9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
9.1 USE SECURITY AREAS TO PROTECT FACILITIES						
1	**GOAL**	Do you use physical methods to prevent unauthorized access to your organization's information and premises?	YES	NO	N/A	
2	**GOAL**	Do you use physical methods to prevent people from damaging your information and premises?	YES	NO	N/A	
3	**GOAL**	Do you use physical methods to prevent people from interfering with your information and premises?	YES	NO	N/A	
4	**GOAL**	Do you keep your organization's critical or sensitive information processing facilities in secure areas?	YES	NO	N/A	
5	**GOAL**	Do you use defined security perimeters to protect your critical or sensitive information processing facilities?	YES	NO	N/A	
6	**GOAL**	Do you use appropriate security barriers to protect your critical or sensitive information processing facilities?	YES	NO	N/A	
7	**GOAL**	Do you use entry controls to protect your critical or sensitive information processing facilities?	YES	NO	N/A	
8	**GOAL**	Are your physical protection methods commensurate with identified security risks?	YES	NO	N/A	
9.1.1 USE PHYSICAL SECURITY PERIMETERS TO PROTECT AREAS						
9	**CTRL**	Do you use physical security perimeters and barriers to protect areas that contain information?	YES	NO	N/A	
10	**CTRL**	Do you use physical security perimeters and barriers to protect areas that contain information processing facilities?	YES	NO	N/A	
11	**CTRL**	Do you use walls to protect areas that contain your information and information processing facilities?	YES	NO	N/A	
12	**CTRL**	Do you use manned reception desks to protect areas that contain information and information processing facilities?	YES	NO	N/A	
13	**CTRL**	Do you use card controlled entry gates to protect areas that contain information and information processing facilities?	YES	NO	N/A	
14	GUIDE	Are your security perimeters clearly defined?	YES	NO	N/A	

9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
15	GUIDE	Do you assess your security risks and make sure that your security perimeters actually reduce your security risk?	YES	NO	N/A	
16	GUIDE	Do you assess your information asset security requirements and make sure that your security perimeters meet those requirements?	YES	NO	N/A	
17	GUIDE	Do you reduce your risk and meet your security requirements by ensuring that security perimeters are properly sited?	YES	NO	N/A	
18	GUIDE	Do you reduce your risk and meet your security requirements by ensuring that security perimeters are strong enough?	YES	NO	N/A	
19	GUIDE	Are your physical security barriers and perimeters free of physical gaps and weaknesses?	YES	NO	N/A	
20	GUIDE	Are external walls of buildings and sites that contain information processing facilities solidly constructed?	YES	NO	N/A	
21	GUIDE	Do you use external door control mechanisms to prevent unauthorized access to information processing facilities?	YES	NO	N/A	
22	GUIDE	Do you use bars to prevent unauthorized access to your organization's information processing facilities?	YES	NO	N/A	
23	GUIDE	Do you use locks to prevent unauthorized access to your organization's information processing facilities?	YES	NO	N/A	
24	GUIDE	Do you use alarms to prevent unauthorized access to your organization's information processing facilities?	YES	NO	N/A	
25	GUIDE	Are your doors locked when unattended?	YES	NO	N/A	
26	GUIDE	Are your windows locked when unattended?	YES	NO	N/A	
27	GUIDE	Do you use external protection for windows at ground level?	YES	NO	N/A	
28	GUIDE	Do you use physical access controls to ensure that access to sites and buildings is restricted to authorized personnel?	YES	NO	N/A	
29	GUIDE	Do you use physical barriers to prevent unauthorized access?	YES	NO	N/A	
30	GUIDE	Do you use physical barriers to prevent contamination from external environmental sources?	YES	NO	N/A	

