CYBER SECURITY, BCM AND PERSONAL CHECKLIST - INDIVIDUALS
Work Remotely Checklist
2021

recoverdex

Ref.	Business Continuity and Cyber Security	Status
IND01	Does you employer have a Work From Home Policy (or **Remote Working Policy**)?	
IND02	Do you use a **VPN** and has it been tested?	
IND03	Do you have a reliable and suitable **network** at home?	
IND04	Can your network handle Windows and **systems updates**?	
IND05	Do you have a **backup** for this network?	
IND06	Do u have a suitable **LAPTOP/PC** at home?	
IND07	Do have a **backup LAPTOP/PC** at home?	
IND08	Do you have a **Printer / Scanner** at home?	
IND09	Do you have a set of headphones with a built in **microphone**?	
IND10	Do you have an **external monitor** at home?	
IND11	Do you have a professional **background** (like a plain wall)?	
IND12	Do you have a **UPS/Inverter** at home (at least 3KVA)?	
IND13	Do you have power surge and lightning protector plugs	
IND14	Do you have an **office/study** that you work in?	
IND15	Do you have a **cupboard** with a lock and key?	
IND16	Are all your devices **encrypted** (especially USB drives)?	
IND17	Maintain an **escalation and notification list**/system/application	
IND18	Ensure all data, parcels, information is sent back securely to **office/DR site**	
IND19	Do you sufficient **stationery** at home?	
IND20	**Check-in** regularly with Team/s	
IND21	Remember to **MUTE** the microphone when you are not speaking in a conference call	
IND22	Remember NOT to leave your machines **UNLOCKED**, especially during a call or when leaving your devices unattended	
IND23	Use **screen filters** to make shoulder-surfing harder	
IND24	Staff MUST report **malware/ransomware** infections immediately	
IND25	Remember that it's ok to make a mistake and own up if you have, especially if you have: - Accidentally clicked on a **suspicious file and or link** - Opened a **suspicious PDF or Word, Excel file** with a macro	
IND26	Maintain a **clean desk policy** at home	
IND27	Respect the **privacy** of your clients and your staff information at all times	
IND28	Remember NOT to email **personal information** via email OR store personal information in non-approved locations/devices	
IND29	Be alert for **phishing emails** and other attempts to compromise/steal account and personal details	
IND30	Report all **malicious** activity and suspect emails immediately	
IND31	Keep a **printed copy** of your procedures and checklists at home AND make sure they ARE not easily accessible	
IND32	Have your ID number, medical aid scheme details, next of kin, GP details recorded and available for your **Next of Kin (NOK)**	
IND33	Does your **NOK** know your **ATM pin** in the event they need to draw cash from an ATM or purchase something using your ATM card?	
IND34	Does your **NOK** have access to your mobile phone (for **OTP's and passwords**)?	
IND35	Does your **NOK** have **online access** to your bank account?	
IND36	Does your **NOK** know all your **debits orders** and payment details?	
IND37	Do you have any **emergency fund** (can your **NOK** access it)?	
IND38	Make sure that your **will** is update to date and that old copies are destroyed	
IND39	Does your NOK know where your **will is located**?	
IND40	Do you have a **digital will** with details to you social platforms, online accounts, subscriptions and memberships and instructions to manage these in your absence	

IND41	Does your **NOK** have access to any **company information/listings** that you are a member/owner of?	
IND42	Does your **NOK/beneficiaries** know all about your **insurance** details?	
IND43	Does your **NOK** know what your **succession plan** at work is?	
IND44	Do have a Personal Protective Equipment **(PPE)** at home?	