



# MONTHLY SECURITY CHECK

FOR THE MONTH OF: \_\_\_\_\_

Security Check Description	Date Completed	Signature
<b>Virus Detection</b> Random check of 4 PCS, 1 Laptop, 1 Server to ensure Desktop Virus Definition Files and Engine are up to date  Eng Ver_____ DAT Ver_____ # Unprotected_____ # DAT files > 3 versions old_____		
<b>Anti Virus/Anti Spam Software</b> Update installed on Server(s) Version No:_____ Date:_____		
<b>Virus Detection Stats</b> Viruses blocked # _____ for month		
<b>Email</b> Check for inappropriate emails, attachments and general usage		
<b>Internet</b> Check for inappropriate use Operation report forwarded to IT Manager		
<b>Network</b> Random check for inappropriate images, MP3 files, WMA files etc Audit log checked for unusual login activity _____		
<b>Firewall Ports</b> Check for unauthorised open ports		
<b>VPN</b> Check for unauthorised VPN accounts Monthly reminder to VPN users		
<b>Modems</b> Switched off when not in use		
<b>Client Firewall software</b> Name_____ Version_____ Laptop Checked_____ Complies: Y/N		

Attachments: Anti-Virus Report, Email System Report, Web Content Control Report, VPN Report, Firewall Client Report, Login Exception Report

**TO BE COMPLETED BY THE END OF EACH MONTH**  
 and returned to the IT Manager for Filing