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9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
31	GUIDE	Do you alarm all external perimeter fire doors?	YES	NO	N/A	
32	GUIDE	Do you monitor all external perimeter fire doors?	YES	NO	N/A	
33	GUIDE	Are external perimeter fire doors and walls strong enough and provide the required resistance?	YES	NO	N/A	
34	GUIDE	Do you test all external perimeter fire doors in conjunction with surrounding walls to ensure that they comply with all relevant regional, national, and international standards?	YES	NO	N/A	
35	GUIDE	Do external perimeter fire doors comply with local fire codes?	YES	NO	N/A	
36	GUIDE	Are your external perimeter fire doors failsafe?	YES	NO	N/A	
37	GUIDE	Have you installed suitable intruder detection systems?	YES	NO	N/A	
38	GUIDE	Do your intruder detection systems cover all external doors and accessible windows?	YES	NO	N/A	
39	GUIDE	Do your intruder detection systems cover all communications centers and computer rooms?	YES	NO	N/A	
40	GUIDE	Do your intruder detection systems comply with all relevant regional, national, or international standards?	YES	NO	N/A	
41	GUIDE	Do you test all intruder detection systems in order to ensure that they comply with all relevant standards?	YES	NO	N/A	
42	GUIDE	Do you alarm your unoccupied areas at all times?	YES	NO	N/A	
43	GUIDE	Have you separated your organization's information processing facilities from those managed by third parties?	YES	NO	N/A	
44	NOTE	Have you considered using multiple physical barriers to protect your premises and information processing facilities?	YES	NO	N/A	
45	NOTE	Do you use lockable offices to protect your organization's information and information processing facilities?	YES	NO	N/A	
46	NOTE	Do you use continuous internal physical security barriers to protect your information and information processing facilities?	YES	NO	N/A	
47	NOTE	Do you use special physical access security precautions when multiple organizations are housed in the same building?	YES	NO	N/A	

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9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
9.1.2 USE PHYSICAL ENTRY CONTROLS TO PROTECT SECURE AREAS						
48	**CTRL**	Do you use physical entry controls to protect secure areas?	YES	NO	N/A	
49	**CTRL**	Do your physical entry controls allow only authorized personnel to gain access to secure areas?	YES	NO	N/A	
50	GUIDE	Do you record the date and time visitors enter or leave secure areas?	YES	NO	N/A	
51	GUIDE	Do you supervise all visitors to secure areas unless their access was previously approved?	YES	NO	N/A	
52	GUIDE	Do you allow access to secure areas only if access has been authorized and visitors have a specific reason why they need to have access?	YES	NO	N/A	
53	GUIDE	Do all visitors to secure areas understand the security requirements that apply to the areas being visited?	YES	NO	N/A	
54	GUIDE	Are all visitors to secure areas made aware of the emergency procedures that apply to those areas?	YES	NO	N/A	
55	GUIDE	Do you control access to areas where sensitive information is stored?	YES	NO	N/A	
56	GUIDE	Do you control access to areas where sensitive information is processed?	YES	NO	N/A	
57	GUIDE	Do you restrict access to authorized personnel only?	YES	NO	N/A	
58	GUIDE	Do you use authentication controls (e.g., access control card plus PIN) to validate and authorize access?	YES	NO	N/A	
59	GUIDE	Do you maintain secure records of all access to secure areas?	YES	NO	N/A	
60	GUIDE	Do all employees wear visible identification?	YES	NO	N/A	
61	GUIDE	Do all contractors wear visible identification?	YES	NO	N/A	
62	GUIDE	Do all third-party users wear visible identification?	YES	NO	N/A	
63	GUIDE	Do all visitors wear visible identification?	YES	NO	N/A	
64	GUIDE	Do all personnel notify your security people if they encounter anyone not wearing visible identification?	YES	NO	N/A	

