



# Tissue Analytics Incident Response Document Template [Sample]

**Item:** Tissue Analytics Software Platform

**Incident Type:**

**Incident Date:**

**Incident Number:**

## Purpose

Tissue Analytics has developed the following document for reporting any incidents, specifically related to a breach or data contamination, that are detected in TA software components. This document is intended for the sole review of Tissue Analytics management personnel. These personnel are listed below.

Personnel	Title
Kevin Keenahan	Chief Executive Officer, President
Joshua Budman	Chief Technology Officer, Treasurer, Secretary
Gabriel Brat, MD, MPH	Chief Medical Officer
John Howay	Director of Engineering

## Audit Logistics

[Logistics of audit to be reported here by CSIRT personnel]

## Incident Listing

[Using bullets, list the subject matter of the audit here]

In reporting an observed incident with an internal system, the CSIRT personnel will be responsible for assessing the severity of said deficiency using the following criteria:

1. **Business Risk:** Risk is assessed a score between 1 (No Risk) to 5 (Very High Risk) depending on the business risk posed by the incident. In general, incidents that constitute a breach already having occurred would be assessed a score of 5.
2. **Client Risk:** This relates to the risk to the end user associated with the incident. Performance impact is also assessed a score between 1 (No Risk) and 5 (Very High Client Risk).

Severity of the observation is assessed by combining the risk and impact scores. The following is the observation grading scale TA CSIRT testers should apply:

Observation Class	Risk + Impact Score
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Critical	>7
Significant	4-7
Low	<4

The CSIRT personnel is also responsible for suggesting specific corrective and preventative actions (CAPA) that may help alleviate the incident. The CAPA must be tracked in this report and logged in Jira, which is an industry-standard business reporting tool. CSIRT testers should use the sample observation reporting template below for each observation:

<b>1. [Incident Severity]: [Incident Type] - [Component(s) Affected]</b>	
Summarize incident here	
<b>Business Risk Score: [Insert Business Risk Score]</b>	[Insert Justification for business risk score]
<b>Client Score: [Insert User Impact Score]</b>	[Insert justification for client risk score]
[Use bullets to insert CAPA here]	
<b>CAPA's Jira Task (insert in cells below)</b>	<b>Due Date for Jira Task (insert in cells below)</b>
[Task Symbol]	[Due Date]
[Task Symbol]	[Due Date]
[Task Symbol]	[Due Date]
<b>Client Alerted in Case of Breach?</b>	Yes/No/Not Applicable. If Yes, please provide timestamp of client contact.

<b>2. [Incident Severity]: [Incident Type] - [Component(s) Affected]</b>	
Summarize incident here	
<b>Business Risk Score: [Insert Business Risk Score]</b>	[Insert Justification for business risk score]
<b>Client Score: [Insert User Impact Score]</b>	[Insert justification for client risk score]
[Use bullets to insert CAPA here]	

<b>CAPA's Jira Task (insert in cells below)</b>	<b>Due Date for Jira Task (insert in cells below)</b>
[Task Symbol]	[Due Date]
[Task Symbol]	[Due Date]
[Task Symbol]	[Due Date]
<b>Client Alerted in Case of Breach?</b>	Yes/No/Not Applicable. If Yes, please provide timestamp of client contact.

3. [Incident Severity]: [Incident Type] - [Component(s) Affected]	
Summarize incident here	
<b>Business Risk Score: [Insert Business Risk Score]</b>	[Insert Justification for business risk score]
<b>Client Score: [Insert User Impact Score]</b>	[Insert justification for client risk score]
[Use bullets to insert CAPA here]	
<b>CAPA's Jira Task (insert in cells below)</b>	<b>Due Date for Jira Task (insert in cells below)</b>
[Task Symbol]	[Due Date]
[Task Symbol]	[Due Date]
[Task Symbol]	[Due Date]
<b>Client Alerted in Case of Breach?</b>	Yes/No/Not Applicable. If Yes, please provide timestamp of client contact.

## Summary Comments

[Insert summary comments for relevant team(s)]

## Signatures for Approval

### CSIRT Tester

I, as the CSIRT Member reporting the incident, hereby certify that all information reported is true and accurate.

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

### Management Approval

Name: John Howay

Title: Director of Software Engineering

Date: \_\_\_\_\_

Sign: \_\_\_\_\_

## Glossary

[Add terms here that are specific to the report and may not be known ]

