

ZERO DEFECT

Security Checklist for Workstations

Respondent		Organization	Tel #	
Item	Controls ¹	Security Risk Question	N/A	Percentage ²
1	Operational	Is access to user workstation areas limited to authorized and validated users only?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Operational	Is a 5-minute time-out capability used on all workstations?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	Operational	Are workstations and work areas are protected whenever devices cannot be controlled after working hours?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	Operational	Is there a current access list for all personnel authorized access to the remote workstations and work areas?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	Operational	Is a access roster maintained at each entrance to remote workstations and work areas?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	Operational	Can users log-on to more than one workstation at any one time?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	Operational	Do users share their passwords and account with other users?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8	Operational	Are all workstations and printers are uniquely identified?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9	Operational	Are workstations and work area's security measures in compliance with the security requirements prescribed by the agency security policy?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10	Operational	Is a Information Security Representative appointed by the Division Manager responsible for the security of the workstations, work areas, and provide end user security education?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	Operational	The Remote Workstations and Work Areas Security Officer have developed security procedures for the remote workstations and work areas that comply with organization security plan?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12	Operational	Are all imported software checked for viruses and determined to be safe for use before it is installed on stand-alone microcomputers or microcomputers connected to networks?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13	Operational	Do all mission-critical microcomputers have virus detection software that is loaded and operational?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
14	Operational	Does all non-mission-critical microcomputers have virus detection software available?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
15	Operational	Are all workstations and work areas secured for the highest classification of data being processed or stored on the system?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
16	Operational	Is each workstation or printer in the office has a visible, unique identification number (workstation and Printer ID)?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
17	Operational	Have all required workstation and work area security procedures have been implemented?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
18	Operational	Are they established procedures for reporting, investigating, and resolving remote site security incidents?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
19	Operational	Are workstation areas secured by one of the following: 1)24-hour security. 2) Class A vault. 3) Alarmed area. 4) System to detect entry and means to prevent the physical removal of equipment?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
20	Operational	Does the program auditing staff monitor compliance of the security measures prescribed for remote workstations and work areas?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
21	Operational	Does auditing monitor compliance of the security measures prescribed for remote workstations and work areas?	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

¹ Security controls are divided into three areas: 1) Management Controls can be characterized as managerial. They are techniques and concerns that are normally addressed by management in the organization's computer security program., 2) Operational Controls focus on controls that are, broadly speaking, implemented and executed by people (as opposed to systems), 3) Technical Controls focuses on security controls that the computer system executes.

² This is the percentage that this control is in place. For example: 0% means it is not done at all and 100% means it is always done.