9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
65	GUIDE	Do you allow third-party support service personnel to access secure areas only when necessary and only if authorized?	YES	NO	N/A	
66	GUIDE	Do you allow third-party support service personnel to access sensitive information processing facilities only when necessary and only if authorized?	YES	NO	N/A	
67	GUIDE	Do you monitor third-party support service personnel while they have access to secure areas and sensitive facilities?	YES	NO	N/A	
68	GUIDE	Do you review access rights to secure areas on a regular basis?	YES	NO	N/A	
69	GUIDE	Do you update access rights to secure areas on a regular basis?	YES	NO	N/A	
70	GUIDE	Do you revoke access rights to secure areas when it is necessary to do so?	YES	NO	N/A	
9.1.3 SECURE YOUR ORGANIZATION'S OFFICES, ROOMS, AND FACILITIES						
71	**CTRL**	Have you designed physical security controls and do you apply them to your offices, rooms, and facilities?	YES	NO	N/A	
72	GUIDE	Do your physical security controls comply with all relevant health and safety regulations and standards?	YES	NO	N/A	
73	GUIDE	Do you site important or sensitive facilities in order to avoid public access to them?	YES	NO	N/A	
74	GUIDE	Are buildings, which are used for information processing, unobtrusive and do they conceal their true purpose?	YES	NO	N/A	
75	GUIDE	Do you prevent public access to internal telephone books, directories, and documents that identify the location of sensitive information processing facilities?	YES	NO	N/A	
9.1.4 PROTECT FACILITIES FROM NATURAL AND HUMAN THREATS						
76	**CTRL**	Do you use physical methods to protect your facilities from the damage that natural disasters can cause?	YES	NO	N/A	
77	**CTRL**	Do you use physical methods to protect your facilities from the damage that man-made disasters can cause?	YES	NO	N/A	
78	**CTRL**	Do you use physical methods to protect your facilities from the damage that fires can cause?	YES	NO	N/A	

9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
79	**CTRL**	Do you use physical methods to protect your facilities from the damage that floods can cause?	YES	NO	N/A	
80	**CTRL**	Do you use physical methods to protect your facilities from the damage that earthquakes can cause?	YES	NO	N/A	
81	**CTRL**	Do you use physical methods to protect your facilities from the damage that explosions can cause?	YES	NO	N/A	
82	**CTRL**	Do you use physical methods to protect your facilities from the damage that civil unrest can cause?	YES	NO	N/A	
83	GUIDE	Do you protect your facilities from the security threats that neighboring premises could potentially present?	YES	NO	N/A	
84	GUIDE	Do you protect your facilities from the damage a fire in a neighboring building could cause?	YES	NO	N/A	
85	GUIDE	Do you protect your facilities from the damage an explosion in the street could cause?	YES	NO	N/A	
86	GUIDE	Do you protect your facilities from the damage water leaking from the roof, from below, or from the next office could cause?	YES	NO	N/A	
87	GUIDE	Do you store hazardous materials away from secure areas?	YES	NO	N/A	
88	GUIDE	Do you store combustible materials away from secure areas?	YES	NO	N/A	
89	GUIDE	Do you site fallback equipment at a safe distance from the main site in order to ensure that it isn't damaged if the main site experiences a disaster?	YES	NO	N/A	
90	GUIDE	Is appropriate fire fighting equipment suitably situated and available when needed?	YES	NO	N/A	
9.1.5 USE WORK GUIDELINES TO PROTECT SECURE AREAS						
91	**CTRL**	Do you use guidelines to control how work is performed in secure areas?	YES	NO	N/A	
92	GUIDE	Do you control how employees perform work in secure areas?	YES	NO	N/A	
93	GUIDE	Do you control how contractors perform work in secure areas?	YES	NO	N/A	

