

---

## Report on Agriculture Risk Management System Risk and Controls Review

### Ministry of Agriculture

#### Distribution

##### Full Report

Assistant Deputy Minister & EFO, FLNR  
Corporate Services Natural Resource Sector **Shauna Brouwer**

Chief Financial Officer, FLNR  
Financial Services Branch **Michael Lord**

Executive Director & CIO, FLNR  
Information Management Branch **Doug Say**

Manager, Business and Finance, AGRI  
Business Risk Management Branch **Carol DeLong**

Sr. Business Portfolio Manager, FLNR  
Information Management Branch **Pauline Loos**

*This is an unofficial copy of a draft/ final report of the Internal Audit & Advisory Services (IAAS) Branch, prepared in PDF format for distribution to certain authorized officials. If you are in receipt of this report, the following conditions apply:*

- 1. If you have received this report in error, delete this report and any accompanying note or material from your system, destroy any copies made of them and immediately notify IAAS using the contact information at [http://www.fin.gov.bc.ca/ocg/ias/IAAS Contacts.htm](http://www.fin.gov.bc.ca/ocg/ias/IAAS%20Contacts.htm).*
- 2. Do not distribute this report or any of its contents in whole or in part (electronically or otherwise) other than to officials in your organization with a need to know unless you are required by law to do so or you have received the written approval of IAAS. Any distribution of this report or any part of it must include this disclaimer.*
- 3. Do not modify this report in any way. Modifications may only be made by authorized staff of IAAS.*
- 4. IAAS does not warrant the accuracy or the completeness of this report. To request an official copy of this report, contact IAAS using the contact information described above.*

---

### Internal Audit & Advisory Services

Date of fieldwork completion: November 2011

# Table of Contents

## Section

Page No.

---

Abbreviations .....	1
Report Summary .....	2
Risk and Controls Review .....	3
Appendix A – Scope and Objectives & Summary of Residual Risks .....	6
Appendix B – Detailed Risk and Control Matrices .....	8
Appendix C – Risk Ranking Tables .....	37
Appendix D – Ministry Management’s Detailed Action Plan .....	38

## Abbreviations

AAFC	Agriculture and Agri-Food Canada
ACS	Administrative Cost Sharing
ARMS	Agriculture Risk Management System
BCP	Business Continuity Plan
BC FARMS/ FARMS	Farmer Access to Risk Management System
BRM Branch	Business Risk Management Branch
CAS	Corporate Accounting System
CSD	Corporate Service Division
CSNR	Corporate Services Natural Resources
DRP	Disaster Recovery Plan
IAAS	Internal Audit & Advisory Services
IDIR	Corporate Employee Authentication System
IMB	Information Management Branch
IT	Information Technology
PIA	Privacy Impact Assessment
PIN	Personal Identification Number
STRA	Security Threat and Risk Assessment
the ministry	Ministry of Agriculture
TRIM	Total Records and Information Management
UAT	User Acceptance Testing

## Report Summary

### Background

AgriStability is a farm income risk management program designed to protect farming operations from significant (greater than 15%) drops in production margins from an average of the previous five year, excluding the highest and lowest years.

In October 2008, the BC Ministry of Agriculture and Lands and the federal government's Agriculture and Agri-Food Canada (AAFC) agreed that BC should exercise its option to take over the delivery of the AgriStability program in response to ongoing and increasing producer concerns with AAFC's delivery of the program.

The Ministry of Agriculture (the ministry) took over administration of the program starting in the 2010 program year. The ministry is processing benefits and appeals for the 2009 program year, processing 2010 benefits, and receiving 2011 enrolments. The AgriStability program collects enrolment fees and Administrative Cost Sharing (ACS) fees from participating growers each year. The enrolment fees are calculated for each participant, and are then stored in an account dedicated to that participant. The ACS fees are collected as revenue by the ministry. The ministry provides regular reports to the AAFC regarding the administration of the program.

To create a centralized repository of AgriStability participant information, the Business Risk Management (BRM) Branch of the ministry initiated the development of the Agriculture Risk Management System (ARMS). The system will track the progress of enrolments, verifications, fee collections, claims processing, and appeals. The system will use the Microsoft Dynamics suite of products, which includes customer relationship and accounting modules.

In accordance with the Chapter 13 of the Core Policy Manual, the ministry requested a risk and controls review for the implementation of the ARMS system.

## Risk and Controls Review

### Purpose

The purpose of this assignment was to:

- document the ARMS business processes and the associated risks and controls to assess whether there are any potential gaps in the control framework; and
- recommend procedures to address any significant gaps identified in the control framework.

