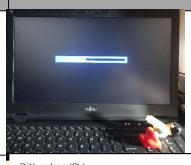
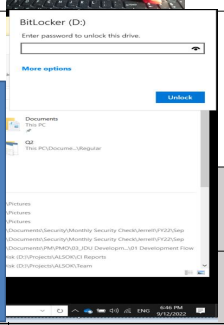
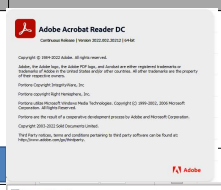
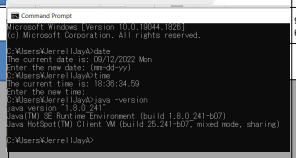
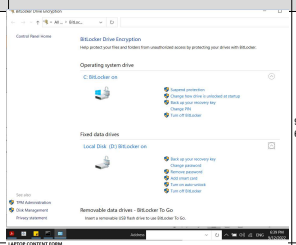
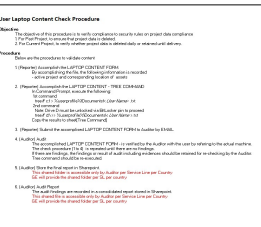
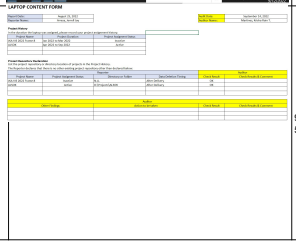
No.	Check Items	Comment	Steps (How to check or get evidence)	Screenshots (Expected)	Screenshots (Actual Result)	Note (Date & Time)	OK/NG
1	Check of virus definition	Is the virus definition file updated within 7days? (If you cannot access FJ-WAN or Internet, the term is within one month.)	Skip - covered already in Microsoft Defender				
2	Real-time security（Auto-Protect）	Is real-time protect (Auto-Protect) active?					
3	Virus scanning（scheduled scan ）	Is virus scan (scheduled scan) set-up?					
4	Virus scanning carried out within seven days	Has the virus scan been carried out within 7days?					
5	Scanning all of the drives	Are all drives target of virus scan?	GDC policy				
6	Windows logon password	Is the Windows login password set-up?	GDC policy				
7	Screen lock password	Is the screen lock password set?	GDC policy				
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 GDC policy				
9	Password for recovery from standby	Is password required when waking up from standby?	GDC policy				
10	BIOS password	In the case of a laptop, is the BIOS password set?	1. Upon boot up continuosly press F2 (Security PICs/Leads reported that for some machines F12 works or F8) - Please confirm 2. If prompted with BIOS password - OK if none NG			9/12/2022 6:44PM	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			9/12/2022 6:46PM	OK
12	Support of OS *1	Is OS supported by microsoft? Please confirm the end of OS support. *1	Skip				
13	Microsoft Update and so on	Is the latest security update of WSUS or Microsoft Update applied?					
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			9/12/2022 6:35PM	OK
16	Support of Adobe Acrobat *2	Is Adobe Acrobat supported ? Please confirm if it is supported. *2	Skip				
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			9/12/2022 6:36PM	OK
18	Support of RealPlayer *4	Is RealPlayer supported ? Please confirm if it is supported. *2	Skip				
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 1. In the windows search, type "Google Desktop" 2. There should be no Google Desktop application found in the laptop				
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 "-" 1. Open Outlook 2. Type email address other than @fujitsu.com 3. Is notification appearing?				
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 "-"				
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"?			9/12/2022 6:39PM	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			9/14/2022 5:43PM	OK