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9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
94	GUIDE	Do you control how third-party users perform work in secure areas?	YES	NO	N/A	
95	GUIDE	Do you use a need-to-know policy to control what personnel know about the work that is done in secure areas?	YES	NO	N/A	
96	GUIDE	Do you supervise all work performed in secure areas?	YES	NO	N/A	
97	GUIDE	Do you lock secure areas that are vacant?	YES	NO	N/A	
98	GUIDE	Do you check secure areas that are vacant?	YES	NO	N/A	
99	GUIDE	Do you prevent the unauthorized use of recording equipment inside secure areas?	YES	NO	N/A	
100	GUIDE	Do you prevent the unauthorized use of photographic equipment inside secure areas?	YES	NO	N/A	
101	GUIDE	Do you prevent the unauthorized use of video equipment inside secure areas?	YES	NO	N/A	
102	GUIDE	Do you prevent the unauthorized use of audio equipment inside secure areas?	YES	NO	N/A	
9.1.6 ISOLATE AND CONTROL PUBLIC ACCESS POINTS						
103	**CTRL**	Do you control public access points in order to prevent unauthorized persons from entering your premises?	YES	NO	N/A	
104	**CTRL**	Are public access points isolated and separate from your information processing facilities?	YES	NO	N/A	
105	**CTRL**	Do you isolate and control access to your delivery areas?	YES	NO	N/A	
106	**CTRL**	Do you isolate and control access to your loading areas?	YES	NO	N/A	
107	GUIDE	Do you restrict access to delivery and loading areas in order to prevent unauthorized access from outside of your building?	YES	NO	N/A	
108	GUIDE	Are only identified and authorized personnel allowed to access your organization's delivery and loading areas?	YES	NO	N/A	
109	GUIDE	Are delivery and loading areas designed so that supplies can be unloaded without allowing delivery personnel to have access to the rest of the building?	YES	NO	N/A	
110	GUIDE	Are your delivery and loading areas designed so that external doors are secured when internal doors are open?	YES	NO	N/A	

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9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
111	GUIDE	Do you inspect all incoming supplies and materials to ensure that all hazards are identified before these items are transferred from delivery and loading areas to points of use?	YES	NO	N/A	
112	GUIDE	Do you register all supplies and materials when they enter your site?	YES	NO	N/A	
113	GUIDE	Are incoming registration activities carried out in accordance with your asset management procedures?	YES	NO	N/A	
114	GUIDE	Do you segregate your incoming and outgoing shipments?	YES	NO	N/A	
9.2 PROTECT YOUR ORGANIZATION'S EQUIPMENT						
115	**GOAL**	Do you prevent damage to your organization's equipment?	YES	NO	N/A	
116	**GOAL**	Do you prevent the loss of your organization's equipment?	YES	NO	N/A	
117	**GOAL**	Do you prevent the theft of your organization's equipment?	YES	NO	N/A	
118	**GOAL**	Do you protect your equipment from physical threats?	YES	NO	N/A	
119	**GOAL**	Do you protect your equipment from environmental threats?	YES	NO	N/A	
120	**GOAL**	Do you protect your equipment to avoid work interruptions?	YES	NO	N/A	
121	**GOAL**	Do you protect your equipment in order to avoid unauthorized access to your organization's information?	YES	NO	N/A	
122	**GOAL**	Do you protect your equipment through proper disposal?	YES	NO	N/A	
123	**GOAL**	Do you use secure siting strategies to protect equipment?	YES	NO	N/A	
124	**GOAL**	Do you use special controls to protect supporting facilities?	YES	NO	N/A	
9.2.1 USE EQUIPMENT SITING AND PROTECTION STRATEGIES						
125	**CTRL**	Do you protect your equipment from environmental risks and hazards through the use of secure siting strategies?	YES	NO	N/A	
126	**CTRL**	Do you prevent opportunities for unauthorized access to equipment through the use of secure siting strategies?	YES	NO	N/A	
127	GUIDE	Do you site your organization's equipment so that unnecessary access to work areas is minimized?	YES	NO	N/A	

