



Questionnaire

Please answer ALL the questions to the best of your ability. Please note that only questions in **gray** relate to data-centers.

Statements:

Virus Protection

- | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|
| 1. | What percentage of your Workstations have Antivirus Software installed on them? | 0-65% | 66-99% | 100% |
| 2. | Do all servers have AntiVirus Software? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | No | All File Services | All |
| 3. | On average, how old are the virus definitions in use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | >90 Days | 31-90 Days | <30 Days |
| 4. | How are the virus definitions updated? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Manually | One Click Icon | Auto via LAN/inter |
| 5. | Does your anti-virus software do real time scanning? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | No | Yes | |
| 6. | Is incoming email scanned for viruses? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. | Have users received training about safe computing and virus safety? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. | Does the administrator have a protocol to follow in the event of a high level threat? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. | Does the administrator regularly check SARC, McAfee, and other good informational sites for current information? | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | <input type="checkbox"/> | <input type="checkbox"/> | |



Questionnaire

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Statements:

Physical Environment

	Dirty	Moderate	Clean
10. Rate the friendliness of the environment for computer equipment. Temperature, humidity, dust, oil, fog, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Rate the overall neatness/clutter of the room. Is it easy to move, find things, etc?	Cluttered <input type="radio"/>	Fair <input type="radio"/>	Very Tidy <input type="radio"/>
12. What are the servers are plugged into?	Outlet/Surge <input type="radio"/>	Standby UPS <input type="radio"/>	UPS with Monitor <input type="radio"/>
13. If your server room has a non-water based fire suppression system, does the system activate immediately or on a timed delay?	No <input type="radio"/>	Unknown <input type="radio"/>	Yes <input type="radio"/>
14. Are the servers kept in a locked room?	No <input type="radio"/>	Yes <input type="radio"/>	
15. Is the server room windowless?	<input type="radio"/>	<input type="radio"/>	
16. Are the floors in the server room tile?	<input type="radio"/>	<input type="radio"/>	
17. Is the server room free from water pipes, including overhead water pipes in the ceiling?	<input type="radio"/>	<input type="radio"/>	
18. Is the server room free from fire sprinkler heads?	<input type="radio"/>	<input type="radio"/>	
19. Are all the servers at least 4 inches off the floor?	<input type="radio"/>	<input type="radio"/>	
20. Are soda, coffee, drinks, snacks, etc prohibited in the server room?	<input type="radio"/>	<input type="radio"/>	
21. Are there clearly marked and dedicated power circuits for the servers and other "critical" communication equipment?	<input type="radio"/>	<input type="radio"/>	
22. Do you know where the circuit breakers that control the server room are located?	<input type="radio"/>	<input type="radio"/>	
23. Does the Uninterruptible Power Supply automatically shutdown the servers in the event of a long power failure?	<input type="radio"/>	<input type="radio"/>	
24. Is the UPS monitored and its log reviewed periodically?	<input type="radio"/>	<input type="radio"/>	
25. Is the UPS periodically tested?	<input type="radio"/>	<input type="radio"/>	
26. Are workstations, lights, HVAC, and other "critical" building machinery connected to a UPS or generator?	<input type="radio"/>	<input type="radio"/>	
27. Is there a backup generator capable of providing long-term power to mission-critical production systems?	<input type="radio"/>	<input type="radio"/>	
28. Are the servers far from any powerful electrical power transformers, heavy-duty HVAC equipment, powerful electric motors, etc.?	<input type="radio"/>	<input type="radio"/>	
29. Are only electronic KVM switches used for sharing keyboards, mice, and monitors among servers?	<input type="radio"/>	<input type="radio"/>	
30. Are all of the servers left password protected via a screen saver?	<input type="radio"/>	<input type="radio"/>	
31. Are all of the administrator equivalent users workstations protected by a screen saver password?	<input type="radio"/>	<input type="radio"/>	
32. Does your server room have a non-water based fire suppression system that is periodically tested by a licensed professional?	<input type="radio"/>	<input type="radio"/>	
33. Are all hubs, routers, and other communications equipment physically secure?	<input type="radio"/>	<input type="radio"/>	
34. Does the server room contain a water sensor that provides an alert if a certain amount of water is detected?	<input type="radio"/>	<input type="radio"/>	
35. Is there a list of employees with access to the server room and is this list periodically reviewed?	<input type="radio"/>	<input type="radio"/>	
36. Do all modems connected to the servers have line spike suppression?	<input type="radio"/>	<input type="radio"/>	
37. Is smoking prohibited in the server room?	<input type="radio"/>	<input type="radio"/>	



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Statements:

