

# Audit Report - Asset Management Policy

## ISO 27001:2022 Internal Audit

**Audit ID:** 123

**Framework:** ISO 27001:2022

**Policy:** Asset Management Policy

**Auditor:** Radha Sharma

**Reviewer:** admin.grc

**Due Date:** 27/09/2025

**Progress:** 33% (Completed)

**Audit Type:** Internal

**Status:** Completed

## Executive Summary

This internal audit evaluated the organization's Asset Management Policy compliance with ISO 27001:2022 requirements. The assessment focused on asset identification, classification, handling, and lifecycle management processes across all organizational units.

**Overall Assessment:** Needs Improvement with several critical gaps identified

**Compliance Score:** 72%

**Audit Period:** August 5-22, 2025

**Report Date:** August 24, 2025

# Audit Scope and Objectives

## Scope

- Inventory of assets (A.8.1)
- Ownership of assets (A.8.2)
- Acceptable use of assets (A.8.3)
- Return of assets (A.8.4)
- Classification of information (A.8.5)
- Labeling of information (A.8.6)

## Objectives

- Verify completeness and accuracy of asset inventory
- Assess asset classification and handling procedures
- Evaluate ownership and responsibility assignment
- Review acceptable use policy implementation

# Key Findings Summary

Finding Level	Count	Percentage
Critical	1	8%
Major	4	31%
Minor	5	38%
Observations	3	23%

# Detailed Findings

## Critical Findings

### C-001: Incomplete Asset Inventory

**Control:** A.8.1 - Inventory of assets

**Finding:** Asset inventory is missing 127 IT assets including laptops, tablets, and network equipment. Discovery shows 23% of IT assets are untracked.

**Risk:** High - Untracked assets pose security risks, compliance violations, and potential data breaches.

**Recommendation:** Conduct comprehensive asset discovery and implement automated asset tracking system.

**Management Response:** *Immediate asset audit initiated. ITAM tool procurement approved.*

**Target Date:** October 31, 2025

## Major Findings

### ***M-001: Asset Classification Inconsistencies***

**Control:** A.8.5 - Classification of information

**Finding:** 35% of information assets lack proper classification labels. Classification criteria are unclear for hybrid cloud assets.

**Risk:** Improper handling of sensitive information, potential data exposure.

**Recommendation:** Develop clear classification guidelines and implement mandatory labeling process.

**Management Response:** *Classification workshop planned with data owners.*

**Target Date:** November 15, 2025

### ***M-002: Asset Ownership Gaps***

**Control:** A.8.2 - Ownership of assets

**Finding:** 89 assets across multiple departments have no assigned owner or custodian.

**Risk:** Lack of accountability for asset security and maintenance.

**Recommendation:** Assign asset ownership and establish accountability matrix.

**Management Response:** *Department heads to assign owners by September 30.*

**Target Date:** September 30, 2025

### ***M-003: Return Process Deficiencies***

**Control:** A.8.4 - Return of assets

**Finding:** Employee departure process fails to ensure complete asset return. 12 former employees still have unreturned assets.

**Risk:** Potential data exposure, asset loss, and security breaches.

**Recommendation:** Enhance HR exit process and implement asset return verification.

**Management Response:** *HR process being updated with mandatory IT clearance.*

**Target Date:** October 15, 2025

### ***M-004: Acceptable Use Policy Violations***

**Control:** A.8.3 - Acceptable use of assets

**Finding:** 156 policy violations identified through monitoring, with inadequate follow-up on violations.

**Risk:** Misuse of corporate assets, potential security incidents.

**Recommendation:** Strengthen monitoring and implement progressive disciplinary process.

**Management Response:** *Enhanced monitoring tools and violation process in development.*

**Target Date:** November 30, 2025

## **Minor Findings**

### ***Minor-001: Asset Labeling Inconsistencies***

**Control:** A.8.6 - Labeling of information

**Finding:** Physical asset labels inconsistent across departments.

**Recommendation:** Standardize labeling procedures and provide training.

### ***Minor-002: Disposal Documentation***

**Control:** A.8.1 - Inventory of assets

**Finding:** Asset disposal records incomplete for 23 disposed assets in 2025.

**Recommendation:** Enhance disposal documentation and tracking.

*Minor-003: Mobile Device Management*

**Control:** A.8.1 - Inventory of assets

**Finding:** Personal mobile devices with corporate access not properly inventoried.

**Recommendation:** Include BYOD devices in asset management system.

Asset Inventory Analysis

Current Asset Status

- **Total IT Assets:** 1,247
- **Properly Inventoried:** 957 (77%)
- **Missing from Inventory:** 127 (10%)
- **Pending Classification:** 163 (13%)

