

Audit Checklist #8 Physical Security for Workstations and Servers				
STEP	YES	NO	N/A	COMMENTS/REFERENCES
1. Does the entity provide indoctrination for new users? Topics should at least include proper use and protection of equipment, proper labeling and storage of media, and who to report to when problems occur.				
2. Have rules been established that prevent eating, drinking and smoking near equipment?				
3. Has the entity instituted a tracking system and assigned responsibility for equipment, media, publications and supplies?				
4. Does the organization maintain neat and clean work and storage areas?				
5. Is unauthorized access to facilities prevented through the use of locks or guards?				
6. Are cipher and/or password locks changed regularly?				
7. Are users logged in and out of spaces if needed?				

STEP	YES	NO	N/A	COMMENTS/REFERENCES
8. Is physical access to the file servers controlled? If possible, file servers should be kept in a locked room with access controlled by the Network Administrator or System Administrator.				
9. Is equipment secured in place with locks?				
10. Are tracking devices placed on equipment that sound an alarm when removed from the work space?				
11. Is the facility inventoried regularly to identify when items have been lost or stolen?				
12. Does the entity have a policy in place to report suspicious activity or persons promptly? If so, document the policy.				
13. Do physical security procedures exist for control over sensitive data? If so, document existing procedures.				
14. Are fire extinguishers kept in and near the facility and do personnel know how to use them?				
15. Are rooms kept free of electrostatic or magnetic interference and temperature and climate controlled?				

STEP	YES	NO	N/A	COMMENTS/REFERENCES
16. Has an uninterruptible power supply (UPS) been installed?				
17. Are surge protectors properly grounded?				
18. Does the entity use anti-static carpeting to avoid static discharge near sensitive equipment?				
19. Is the equipment turned off and unplugged during electrical (lightning) storms?				
20. Are backup tapes protected from the magnetic discharge of lightning by keeping them stored away from the metal frame of the building?				