Mechanical Failure

- | | >48 Months | 24-47 Months | <24 Months |
|--|----------------------------------|---|---|
| 38. What is the average age of your servers? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Is drive fault tolerance in use (average of all "critical" servers)? | None
<input type="checkbox"/> | Mirror/Duplex
<input type="checkbox"/> | Raid 5 or above
<input type="checkbox"/> |
| 40. Do "critical" servers have redundant power supplies? | None
<input type="checkbox"/> | Some
<input type="checkbox"/> | All
<input type="checkbox"/> |
| 41. Do you have enough unused server capacity to provide emergency support for certain critical functions? | None
<input type="checkbox"/> | Limited
<input type="checkbox"/> | Complete
<input type="checkbox"/> |
| 42. Do your servers have a manufacturers on-site warranty? | No
<input type="checkbox"/> | Yes, Next Day
<input type="checkbox"/> | Yes, Same Day
<input type="checkbox"/> |
| 43. Do you have enough excess capacity on your switches and hubs to partially tolerate the failure of one? | No
<input type="checkbox"/> | Yes
<input type="checkbox"/> | <input type="checkbox"/> |



Questionnaire

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Statements:

Policies

	<6 Characters	6 or 7 Characters	≥8 Characters
44. What is the minimum length for users network login password?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
45. Network logon passwords for users are good for how long before they expire?	91+ Days <input type="radio"/>	31-90 Days <input type="radio"/>	≥30 Days <input type="radio"/>
46. How often does the administrator check the server security logs?	<Monthly <input type="radio"/>	Monthly <input type="radio"/>	>Weekly <input type="radio"/>
	No	Yes	
47. Are users prevented from changing their passwords to a previously used password?	<input type="radio"/>	<input type="radio"/>	
48. Is there a password failure lockout policy?	<input type="radio"/>	<input type="radio"/>	
49. Does the administrator check for weak passwords on a regular basis?	<input type="radio"/>	<input type="radio"/>	
50. When any employee with administrative privileges leaves the company, are all of the admin passwords changed?	<input type="radio"/>	<input type="radio"/>	
51. Are strict password policies applied to critical applications?	<input type="radio"/>	<input type="radio"/>	
52. Are general users required to use screen saver passwords?	<input type="radio"/>	<input type="radio"/>	
53. Are users instructed that sharing and/or displaying passwords is strictly prohibited?	<input type="radio"/>	<input type="radio"/>	
54. Has the password for the guest account been changed off of the default setting?	<input type="radio"/>	<input type="radio"/>	
55. Does the server disconnect users after an inactivity period?	<input type="radio"/>	<input type="radio"/>	
56. Does the server prohibit login during unusual hours?	<input type="radio"/>	<input type="radio"/>	
57. Are accounts of terminated employees removed or disabled immediately upon termination?	<input type="radio"/>	<input type="radio"/>	
58. Does the company have a published policy on acceptable email use?	<input type="radio"/>	<input type="radio"/>	
59. Does the company have a published policy on acceptable Internet use/downloads?	<input type="radio"/>	<input type="radio"/>	
60. Does the company audit its software licenses to determine compliance with stated license agreements?	<input type="radio"/>	<input type="radio"/>	
61. Are employees required to sign IT-related policies upon hire?	<input type="radio"/>	<input type="radio"/>	
62. Is sensitive electronic information properly encrypted?	<input type="radio"/>	<input type="radio"/>	



Questionnaire

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Statements:

External IP and eCommerce

	Yes	Yes, With Callback	No
63. Do you have remote access/control software such as PC Anywhere running at the office 24x7?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. How many outside consultants have administrative passwords to RAS, Servers, and/or Routers?	3+ <input type="checkbox"/>	2-1 <input type="checkbox"/>	0 <input type="checkbox"/>
	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes, with DMZ <input type="checkbox"/>
65. Do you have a firewall whose settings have been reviewed?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
66. Remote dial-in to the server is not available through a service such as Remote Access Server?	<input type="checkbox"/>	<input type="checkbox"/>	
67. Are dial-up Internet connections protected by personal firewall software?	<input type="checkbox"/>	<input type="checkbox"/>	
68. Our company does not have a T1, Frame Relay, Cable, DSL, or other permanent Internet connection.	<input type="checkbox"/>	<input type="checkbox"/>	
69. Have you changed default passwords for LAN(routers) AND is the password not just the company name?	<input type="checkbox"/>	<input type="checkbox"/>	
70. Have you audited to verify that you are not running any Internet services that you do not need?	<input type="checkbox"/>	<input type="checkbox"/>	
71. Do you have intruder detection software in place?	<input type="checkbox"/>	<input type="checkbox"/>	
72. Does your security include a "honeypot?"	<input type="checkbox"/>	<input type="checkbox"/>	
73. Have you ever staged an attack to test your perimeter?	<input type="checkbox"/>	<input type="checkbox"/>	
74. Is a properly worded legal logon notice displayed when company systems are accessed?	<input type="checkbox"/>	<input type="checkbox"/>	
75. Are modems or other redundant network connections on workstations and servers disconnected or disabled?	<input type="checkbox"/>	<input type="checkbox"/>	
76. Does the security administrator receive alerts on a pager or other device if the operating system and/or intruder detection software suspects suspicious or malicious activity?	<input type="checkbox"/>	<input type="checkbox"/>	
77. Is the administrator aware of the latest security holes and have they taken the necessary steps to improve the security of all the effected hardware and software?	<input type="checkbox"/>	<input type="checkbox"/>	
78. Are electronic commerce transactions properly secured?	<input type="checkbox"/>	<input type="checkbox"/>	



