audit-notification@cisco.com

Date: AUTO FILL IN

Hello:

A Cisco Security Self-Assessment Audit has been created for you NAME HERE

Please acknowledge receipt of the audit by clicking here and taking appropriate actions.

Your prompt action is appreciated.

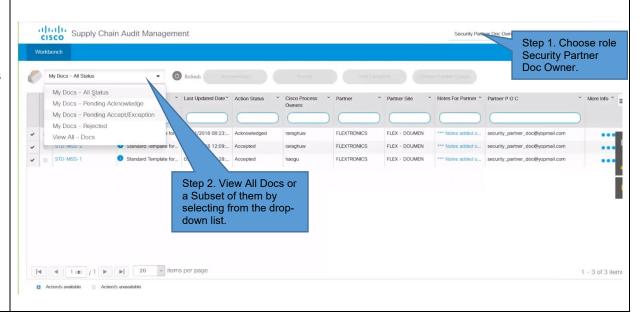
Thank you.

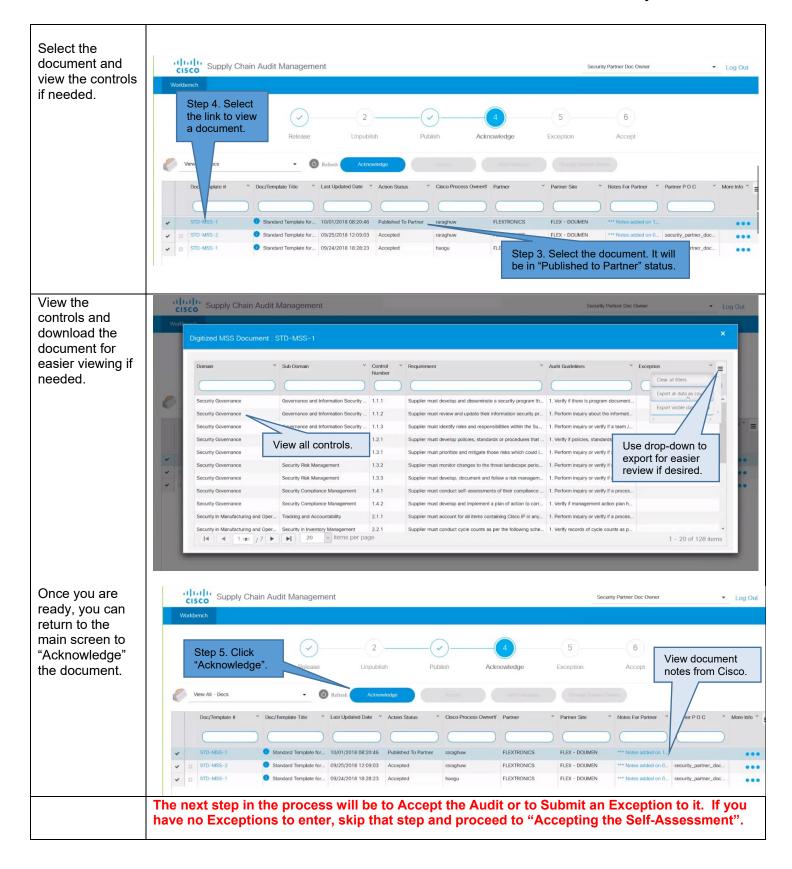
Follow the steps to acknowledge the audit. You will need to log in (steps above). The person who acknowledges the audit will become the audit owner. The audit owner can easily be changed in the system by selecting the audit and clicking the "Change Partner Owner" button.

