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