**itQED IT Checklist**

This checklist contains a brief list of considerations that are best practices in any IT infrastructure.

**Backup**

- ☐ Is all of your data backed up? Every day (or more often)
- ☐ Can you restore data that is months old in case documents have been changed / overwritten?
- ☐ Do your backups work? Have you tested by carrying out a full restore?
- ☐ Are backups taken offsite every day? (or is data backed up to the cloud?)

**Anti Virus**

- ☐ Do all machines have adequate antivirus?
- ☐ Is it automatically updated multiple times a day to protect against new threats?
- ☐ Is the antivirus centrally managed to ensure it is up to date and working?
- ☐ Is the antivirus rated in the top few vendors for completeness of protection?

**Monitoring**

- ☐ Are all servers and PCs proactively monitored to prevent issues before they happen and trace issues if they do happen?
- ☐ Is the internet controlled and monitored?

**Email**

- ☐ Can you get to emails from any device?
- ☐ Are emails centrally controlled?
- ☐ Do you have robust anti-malware and anti-SPAM for both inbound and outbound emails?

**Uninterruptable Power Supply**

- ☐ Is your network and data protected by a UPS?
- ☐ Does it shut down servers in the event of a power cut?
- ☐ Has it been tested recently?

**Security**

- ☐ Is your internet traffic controlled and scanned?

- [ ] Are your file shares restricted to only the users that need the data?
- [ ] Are users restricted from having admin rights to ensure the minimum damage from viruses and other malware, as well as accidental user issues?
- [ ] Is your network locked down to prevent unauthorised remote access?

**Passwords**

- [ ] Is there a policy to enforce strong and complex passwords?
- [ ] Do accounts lock out after a number of incorrect password attempts?
- [ ] Are logon attempts logged?

**Updates**

- [ ] Are all your machines automatically updated to ensure they are secure and reliable?

**Warranty**

- [ ] Are your servers under warranty to speed recovery in the event of a failure?
- [ ] Without a warranty can you get hold of spare parts?

**Remote Access**

- [ ] Are you able to access your emails and data remotely **and securely**?

**IT Policy**

- [ ] Do you have an IT policy to ensure users understand how IT is to be used in the organisation?

**Documentation**

- [ ] Is your network fully documented to allow rebuild in the event of disaster?

itQED offer a complimentary site survey to help you say YES to all these points. Please contact us for details.

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