Agency_____

Computer Security

Control Policies and Procedures

Year-End_____

A. Control Activities / Information and Communication:

Yes   No   N/A

☐   ☐   ☐   1.   Does management determine the type of access a new employee should be given and communicate it to the appropriate personnel?

☐   ☐   ☐   2.   Once roles have been established for a new employee by the appropriate personnel are roles given back to management to confirm that appropriate access was granted?

☐   ☐   ☐   3.   Does management approve all changes made to roles?

☐   ☐   ☐   4.   Are terminated employees removed from the roles on the last day of service?

☐   ☐   ☐   5.   Are responsibilities segregated to assure that no one individual has entry and approval roles?

☐   ☐   ☐   6.   Does every user have a unique user-id/password?

☐   ☐   ☐   a.   Are user passwords kept secret from other users?

☐   ☐   ☐   b.   Are user passwords changed periodically?

☐   ☐   ☐   c.   Are users aware of the confidential nature of their passwords?

☐   ☐   ☐   7.   Does management restrict users' access to the minimum level needed to perform job?