

Backup Policy Policy Control Implementation Checklist

To ensure that all security policies requirements are consistently implemented, monitored, and maintained, the following checklist has been developed. It translates specific policy controls into actionable tasks, assigns clear ownership, and establishes tracking mechanisms to support ongoing compliance and operational effectiveness.

| Policy Reference | Control Description | Frequency | Evidence Required | Status | Note |
|------------------|---|-----------|---------------------------------|--------|------|
| Backup Policy | Ensure that relevant staff sign the Backup Policy | As needed | Acknowledgement record | | |
| Backup Policy | Monitor, manage and maintain backup processes and systems. Investigate any failures | Daily | Configuration | | |
| Backup Policy | Conduct periodic audits and testing of backup/recovery procedures. | As needed | Configuration | | |
| Backup Policy | Encrypt all backups | As needed | Configuration | | |
| Backup Policy | Backup and maintain customer data as per service agreements | Daily | Configuration | | |
| Backup Policy | Disconnect all removable backups when not in use | As needed | Maintain log alerts for devices | | |
| Backup Policy | Ensure geographic backups are maintained to ensure redundancy | As needed | Configuartion | | |
| Backup Policy | Back up source code and store securely with version control. | As needed | Configuration | | |