### Scope

The scope of the review included an assessment of the ARMS processes, system functions, and application security to determine whether the designed controls provide reasonable assurance of the integrity and reliability of the application. (See Appendix A for the detailed review scope and objectives).

The scope did not include a review of the web-based BC Farmer Access to Risk Management System (FARMS) application, the data integrity of source systems, or the network infrastructure (e.g., servers and network security devices) used to support the ARMS.

### Approach

Internal Audit & Advisory Services performed the review over the period September 2011 to November 2011.

Our approach included applying a risk assessment methodology in developing control objectives for the ARMS application, identifying risks to the achievement of those objectives, assessing the risks in the absence of controls, reviewing the planned controls to mitigate the risks, and assessing the residual risk assuming that the documented controls are operating as designed and/or will be implemented as intended. We then made some recommendations based on the residual risk assessment.

The approach was consistent with the guidance from the Canadian Institute of Chartered Accountants – Information Technology Control Guidelines, and from the Information Systems Audit and Control Association – Control Objectives for Information and Related Technology.

During the course of the review, the ministry was provided periodic updates of the review progress and results.

## Conclusions

We conclude, for the scope areas reviewed and subject to the implementation of the recommendations contained in this report along with the planned controls documented in the risk and controls matrix, that the ARMS processes and controls adequately mitigate the associated business risks.

S15

The full set of recommendations resulting from the review work is as follows (see Appendix A for a summary of residual risks):

- The Business Risk Management Branch (BRM Branch) should ensure that the Security Threat and Risk Assessment (STRA) and Privacy Impact Assessment (PIA) for the ARMS are completed, approved, and signed-off by senior management before the system is implemented.

- 

S15

- 

S15

- 

S15

- The BRM Branch should ensure that its Business Continuity Plan (BCP) as well as the ministry's Disaster Recovery Plan (DRP) are updated to cover the ARMS system and related processes. In addition, the BRM Branch should ensure the BCP is reviewed annually to ensure it is current, valid, and readily accessible during a business interruption.

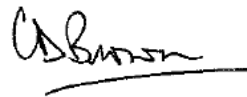
- The ministry should ensure that restoration tests of the ARMS backups are periodically performed to verify media reliability and information integrity.
- The current change management process should be reviewed to ensure that system changes are assessed by the appropriate business representative(s) to avoid compromising operational processes and security controls.
- 

S15

- The Agristability payment automated procedures should be documented as part of the policies and procedures manual.
- Although cheques are not issued by the BRM Branch, the lost cheque procedures carried out by the branch should be documented as part of its policies and procedures manual.

Further details on the risk assessment are included in Appendix B.

We would like to thank the ARMS project team for their assistance and involvement throughout the review.



Chris D. Brown, CA  
Assistant Deputy Minister  
Internal Audit & Advisory Services  
Ministry of Finance

April 27, 2012

## Appendix A – Scope and Objectives & Summary of Residual Risks

The table below provides the review's scope and objectives and a summary of the overall residual risk for each scope component. The residual risk column is a roll-up of the detailed assessment in Appendix B. The residual risk is the auditor's assessment of the risk remaining after the implementation of controls (planned or existing) to mitigate the inherent risk.

Based on this assessment and subject to implementation of the recommendations, we conclude that the ARMS processes and controls adequately mitigate the associated business risks.

Scope Area	Objective	Residual Risk (Rollup of Appendix B)
<b>Operating Environment</b> - to determine whether the controls over the ARMS and related processes meet government and ministry standards.		
1. Organization	To ensure that defined functions, related resources, and segregation of duties are established.	S15
2. Policies and Procedures	To ensure that senior management has established the policy framework for the ARMS and related operating processes.	
3. Logical Security	To ensure that logical security procedures are established that ensure only authorized users and information technology (IT) support staff can access the ARMS system functions in accordance with their roles.	
4. Continuous Services	To ensure that backup and recovery procedures, a disaster recovery procedures (DRP), and a BCP are in place for ARMS and are periodically tested and updated.	
5. Change Management Process	To ensure that formal change management procedures are in place for application maintenance and that changes do not jeopardize the security and integrity of the data.	
6. Data Integrity	To ensure that people specific information as well as organizational information is completely and accurately recorded.	
7. Participant Management	To ensure that all Agristability participants are properly and accurately registered, tracked, and managed.	
8. Payment Management	To ensure that all payments, fees, and reimbursements are properly tracked, issued, and processed.	