9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
128	GUIDE	Do you position information processing facilities so that sensitive information cannot be viewed by unauthorized persons?	YES	NO	N/A	
129	GUIDE	Do you position information storage facilities so that sensitive information cannot be viewed by unauthorized persons?	YES	NO	N/A	
130	GUIDE	Do you isolate your equipment when it requires an extra level of protection?	YES	NO	N/A	
131	GUIDE	Do you use security controls to minimize the risk that equipment could be damaged by physical threats and hazards?	YES	NO	N/A	
132	GUIDE	Do you use security controls to minimize the risk that equipment will be stolen?	YES	NO	N/A	
133	GUIDE	Do you use security controls to minimize the risk that equipment will be vandalized?	YES	NO	N/A	
134	GUIDE	Do you use security controls to minimize the risk that equipment will be damaged by fire?	YES	NO	N/A	
135	GUIDE	Do you use security controls to minimize the risk that equipment will be damaged by smoke?	YES	NO	N/A	
136	GUIDE	Do you use security controls to minimize the risk that equipment will be damaged by explosives?	YES	NO	N/A	
137	GUIDE	Do you use security controls to minimize the risk that equipment will be damaged by flooding?	YES	NO	N/A	
138	GUIDE	Do you use security controls to minimize the risk that equipment will be damaged by water leaks?	YES	NO	N/A	
139	GUIDE	Do you use security controls to minimize the risk that equipment will be damaged by dust?	YES	NO	N/A	
140	GUIDE	Do you use security controls to minimize the risk that equipment will be damaged by grime?	YES	NO	N/A	
141	GUIDE	Do you use security controls to minimize the risk that equipment will be damaged by vibration?	YES	NO	N/A	
142	GUIDE	Do you use security controls to minimize the risk that equipment will be damaged by destructive or corrosive chemicals?	YES	NO	N/A	

9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
143	GUIDE	Do you use security controls to minimize the risk that equipment will be damaged by electromagnetic radiation?	YES	NO	N/A	
144	GUIDE	Do you use security controls to minimize the risk that equipment will be damaged by electrical interference?	YES	NO	N/A	
145	GUIDE	Do you use security controls to minimize the risk that equipment will be accidentally damaged?	YES	NO	N/A	
146	GUIDE	Have you established guidelines to control eating, drinking, and smoking near your information processing facilities?	YES	NO	N/A	
147	GUIDE	Do you monitor environmental conditions when changes could damage your information processing facilities?	YES	NO	N/A	
148	GUIDE	Do you monitor temperature and humidity when these conditions could impair the operation of your organization's information processing facilities?	YES	NO	N/A	
149	GUIDE	Do you protect your buildings from lightning strikes?	YES	NO	N/A	
150	GUIDE	Do you protect incoming power lines using lightning protection filters?	YES	NO	N/A	
151	GUIDE	Do you protect incoming communications lines using lightning protection filters?	YES	NO	N/A	
152	GUIDE	Do you use special methods to protect equipment that is used in harsh industrial environments?	YES	NO	N/A	
153	GUIDE	Do you use keyboard membranes to protect equipment that is used in harsh industrial environments?	YES	NO	N/A	
154	GUIDE	Do you protect equipment that is used to process sensitive information by minimizing the risk that information will leak due to emanation?	YES	NO	N/A	
9.2.2 MAKE SURE THAT SUPPORTING UTILITIES ARE RELIABLE						
155	**CTRL**	Do you protect your equipment from disruptions caused by utility failures?	YES	NO	N/A	
156	**CTRL**	Do you protect your equipment from disruptions caused by power failures?	YES	NO	N/A	
157	GUIDE	Are all supporting utilities capable of supporting your organization's systems?	YES	NO	N/A	

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9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
158	GUIDE	Are all electrical utilities capable of supporting your organization's systems?	YES	NO	N/A	
159	GUIDE	Does your electrical supply conform to your equipment manufacturers' specifications?	YES	NO	N/A	
160	GUIDE	Are water utilities capable of supporting your systems?	YES	NO	N/A	
161	GUIDE	Are sewage utilities capable of supporting your systems?	YES	NO	N/A	
162	GUIDE	Are heating utilities capable of supporting your systems?	YES	NO	N/A	
163	GUIDE	Are ventilation systems capable of supporting your systems?	YES	NO	N/A	
164	GUIDE	Is your air conditioning system capable of supporting your organization's systems?	YES	NO	N/A	
165	GUIDE	Do you inspect your supporting utilities regularly in order to make sure that they're still functioning properly and in order to reduce the risk of failure?	YES	NO	N/A	
166	GUIDE	Do you test your supporting utilities regularly in order to make sure that they're still functioning properly and in order to reduce the risk of failure?	YES	NO	N/A	
167	GUIDE	Do you use uninterruptible power supplies (UPSs) to protect equipment that is used to support critical business operations?	YES	NO	N/A	
168	GUIDE	Have you established power contingency plans that explain what should be done when your UPSs fail?	YES	NO	N/A	
169	GUIDE	Do you check your UPS equipment regularly?	YES	NO	N/A	
170	GUIDE	Do you test your organization's UPS equipment regularly in accordance with manufacturers' recommendations?	YES	NO	N/A	
171	GUIDE	Do you have backup generators that you can use during prolonged power failures?	YES	NO	N/A	
172	GUIDE	Do you have an adequate supply of fuel available that backup generators can use during emergencies?	YES	NO	N/A	
173	GUIDE	Do you check your backup generators regularly?	YES	NO	N/A	
174	GUIDE	Do you test your backup generators regularly in accordance with manufacturers' recommendations?	YES	NO	N/A	

