



Lund Roberts (Engineers) Limited



Information Technology (IT) Statement

January 2016

- The IT structure within Lund Roberts is restricted to 5 No. desktop computers and 4 No. laptops. All computers are Windows 7 professional machines and connect to a Domain on a Windows server (2012 R2 standard) via network switches. The office is flood wired with structured CAT 5E cabling patched as required for both voice and DATA systems.
- All machines are purchased from approved suppliers/ manufacturers and come supplied with preloaded software and operating systems. Upgrades to software to date are purchased from a recognised software supplier.
- Internet access is currently at up to 10 Mb fibre connection provided by a NAT router and a dedicated firewall device. Virus monitoring and antivirus base updates are supplied by Trend Micro. All files are monitored on access including MS Outlook. Updates are pushed out to machines automatically every Tuesday from our I.T provider's agent. All machines are scanned for viruses every night.
- Accounts packages are supplied by Sage and back ups are performed on a daily basis. Client sensitive information is accessed via the network with the appropriate user rights. All electronic O&M information is stored on a central shared drive and all Job files, O&M information and drawings are backed up on daily basis. Backups are stored on a USB drive which holds at least 4 days of Backups.
- The premises are alarmed.
- Some drawings are generated in house the majority are generated externally by an approved supplier. Drawings are issued to the company and by the Company in electronic format.
- Plots are generated and issued electronically via Reprodesk to a remote plotting service
- The Company uses the services of an IT consultancy, *Northernstar.co.uk* who review and advise on system upgrades and security.
- Continued improvement and preventative action are high on our agenda.

Mr D. E. Sands.....

Date.....

Managing Director