

Information Security Audit with notes

Template Information

Template ID	information-security-audit
Version	v1.0
Language	English (en)
Number of Check Items	20
Source	https://layeraudit.com
Revision Date	2026-10-27
Description	Description: Risk based Information security Audit with room for notes

Audit Information (to be completed during audit)

Audit Date	
Auditor	
Area / Department	
Escort	

Instructions

1. This template contains 20 check items. Record results in the 'Checklist' worksheet.
2. The source does not define fixed pass/fail options. Fill in results according to your own criteria (e.g. Pass / Fail / N.A.).
3. Scores, conclusions and signatures are entered manually in the 'Scoring & Sign-off' worksheet.
4. For photos or other evidence, enter the evidence number in the 'Notes / Evidence No.' column and archive photos by number.
5. Check item numbers are renumbered consecutively. The mapping to the source rows is recorded in '编号对应表.xlsx' in the delivery package.

Information Security Audit with notes — Checklist

No.	Section	Check Item	Result	Notes / Evidence No.
1	Audit	Ready?		
2	Risk Assessment	Has a security risk assessment been executed		
3	Risk Assessment	Have secure area's been defined		
4	Risk Assessment	Is the risk assessment up-to-date		
5	Risk Assessment	ICT security risk assessments		
6	Risk Assessment	ICT continuity		
7	Security policies & plans	Has a security plan been defined (in line with risk assessment)?		
8	Security policies & plans	Has a security policy been defined		
9	Security policies & plans	Has a document classification policy been defined		
10	Security policies & plans	Has clear desk policy been defined		
11	Security policies & plans	Are security rounds and clear desk checks planned		
12	Security policies & plans	Is a key management policy in place		
13	Security policies & plans	Contingency/Disaster recovery plan		
14	Controls	Access control systems in place (keys or card readers) in line with secure areas defined?		
	Controls	How is authorization, registration and review of authorization of keys and badges organized?		
15	Controls	Safe storage of keys and badges		
16	Controls	Access control systems in place (IT systems)?		
	Controls	How is authorization and review of authorization of IT systems organized?		
17	Controls	Is the password of admin user stored safely?		
18	Controls	Are backups made ?		
19	Controls	Safe storage of backup media		
20	Controls	Results of clear desk rounds documented?		
	Controls	Follow up on clear desk rounds?		
	Generics	Notes		
	Generics	Open issues		
	Generics	Possitives		
	Generics	Findings		

Information Security Audit with notes — Scoring & Sign-off

Sign-off

Auditor signature	
Audit lead signature	
Date	