9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
175	GUIDE	Have you considered using multiple power sources?	YES	NO	N/A	
176	GUIDE	Have you considered using a separate power substation if your site is large?	YES	NO	N/A	
177	GUIDE	Are emergency power-off switches located near emergency exits in equipment rooms?	YES	NO	N/A	
178	GUIDE	Have you installed emergency backup lights in case your main power fails?	YES	NO	N/A	
179	GUIDE	Is your water supply stable and capable of supporting your air conditioning equipment?	YES	NO	N/A	
180	GUIDE	Is your water supply stable and capable of supporting your humidification equipment?	YES	NO	N/A	
181	GUIDE	Is your water supply stable and capable of supporting your fire suppression systems?	YES	NO	N/A	
182	GUIDE	Have you considered installing alarm systems to detect malfunctions in supporting utilities?	YES	NO	N/A	
183	GUIDE	Do you use two different routes to connect your telecommunications equipment to your utility provider?	YES	NO	N/A	
184	GUIDE	Do your voice services comply with local legal emergency communications requirements?	YES	NO	N/A	
185	NOTE	Have you considered using multiple feeds to avoid a single point of failure and to ensure that power supply is continuous?	YES	NO	N/A	
9.2.3 SECURE POWER AND TELECOMMUNICATIONS CABLES						
186	**CTRL**	Do you protect power cables carrying data or supporting information services?	YES	NO	N/A	
187	**CTRL**	Do you protect telecommunications cables carrying data or supporting information services?	YES	NO	N/A	
188	**CTRL**	Do you protect cables from damage and deterioration?	YES	NO	N/A	
189	**CTRL**	Do you protect cables from unauthorized interception?	YES	NO	N/A	
190	GUIDE	Do you place power lines underground whenever those lines are connected to information processing facilities?	YES	NO	N/A	

9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
191	GUIDE	Do you place telecommunications cables underground when they are connected to information processing facilities?	YES	NO	N/A	
192	GUIDE	Do you avoid routing network cables through public areas?	YES	NO	N/A	
193	GUIDE	Do you use conduits to prevent unauthorized interception or damage to network cables?	YES	NO	N/A	
194	GUIDE	Do you prevent interference by segregating power cables from telecommunications cables?	YES	NO	N/A	
195	GUIDE	Do you use clearly marked cable and equipment markings in order to minimize the chance that the wrong network cables will be accidentally patched?	YES	NO	N/A	
196	GUIDE	Do you use documented patch lists in order to reduce the chance that the wrong network cables will be accidentally patched?	YES	NO	N/A	
197	GUIDE	Do you use armored conduit to protect sensitive or critical systems?	YES	NO	N/A	
198	GUIDE	Do you protect sensitive or critical systems by using locked rooms at inspection and termination points?	YES	NO	N/A	
199	GUIDE	Do you protect sensitive or critical systems by using boxes at inspection and termination points?	YES	NO	N/A	
200	GUIDE	Do you protect sensitive or critical systems by using alternative routings or transmission media?	YES	NO	N/A	
201	GUIDE	Do you protect sensitive or critical systems by considering the use of fiber optic cables?	YES	NO	N/A	
202	GUIDE	Do you protect sensitive or critical systems by using physical inspections to detect the presence of unauthorized cable monitoring devices?	YES	NO	N/A	
203	GUIDE	Do you protect your sensitive or critical systems by controlling access to patch panels and cable rooms?	YES	NO	N/A	
204	GUIDE	Do you protect sensitive or critical cables by using technical sweeps to detect the presence of unauthorized cable monitoring devices?	YES	NO	N/A	
205	GUIDE	Do you protect sensitive or critical cables by using electromagnetic shielding?	YES	NO	N/A	

