HARVEST
Office Technologies

Name of Company: ________________________ Date: ___________________

1. Office Workstations/Laptops

	Yes/No	Comments
Are all operating systems on workstations and servers updated with current security "patches" and service packs? ie. Windows updates etc.		
Are the common applications installed on each user's PC/Laptop (e.g. databases, accounts packages) and is the same configured correctly?		
Is there Anti-Virus software installed on each user's PC/Laptop and is this kept up-to-date?		
Are the user's data being backed-up on a daily basis and frequently monitored?		
Is maintenance carried out only by authorized personnel to ensure the equipment is running at optimal performance?		
Are spot checks or regular audits conducted to detect unauthorized applications or inappropriate use of company property?		
Is the equipment protected from power failures by using redundant power supplies, uninterruptible power supply (UPS) or backup generators etc.?		

2. Security

2.1 User Access Control

Does the company enforce password policies to effectively control and manage security? (Including the use of strong passwords, periodic password change, and restriction of sharing access and/or passwords)		
Are the end-users uniquely identified and authenticated?		
Is automatic locking of the computing device after a period of inactivity enabled?		
Do users have appropriate permissions on folders and/or files?		
Does the company exercise the responsibility of protecting sensitive data?		
Is the security provided for equipment while outside the premises equal to or more than the security provided inside the premises?		
Does the company have email policies in place? (ie. Prevention of spam, email size limits)		

2.2 Network/Email/Internet

	YES/NO	Comments
Is access into internal networks by external authorized staff controlled to prevent unauthorized entry?		
Are there policies and procedures for technology upgrades, network equipment? (e.g. servers, routers, firewalls, and switches)		
Is the company in possession of a network diagram which is fully documented?		
Are there remote access procedures and policies in place and if so are they followed by users?		
Are there any wireless access restrictions in place?		
Access to files and application on the server, is it operating at maximum performance?		
General internet browsing is sufficient to your company needs?		
Sending of large email leave the staffs outbox in a timely matter?		
Restriction to unappropriated websites and downloading of torrents have been implemented?		
Is there replacement equipment available immediately when a natural disaster or general failures occurs?		

2.3 Data Security and Recovery

Does the company have a dedicated servers in place?		
Is there Data Protection in place? ie. back-ups		
Is the backup media checked on a regular basis?		
Are all backups monitored?		
Does the company keep backups offsite?		
Are the onsite back-ups in a secure, fireproof area?		
How many backups would the company like to keep?		
Is the Accounting and Payroll Software being backup off the local machine?		

3. Incident procedures

Does the company have a support contact in case of hardware failure?		
Is the support contact good enough to withstand a serious hardware failure?		
Are the audit trails and logs relating to incidents kept up to date?		
Does the company have a Service Level Agreement?		
How long do it take for an incident to be resolved?		
When a user's workstation has gone in for repairs. Does the company have a backup workstation for the user to use?		

4. Printing Control and access

Does the company monitor the user's page count?		
Are there one or more central printing points for staff members to print to?		
*If so, how many printers are there?	▨	
Is there user access control to prevent other staff members from reading confidential printed documents?		
What is the average printing and cost of consumables for the company?	▨	
Does any staff member have their own printer?		
Are original toners / cartridges being used?		

5. Telecommunication

Are all extension numbers being routed to the correct staff member?		
Does the company use a pin-code system to control telephone calls?		
Are any measures taken to monitor the of duration of telephone calls?		
Does the company require calls to be recorded, and is the system working, tested on a regular basis?		
Does the company require calls to be recorded?		
How is the quality of calls?	▨	
Are all voice recordings backed-up?		

Completed By: ______________________________ **Designation:** _______________________

Would you like an IT Consultant to contact you? YES/NO
If Yes, please supply contact details:

Person to contact: __________________________

Contact number: __________________________

Email Address: __________________________

Thank you for taking the time out to take our IT Analysis. We will get back to you shortly with a proposal to maximize and protect your company's IT infrastructure.

Please send the complete form via email to info@harvestofficetech.co.za or fax to 086 613 2961

Regards,
Harvest Office Technologies (PTY) LTD