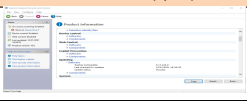


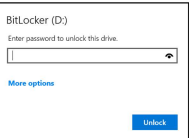



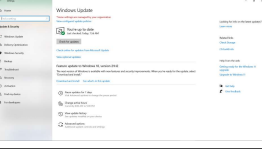


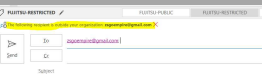



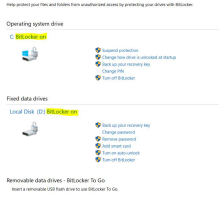



No.	Check Items	Comment	Steps (How to check or get evidence)	Screenshots (Expected)	Screenshots (Actual Result)	Note (Date & Time)	OK/NG
1	Check of virus definition	Is the virus definition file updated within 7days? (If you cannot access FJ-WAN or Internet, the term is within one month.)	1. Open the Sophos Endpoint Security Control 2. Select "View Product Information" from the left-side menu. 3. Click "Software" under Updating Category				
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?	company policy / IT to send monthly report				
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 start click F12 2. If no password prompt - NG			5/17/2022 12:00 PM	OK
11	HDD password	In the case of a laptop, is HDD password set?	1. In the windows search type "BitLocker" 2. Click This PC 2. Double click Local disk			5/17/2022 12:00 PM	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			5/17/2022 12:00 PM	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 says "You're up to date" with last checked at least the previous day?			5/17/2022 12:00 PM	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			5/17/2022 12:00 PM	NG
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			5/17/2022 12:00 PM	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			5/17/2022 12:00 PM	NG
18	Support of RealPlayer *4	Is RealPlayer supported? Please confirm if it is supported. *2	Support from vendor expired or not? If expired = NG			5/17/2022 12:00 PM	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. 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?	1. Open Outlook 2. Type email address other than @fujitsu.com 3. Is notification appearing?			5/17/2022 12:00 PM	OK
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?				5/17/2022 12:00 PM	OK
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"?			5/17/2022 12:00 PM	OK
23	Local file deletion	Follow the tree command	For targeted members, follow the Laptop Content Check Procedure			Alsook Project is due on Sept. 30, 2022	-