9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
9.2.4 MAINTAIN YOUR ORGANIZATION'S EQUIPMENT						
206	**CTRL**	Do you maintain your equipment in order to protect its integrity and to ensure that it's available when you need it?	YES	NO	N/A	
207	GUIDE	Do you follow the equipment manufacturer's recommended maintenance schedule?	YES	NO	N/A	
208	GUIDE	Do you follow the equipment manufacturer's recommended maintenance specifications?	YES	NO	N/A	
209	GUIDE	Do you allow only authorized maintenance people to service and repair your equipment?	YES	NO	N/A	
210	GUIDE	Do you keep a record of your organization's preventive and corrective maintenance activities?	YES	NO	N/A	
211	GUIDE	Do you keep a record of all equipment faults and problems?	YES	NO	N/A	
212	GUIDE	Do you control on-site equipment maintenance and repair?	YES	NO	N/A	
213	GUIDE	Do you control off-site equipment maintenance and repair?	YES	NO	N/A	
214	GUIDE	Do you provide security clearance for maintenance personnel or clear sensitive information from your equipment before maintenance and repair activities are carried out?	YES	NO	N/A	
215	GUIDE	Do you comply with the requirements that insurance polices impose on your equipment maintenance and repair activities?	YES	NO	N/A	
9.2.5 PROTECT YOUR OFF-SITE EQUIPMENT						
216	**CTRL**	Do you use security measures to protect off-site equipment?	YES	NO	N/A	
217	**CTRL**	Do your equipment security measures deal with the range of risks that off-site equipment is exposed to?	YES	NO	N/A	
218	GUIDE	Have you developed special security measures to address your organization's unique or unusual off-site security risks?	YES	NO	N/A	
219	GUIDE	Is management authorization required before any information processing equipment can be removed and used outside of your premises?	YES	NO	N/A	
220	GUIDE	Do your personnel never leave information processing equipment or media unattended in public places?	YES	NO	N/A	

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9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
221	GUIDE	Do personnel treat portable computers as hand luggage while they are traveling?	YES	NO	N/A	
222	GUIDE	Do your personnel conceal or disguise their portable computers while they are traveling?	YES	NO	N/A	
223	GUIDE	Do your personnel follow your equipment manufacturers' recommended security practices and precautions?	YES	NO	N/A	
224	GUIDE	Do you protect equipment from strong electromagnetic fields?	YES	NO	N/A	
225	GUIDE	Do you perform risk assessments in order to determine what kinds of home-working security controls are required?	YES	NO	N/A	
226	GUIDE	Have you developed special security measures and controls for people who work at home?	YES	NO	N/A	
227	GUIDE	Are suitable controls applied when personnel use your equipment to work at home?	YES	NO	N/A	
228	GUIDE	Do personnel use lockable filing cabinets when they use your equipment to work at home?	YES	NO	N/A	
229	GUIDE	Do personnel follow a clear desk policy when they use your equipment to work at home?	YES	NO	N/A	
230	GUIDE	Are computer access controls used when personnel use your computers to work at home?	YES	NO	N/A	
231	GUIDE	Are secure communications methods used when communicating between the office and the home?	YES	NO	N/A	
232	GUIDE	Does your organization have adequate insurance coverage to protect its off-site equipment?	YES	NO	N/A	
233	NOTE	Are security measures taken to control the off-site use of mobile equipment?	YES	NO	N/A	
234	NOTE	Are all appropriate security measures taken to control the off-site use of personal computers?	YES	NO	N/A	
235	NOTE	Are all appropriate security measures taken to control the off-site use of personal organizers?	YES	NO	N/A	
236	NOTE	Are all appropriate security measures taken to control the off-site use of mobile phones?	YES	NO	N/A	

