











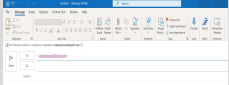




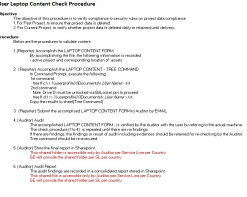


No.	Check Items	For Virus Software, related checks, skip for March 15-April 15 cycle since we are transitioning to Windows Defender.	Screenshots (Expected)	Screenshots (Actual Result)	Note (Date & Time)	OK/NG
1	Check of virus definition					
2	Real-time security (Auto-Protect)					
3	Virus scanning (scheduled scan)					
4	Virus scanning carried out within seven days					
5	Scanning all of the drives					
6	Windows logon password					
7	Screen lock password					
8	Waiting time of the screen saver (within 10 minutes)	Is the waiting time of the screen saver within 10 minutes?	1. Right click on the desktop 2. Select Display Settings 3. Select Power & Sleep 4. Set the waiting time of the screen saver to 10 minutes			
9	Password for recovery from standby	Is password required when waking up from standby?	GDC policy GDC policy			
10	BIOS password	In the case of a laptop, is the BIOS password set?	1. Upon boot up continuously press F2 (Security PICA/Leads reported that for some machines F12 works or F8) - Please confirm 2. If prompted with BIOS password - OK if none NG			April 21, 2022 11:20AM OK
11	HDD password	In the case of a laptop, is HDD password set?	1. In the windows search type "This PC" 2. Click This PC 2. Double click Local disk			April 21, 2022 11:25AM OK
12	Support of OS *1	Is OS supported by microsoft? Please confirm the end of OS support. *1	1. In the windows search, type "cmd" 2. Click Command Prompt, then type "winver" 3. Is your version supported? Please refer to https://endoflife.date/windows			April 21, 2022 11:27 AM OK
13	Microsoft Update and so on	Is the latest security update of WSUS or Microsoft Update applied?	1. Click Start button 2. Select "Settings" 3. Click "Update & Security" 4. Is the status say's "You're up to date" with last checked at least the previous day?			April 21, 2022 11:30 AM OK
14	Support of Adobe Flash Player*2	Is Adobe Flash Player supported? Please confirm if it is supported. *2	Adobe stopped supporting Flash player beginning December 31, 2020			
15	Support of Adobe Reader*2	Is Adobe Reader supported? Please confirm if it is supported. *2	Support from vendor expired or not? If expired = NG			April 21, 2022 11:32 AM OK
16	Support of Adobe Acrobat *2	Is Adobe Acrobat supported? Please confirm if it is supported. *2	Support from vendor expired or not? If expired = NG			-
17	Support of Java Runtime Plugin*3	Is Java Runtime Plugin supported? Please confirm if it is supported. *2	Support from vendor expired or not? If expired = NG			April 21, 2022 11:35 AM OK
18	Support of RealPlayer *4	Is RealPlayer supported? Please confirm if it is supported. *2	Support from vendor expired or not? If expired = NG			-
19	Google Desktop 「search across computers」	The 「search across computers」 function of Google Desktop disabled? If applied, please choose NG.	Google Desktop was officially discontinued on September 14, 2011			
20	Tool for preventing sending e-mail to outside the company by mistake (SHieldMailChecker)	If you use e-mail, is SHieldMailChecker, tool to prevent sending e-mail to outside the company by mistake, installed?	Similar Tool not available in GDC Always set to "-"			April 21, 2022 11:37 AM -
21	Internet Explorer 「autocomplete」 [Options]	- In Internet Explorer Menu, click [Tools]-[Internet Options]-[Contents] tab - [Autocomplete] settings - In [Use AutoComplete for] items, is [Ask me before saving passwords] unchecked?	GDC Policy autocomplete is not prohibited Always set to "-"			April 21, 2022 11:39 AM -
22	Encryption HDD	Windows user: In the case of laptop, is encryption HDD mounted or encryption software installed?	1. In the windows search, type "Manage BitLocker" 2. Click result 3. Is the bitlocker status is "on"?			April 21, 2022 11:41 AM OK
23	Local file deletion	Follow the tree command	For targeted members are: JML (Joiner, Mover and Leaver) Please follow the Laptop Content Check Procedure and complete PL_07 and PL_08		*Please refer to Security - Laptop Content Form_Fullname.xlsx Project is still ongoing - until September 2022	-