Checklist: Devices and Access

Based on the IT-Grundschutz of the German BSI (module ORP.4) and section 30 BSIG.
Fillable on screen. Go through it once a quarter and file it.

Company	Reviewed by	Date	Next review on

INVENTORY

- [ ] There is a current list of all devices with the assigned employee

  Owner _____ Note _____

- [ ] There is a list of all tools in use, including those teams booked themselves

  Owner _____ Note _____

ACCOUNTS AND RIGHTS

- [ ] Every account is assigned to one person, shared accounts are documented

  Owner _____ Note _____

- [ ] For every role it is defined which access comes with it

  Owner _____ Note _____

- [ ] Accounts without a login for several months are reviewed and deactivated

  Owner _____ Note _____

- [ ] Administrator accounts are protected with multi-factor authentication

  Owner _____ Note _____

PROCESSES

- [ ] There is a fixed process each for joining, changing roles and leaving

  Owner _____ Note _____

- [ ] When someone leaves, devices are returned and all access is revoked

  Owner _____ Note _____

EVIDENCE

- [ ] The list of accounts has been compared with the actual state

  Owner _____ Note _____

- [ ] You can show who had which access and when

  Owner _____ Note _____