

SAMPLE *checklist*

Securing Laptops Checklist

The following checklist is intended to provide general information to assist clients in managing laptop security. This is not an exhaustive checklist of all possible controls.

Where the organisation answers the question with a 'no', further investigation of the risk and possible control measures should be determined and implemented.

1.0 Risk Management

	Yes	No	N/A	If No, actions required:	Date:
1.1 Has your organisation devised and implemented a policy and procedure on laptop use and storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
1.2 Has an assessment been conducted to determine the vulnerability to theft of laptops stored onsite/offsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
1.3 Are laptops carried in a non-descript manner when transported outside of your organisation for work related purposes i.e. within a padded briefcase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
1.4 Are laptops password encrypted to prevent illegitimate access should they be stolen or lost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
1.5 Are important or confidential files encrypted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
1.6 Have you installed theft tracking software on your laptops?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
1.7 Are non-portable laptops secured to desks via security cable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
1.8 Are laptops secured in laptop cradles within a lockable storage area after hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
1.9 Are laptop cradles securely fastened in place with security cables of a sufficient tensile strength?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
1.10 Have you ensured that laptops are stored in a location that is not visible to outsiders or passers-by?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

	Yes	No	N/A	If No, actions required:	Date:
I.11 Have laptops been digitally engraved with your organisations name and contact telephone number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
I.12 Are laptop serial numbers recorded and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
I.13 Are security cameras positioned in areas where laptops are stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
I.14 Have building works or other processes that may interfere with the security of laptops been considered and controls implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
I.15 When new laptops are purchased, are empty boxes placed within bins or hidden from sight to avoid catching the attention of opportunistic thieves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
I.16 Have staff been informed of laptop and general security measures and made aware of their responsibilities to secure the premises after hours?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

2.0 Other

	Yes	No	N/A	If No, actions required:	Date:
2.1 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2.2 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2.3 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2.4 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2.5 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2.6 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2.7 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
2.8 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

For further information and assistance on securing laptops or to obtain a copy of our securing laptops fact sheet, please contact the Risk Management Helpdesk on 1300 660 827.

1300 660 827
www.ccinsurances.com.au

Disclaimer: This checklist is provided by Catholic Church Insurances Limited to its clients as a courtesy. The checklist is of general nature only and does not consider your personal needs and uses for the information. You should therefore consider this as a guide only and make your own enquiries. Catholic Church Insurances Limited recommends that you consider seeking professional assistance before making use of and relying on this checklist.

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