Asset Categories

Category	Total	Inventoried	Missing	Classification Status
Laptops	324	298	26	245 classified
Desktops	198	189	9	167 classified
Servers	45	45	0	45 classified
Network Equipment	67	52	15	41 classified
Mobile Devices	156	134	22	98 classified
Storage Systems	23	23	0	23 classified
Software Licenses	434	389	45	298 classified

# Risk Assessment

## High Priority Risks

- 1. **Untracked Assets:** 127 assets pose security and compliance risks
- 2. **Classification Gaps:** Sensitive data may be improperly handled
- 3. **Ownership Ambiguity:** 89 assets lack clear responsibility
- 4. **Exit Process Gaps:** Former employee assets create exposure

## Medium Priority Risks

- 1. **Policy Violations:** Ongoing misuse of corporate assets
- 2. **Labeling Issues:** Information handling confusion
- 3. **Disposal Gaps:** Incomplete audit trail for disposed assets

# Compliance Assessment

## ISO 27001:2022 Control Assessment

Control	Requirement	Implementation	Compliance	Comments
A.8.1	Inventory of assets	Partial	65%	Major gaps in inventory completeness
A.8.2	Ownership of assets	Partial	70%	Ownership assignment incomplete
A.8.3	Acceptable use	Implemented	75%	Policy exists but enforcement gaps
A.8.4	Return of assets	Partial	60%	Exit process needs enhancement
A.8.5	Classification	Partial	70%	Classification criteria need clarity
A.8.6	Labeling	Partial	80%	Standardization required

# Recommendations

## Immediate Actions (0-30 days)

- 1. **Asset Discovery:** Launch comprehensive asset discovery project
- 2. **Ownership Assignment:** Department heads assign owners to unowned assets
- 3. **Exit Process Review:** Update HR exit procedures with IT clearance
- 4. **Classification Training:** Conduct asset classification workshops

## Short-term Actions (30-90 days)

- 1. **ITAM Tool Implementation:** Deploy automated asset management system
- 2. **Process Enhancement:** Improve asset return and disposal processes
- 3. **Policy Updates:** Revise acceptable use policy and enforcement procedures
- 4. **Monitoring Enhancement:** Deploy advanced asset monitoring tools

## Long-term Actions (90+ days)

- 1. **Integration:** Integrate asset management with ITSM and security tools
- 2. **Automation:** Implement automated compliance monitoring
- 3. **Analytics:** Deploy asset utilization and risk analytics
- 4. **Continuous Improvement:** Establish regular asset management reviews

# Management Action Plan

Action Item	Owner	Target Date	Priority	Status
Complete asset inventory	IT Director	Oct 31, 2025	Critical	Initiated
Assign asset ownership	Dept. Heads	Sep 30, 2025	High	In Progress
Update exit process	HR Director	Oct 15, 2025	High	Planned
Classification training	Security Mgr	Nov 15, 2025	High	Planned
ITAM tool deployment	IT Director	Dec 31, 2025	High	Procurement

# Positive Observations

- 1. **Server Management:** Excellent inventory and management of server assets

2. **Security Controls:** Strong physical security for critical assets
3. **Software Licensing:** Good compliance with software licensing requirements

## Follow-up Activities

1. **Monthly Reviews:** Track progress on critical findings
2. **Quarterly Assessment:** Evaluate asset management improvements
3. **System Integration:** Monitor ITAM tool implementation
4. **Compliance Validation:** Verify ISO 27001:2022 compliance improvements

## Conclusion

The Asset Management Policy audit reveals significant opportunities for improvement in asset visibility, ownership accountability, and process effectiveness. While the organization has foundational asset management capabilities, systematic gaps in inventory management, classification, and lifecycle processes require immediate attention.

The critical finding regarding incomplete asset inventory poses the greatest risk and should be addressed with urgency. Implementation of the recommended improvements will significantly enhance the organization's asset security posture and ISO 27001:2022 compliance.

**Auditor:** Radha Sharma, Senior Internal Auditor

**Review:** admin.grc, Audit Manager

**Distribution:** IT Leadership, Department Heads, Executive Team

**Next Audit:** March 2026