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Statements:

File Permissions

	Poor	Fair	Good
79. Rate the organization and neatness of the file storage system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	No	Yes	
80. Do you periodically review the file permission setting on key areas of your LAN?	<input type="radio"/>	<input type="radio"/>	
81. Do you periodically review group memberships to verify that certain users are NOT in improper groups?	<input type="radio"/>	<input type="radio"/>	
82. Have you applied special file permissions to LAN based apps that are not client server to inhibit deletion? Example: centralized databases	<input type="radio"/>	<input type="radio"/>	
83. Are there storage limits for users on the LAN servers?	<input type="radio"/>	<input type="radio"/>	
84. Are workstation security settings (login permissions) and group policies reviewed periodically?	<input type="radio"/>	<input type="radio"/>	
85. Is there a formally documented policy that specifies how file permissions are determined and granted?	<input type="radio"/>	<input type="radio"/>	



Questionnaire

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Statements:

Backup

- | | Weekly | Several/Week | Daily |
|--|--------------------------------------|--|---|
| 86. How often do you backup your data? | <input type="checkbox"/>
<5 | <input type="checkbox"/>
5-10 | <input type="checkbox"/>
10+ |
| 87. How many days does the backup rotation span? | <input type="checkbox"/>
Annually | <input type="checkbox"/>
Quarterly | <input type="checkbox"/>
Monthly |
| 88. How often is a tape removed from the rotation for permanent archiving? | <input type="checkbox"/>
Never | <input type="checkbox"/>
When verify begins to fail | <input type="checkbox"/>
Before it fails |
| 89. How often is a tape removed from the rotation and replaced with a new tape? | <input type="checkbox"/>
Never | <input type="checkbox"/>
Annually | <input type="checkbox"/>
Quarterly |
| 90. How often do you perform test restorations from tape? | <input type="checkbox"/>
No | <input type="checkbox"/>
Yes | <input type="checkbox"/> |
| 91. Are the backup procedures formally documented? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 92. Is at least one tape from the current rotation kept off site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 93. Are tapes properly labeled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 94. Do you store key tapes in a fireproof box with magnetic media fire rating? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 95. Does your organization have two or more compatible tape drives? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 96. Is all important company data that is not centrally backed up, backed up via some other method? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 97. Do all client server applications have appropriate target agents for backup? Example: Exchange, Oracle, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 98. Is your data mirrored by a remote host? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



Questionnaire

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Statements:

Contingency Plan

- | | No | Yes |
|--|--------------------------|--------------------------|
| 99. Is there a formal Disaster Recovery Plan (DRP) in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| 100. Is there a formal plan in place, has it been reviewed, updated, and rehearsed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 101. In the event of a failure (any type) do you have a key phone numbers and contacts easily accessible? | <input type="checkbox"/> | <input type="checkbox"/> |
| 102. Do you have paper forms in place for taking orders or temporarily dealing with other critical functions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 103. In the event of a phone system failure, is there a plan in place to maintain a minimum level of service? | <input type="checkbox"/> | <input type="checkbox"/> |
| 104. Does your business insurance cover losses due to inability to access your facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 105. In the event of a fire or other disaster to the physical plant, is a hot-site available for the operation of mission-critical applications? | <input type="checkbox"/> | <input type="checkbox"/> |



Questionnaire

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Statements:

Miscellaneous Issues

- | | No | Yes |
|---|--------------------------|--------------------------|
| 106. Are sensitive Faxes being received on a FAX machine in a secured area? | <input type="checkbox"/> | <input type="checkbox"/> |
| 107. Are printers that generate sensitive output in a secured area? | <input type="checkbox"/> | <input type="checkbox"/> |
| 108. Does your facility have a monitored security system? | <input type="checkbox"/> | <input type="checkbox"/> |
| 109. Does your phone system have a battery back-up? | <input type="checkbox"/> | <input type="checkbox"/> |
| 110. Do you have some form of back-up copy for important paper based information? | <input type="checkbox"/> | <input type="checkbox"/> |