

# Asset Management 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
<b>Asset Management</b>	Ensure all staff sign the Asset Management policy	During Onboarding	Acknowledgement record		
<b>Asset Management</b>	Track and maintain assets. Ensure they are updated with the latest Antivirus, OS and patches.	As needed	Updated asset list / Monitor Logs		
<b>Asset Management</b>	Ensure secure configurations of assets.	As needed	Configuration		
<b>Asset Management</b>	Ensure asset logs are included in SIEM systems	As needed	Configuration		
<b>Asset Management</b>	Ensure all data is sanitised and devices are secured during offboarding	As needed	Configuration		
<b>Asset Management</b>	Revoke access to digital assets during offboarding	As needed	Configuration		