Scope Area	Objective	Residual Risk (Rollup of Appendix B)
9. Data Conversion	To ensure that the conversion of data from existing systems to the new system (ARMS) is complete and accurate.	S15
10. Queries and Reports	To ensure that all queries and reports are complete and accurate and provide useful information.	
11. Letters and Correspondence	To ensure that correspondence is generated accurately and completely in a timely manner.	
12. Reconciliation Processes to the Corporate Accounting System (CAS)	To ensure that the reconciliations of payments to CAS are completely and accurately performed and exceptions are cleared in a timely manner.	
13. Interface to CAS and Other Systems	To ensure that information captured from and transmitted to CAS and other source systems is recorded and processed completely and accurately in a timely manner.	
14. Management Trail	To ensure that there is an appropriate audit trail to allow those who support the system to effectively track transactions and identify suspicious activity.	

Appendix B – Detailed Risk and Control Matrices

S15

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

S 15

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.



**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.



**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

S15

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.



**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

S15

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

S15

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

**Control Objective** represents a standard and comes from standard control practices, knowledge of the program and internal control theory. **L** is the likelihood of the risk occurring (RMB rating scale 1-5). **C** is the consequence (or impact) should the risk event actually occur (RMB rating score 1-5). **LXC** is the potential risk before controls implemented. **Controls/Planned Controls** are what will actually be implemented. **Res** is the residual risk after the controls implemented (L, M, H). **Assessment/Recommendation** is the IAAS assessment of the control.

## Appendix C – Risk Ranking Tables

**LIKELIHOOD (L) = Probability of the risk event actually occurring.**

Level	Descriptor	Approximate probabilities:
5	Certain	90 – 100%
4	Likely	55 – 89%
3	Possible	25 – 54%
2	Unlikely	5 – 24%
1	Improbable; Rare	0 – 4%

**CONSEQUENCE (C) = Degree of Severity of the Consequence.**

Score	Descriptor	
1	Insignificant	Negligible effects.
2	Minor	Normal administrative difficulties.
3	Significant	Delay in accomplishing program or project objectives.
4	Major	Program or project re-design, re-approval, and re-do required: fundamental rework before objective can be met.
5	Catastrophic	Project or program irrevocably finished; objective will not be met.

### LEVEL OF RISK (L x C)

Likelihood	Consequence				
	1	2	3	4	5
5	LOW	MEDIUM	HIGH	EXTREME	EXTREME
4	LOW	MEDIUM	HIGH	HIGH	EXTREME
3	LOW	MEDIUM	MEDIUM	HIGH	HIGH
2	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
1	LOW	LOW	LOW	LOW	LOW

## Appendix D – Ministry Management’s Detailed Action Plan

### Ministry Response - Ministry Management’s Detailed Action Plan ARMS Risk & Controls Review

Recommendations	Management Comments to be Included in Report (Action Planned or Taken)	Assigned To	Target Date
1. The BRM Branch should ensure that the STRA and PIA for the ARMS are completed, approved, and signed-off by the senior management before the system is implemented.	COMPLETED		Dec 31, 2011
2.	S15		Jan 2012
3.	S15		Jan 2012
4.	S15	S15	Feb 15, 2012
5. The BRM Branch should ensure that its BCP as well as the ministry DRP are updated to cover the ARMS system and related processes. In addition, the BRM Branch should ensure the BCP is reviewed annually to ensure it is current, valid, and readily accessible during a business interruption.	COMPLETED BRM Branch will ensure that the information is forwarded to	S15	Feb 15, 2012
	S15		



Recommendations	Management Comments to be Included in Report (Action Planned or Taken)	Assigned To	Target Date
6. The ministry should ensure that restoration tests of the ARMS backups are periodically performed to verify media reliability and information integrity.	COMPLETED Backups will be periodically verified by the Application Administrator. Like many other government systems, ARMS will be on an incremental and full backup cycle, based on the services provided by Shared Services BC.		Feb 15, 2012
7. The current change management process should be reviewed to ensure that system changes are assessed by the appropriate business representative(s) to avoid compromising operational processes and security controls.	COMPLETED As noted in the review, there is a formal change management process followed by BRM Branch with appropriate signoffs and oversight.		Dec 2011
8.			----
9. The Agristability payment automated procedures should be documented as part of the policies and procedures manual.	COMPLETED The Agristability payment automated procedures were documented as part of system requirements.		Feb 15, 2012
10. Although cheques are not issued by the BRM Branch, the lost cheque procedures carried out by the branch should be documented as part of its policies and procedures manual.	COMPLETED BRM Branch passes on information to Victoria from the Producer, which is the extent of their role. This is a current process.		----