Teleworker name:

Position and role:

Department:

*{Manager}*:

*[Business]* purpose for teleworking proposal:

Address of proposed location:

**Organisational facilities to be provided:**

**Hardware**

Workstation/notebook computer

Printer

Scanner

Fax machine

Storage furniture

Other (including anti-glare screens, wrist wrests, etc)

Telephone units

Site network infrastructure (wired/wireless and security levels)

Connectivity requirements (modem/broadband/etc)

Times during which connectivity is required

Proposed backup method

If privately owned equipment is being provided, full details are required.

**Software**

Details of operating systems and applications to be installed

**Information assets/services**

Details (identification and security classification) of central services to be accessed:

* Legal issues related to information to be provided / stored.
* Times during which support will be required.

**Known skill set and computer competence of teleworker**

**Physical security of the site**

This assessment is to be carried out using [ISMS-C DOC 11](file:///Users/matous/Desktop/QT/ISO27001-FastTrackToolkit-v1.0%20copy/Controls/ISMS-C_DOC_11.docm).

Attach any Health and Safety or other assessment that is also required for this location.

***Document Owner and Approval***

The *{InfoSecManager}* is the owner of this document and is responsible for ensuring that this document is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to *[all/specified]* members of staff on the *[corporate intranet]* and is published *[ ].*

This work instruction was approved by the *{ChiefInfoSecOfficer}* on *[date]* and is issued on a version controlled basis under his/her signature.

Signature: Date:

**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | <Manager> | Xx/yy/zz |
|  |  |  |  |
|  |  |  |  |