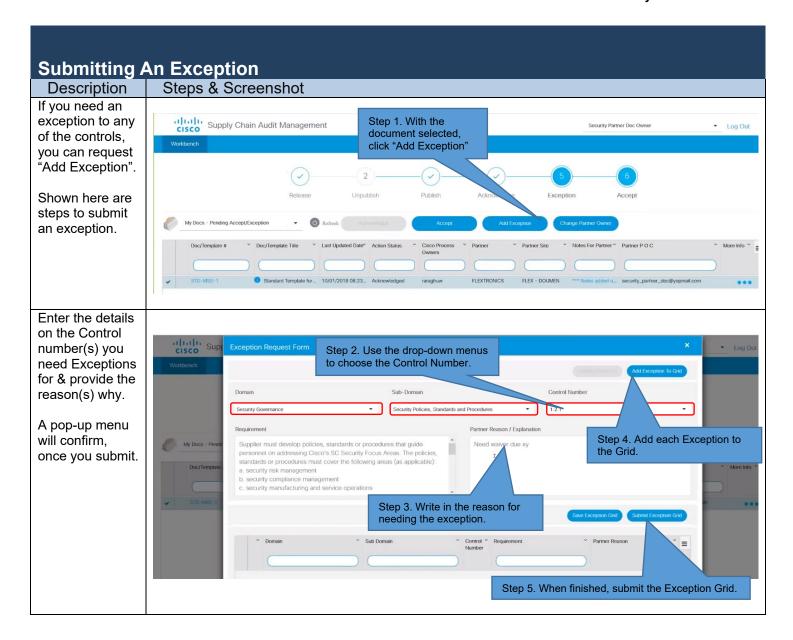
Entry Screen

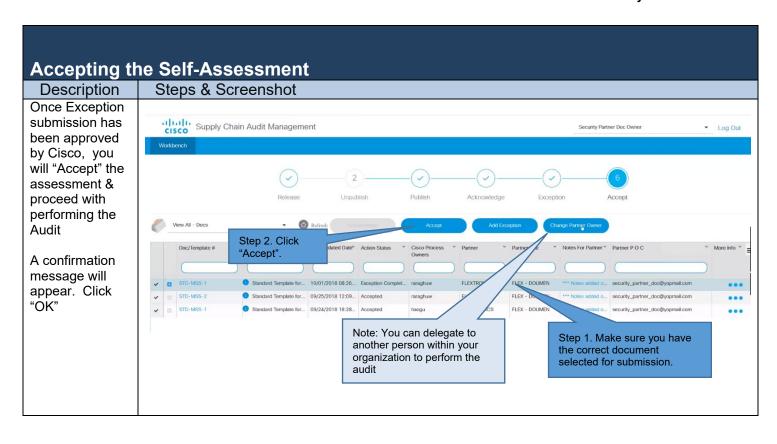
Check your role.

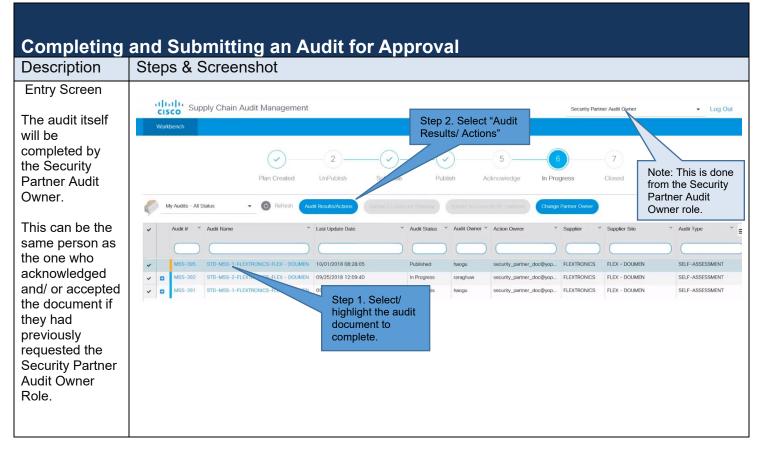
Only the roles you have access to will show in the drop-down box.