9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
237	NOTE	Are all appropriate security measures taken to control the off-site use of smart cards?	YES	NO	N/A	
238	NOTE	Are all appropriate security measures taken to control the off-site use of paper documents?	YES	NO	N/A	
9.2.6 CONTROL EQUIPMENT DISPOSAL AND RE-USE						
239	**CTRL**	Do you check all equipment containing storage media in order to ensure that all sensitive data has been removed or securely overwritten before you dispose of this equipment?	YES	NO	N/A	
240	**CTRL**	Do you check all equipment containing storage media in order to ensure that all licensed software has been removed or securely overwritten before you dispose of this equipment?	YES	NO	N/A	
241	GUIDE	Do you destroy data storage devices containing sensitive information before you dispose of these devices?	YES	NO	N/A	
242	GUIDE	Do you destroy, delete, or securely overwrite all sensitive data before you allow anyone to re-use data storage devices?	YES	NO	N/A	
243	GUIDE	Do you use techniques that ensure that the original data is non-retrievable once it has been destroyed or overwritten?	YES	NO	N/A	
244	NOTE	Do you use risk assessments to determine whether damaged information storage devices should be physically destroyed, discarded, or repaired?	YES	NO	N/A	
9.2.7 CONTROL THE USE OF ASSETS OFF-SITE						
245	**CTRL**	Do you ensure that your organization's assets are not taken off-site without prior authorization?	YES	NO	N/A	
246	**CTRL**	Do you ensure that your organization's equipment is not taken off-site without prior authorization?	YES	NO	N/A	
247	**CTRL**	Do you ensure that your organization's information is not taken off-site without prior authorization?	YES	NO	N/A	
248	**CTRL**	Do you ensure that your organization's software is not taken off-site without prior authorization?	YES	NO	N/A	
249	GUIDE	Have you identified employees who are authorized to allow people to remove and use assets off-site?	YES	NO	N/A	

ORGANIZATION:	YOUR LOCATION:
COMPLETED BY:	DATE COMPLETED:
REVIEWED BY:	DATE REVIEWED:

9. PHYSICAL & ENVIRONMENTAL SECURITY MANAGEMENT AUDIT			RESPONSES			NOTES AND COMMENTS
250	GUIDE	Have you identified contractors who are authorized to allow people to remove and use assets off-site?	YES	NO	N/A	
251	GUIDE	Have you identified third-party users who are authorized to allow people to remove and use your assets off-site?	YES	NO	N/A	
252	GUIDE	Do you use time limits to control how long people are allowed to use equipment off-site?	YES	NO	N/A	
253	GUIDE	Do you check returns to ensure that people have complied with the time limits placed on off-site equipment usage?	YES	NO	N/A	
254	GUIDE	Do you record the off-site removal and return of equipment?	YES	NO	N/A	
255	NOTE	Do you use spot checks to detect the unauthorized removal of assets?	YES	NO	N/A	
256	NOTE	Do you use spot checks to detect unauthorized recording devices?	YES	NO	N/A	
257	NOTE	Do you use spot checks to detect weapons and explosives?	YES	NO	N/A	
258	NOTE	Do you make sure that spot checks comply with all relevant legal, legislative, and regulatory requirements?	YES	NO	N/A	

Answer each of the above questions. Three answers are possible: YES, NO, and N/A. YES means you're in compliance, NO means you're not in compliance, while N/A means that the question is not applicable in your case. YES answers and N/A answers require no further action, while NO answers point to security practices that need to be implemented and actions that need to be taken. Also, please use the column on the right to record your notes and comments.

In the spaces below, enter the name and location of your organization, who completed this page, who reviewed it, and the dates.

ORGANIZATION:	YOUR LOCATION:
COMPLETED BY:	DATE COMPLETED:
REVIEWED BY:	DATE REVIEWED: