

**1 DIRECTIVE**

1.01 Standard software fixes must be

- Planned, tested, and distributed for implementation in a timely fashion
- Retrieved only from validated approved software distribution sites

**2 PURPOSE**

2.01 The purpose of this Directive is to ensure that:

- (a) Standard software used in production is kept up-to-date and consistent throughout the enterprise for efficient technical support purposes.
- (b) Software security is not accidentally breached through the unintentional assistance of our own staff.

**3 SCOPE**

3.01 This directive applies to all employees.

**4 RESPONSIBILITY**

4.01 The Information Technology Service Delivery Organization (IT SDO) is responsible to plan, test and distribute all standard software fixes on all systems connected to the enterprise network.

4.02 The IT SDO is responsible to ensure that all software fixes are authentic and current.

**5 DEFINITIONS**

5.01 “**Standard software fix**” refers to patches and modules created by software vendors to repair identified problems with their software, either preventive repairs or solutions to reported problems.

**6 RELATED DIRECTIVES**

OCIO IT 3.05 – Licences