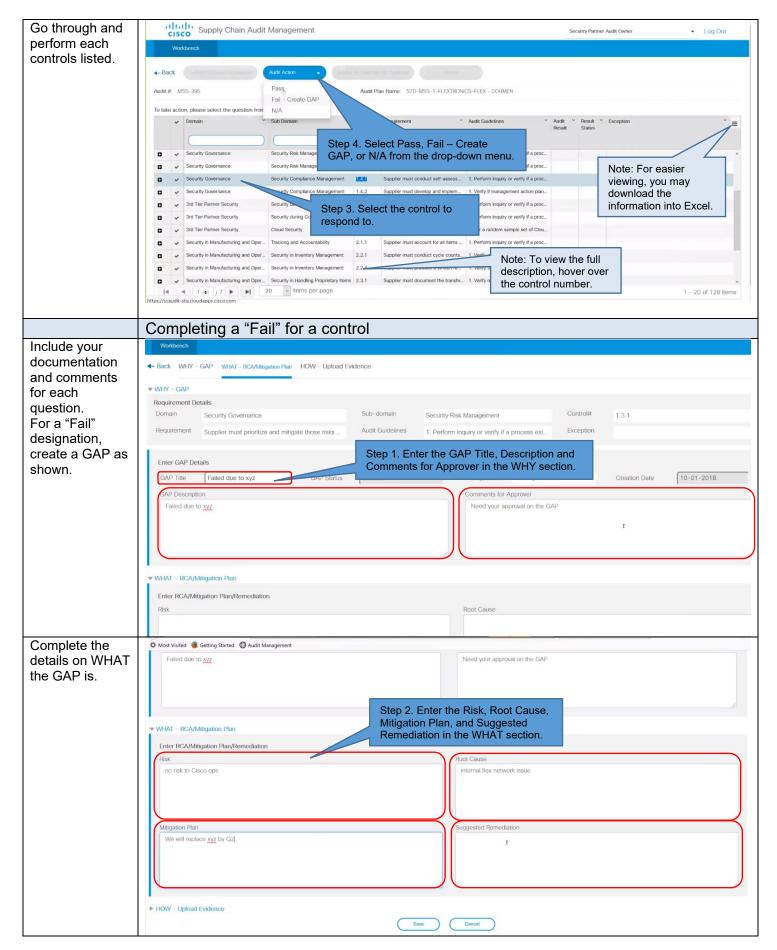


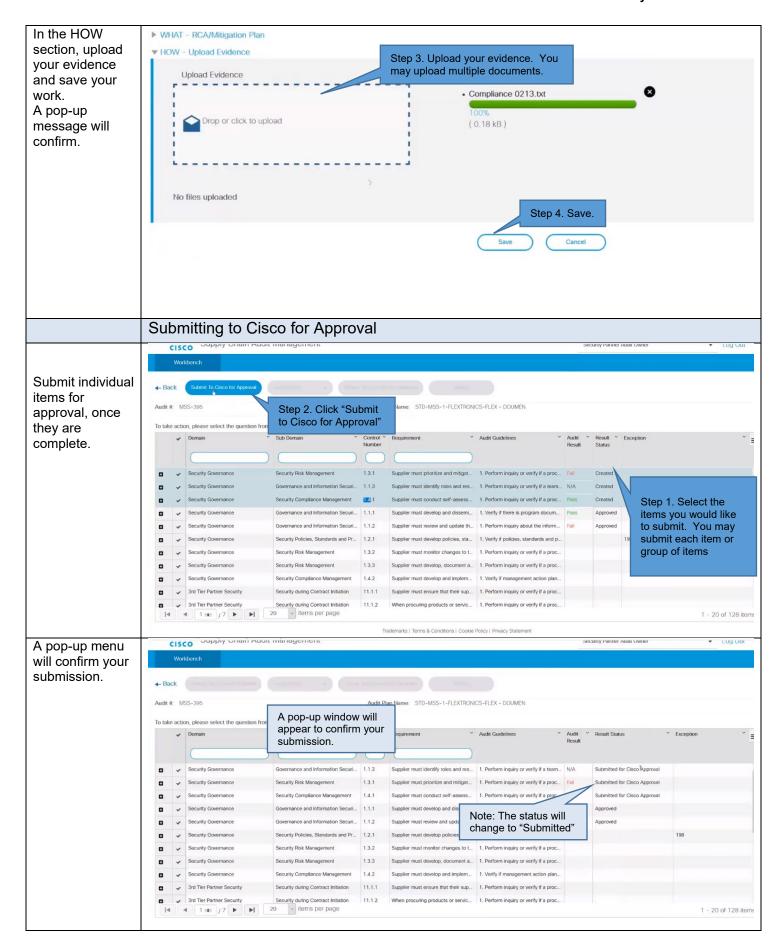


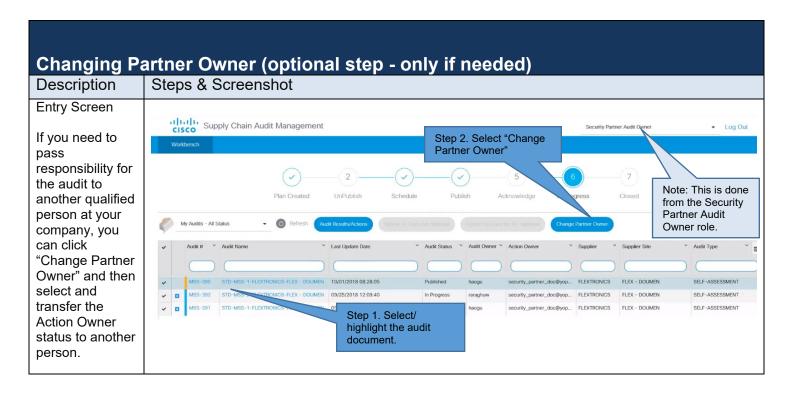






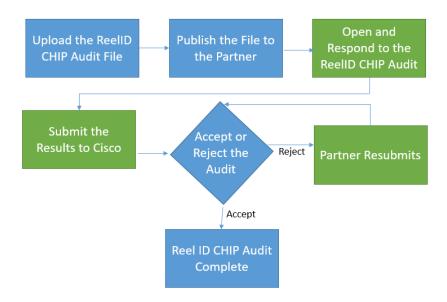






SC Security ReelID CHIP Audit Process Roles (Cisco & External)

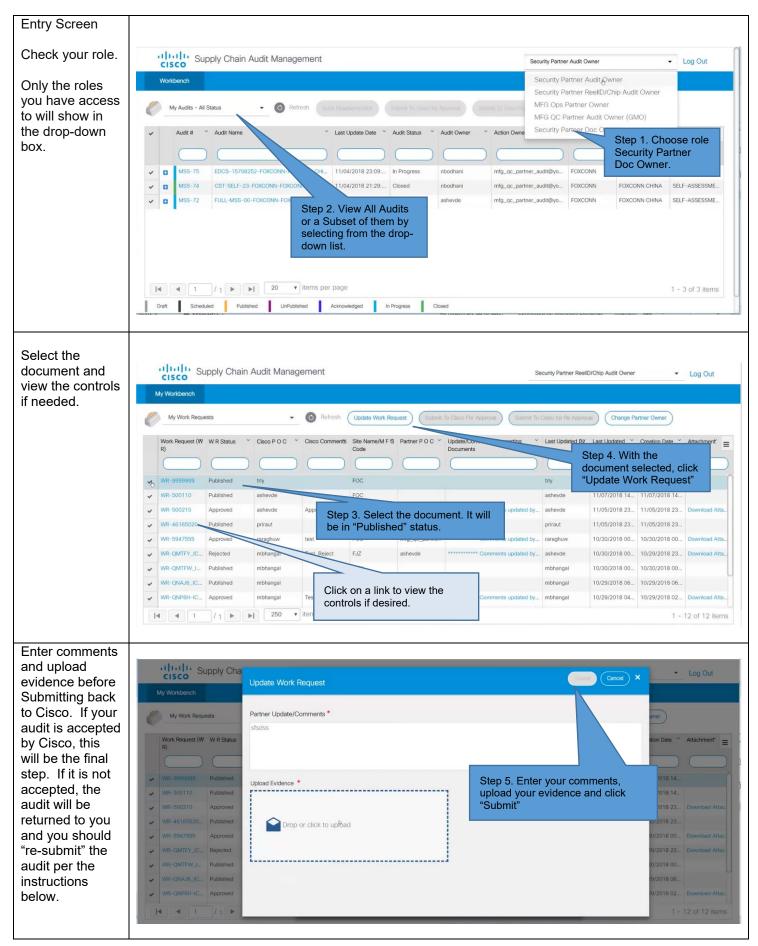
The ReelID CHIP Audit Process is different than other Security Audits. Its purpose is to reconcile ACT2Chip usage at our Partner Sites. See the process flow below to see the steps in this process. (Cisco steps in Blue, Partner steps in Green).



Decreasion to a Deal ID CHID Avalit			
Description	to a Reel ID CHIP Audit Steps & Screenshot		
2 3331111111	The first step a partner takes in the Reel ID CHIP audit process is to respond to the Audit. The Partner will be notified of the audit via an email that will look like this:		

	Title: ACTION REQUIRED – Cisco Security Self-Assessment Audit (AUTO FILL IN DOC # From: no-reply-sc-audit-notification@cisco.com Date: AUTO FILL IN		
	Hello: There is a REEL Tracking Action required of you by NAME HERE to reconcile the usage of ACT-2 chips at your site. To take action, please click here .		
	Thank you.		

	The Partner will first need to log in (steps above). The audit owner can easily be changed in the system by selecting the audit and clicking the "Change Partner Owner" button.		



Note - there are no exceptions to a ReelID CHIP Audit.

