**ASSET INFORMATION**

Form No- IT/Asset/0001

|  |  |  |
| --- | --- | --- |
| Organization Name | : |  |
| Contact Person | **:** |  |
| Email | **:** |  |
| Phone | **:** |  |

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| **SL** | **Queries** | **Answer** |
| **Asset Information (General)** | | |
| 01 | Asset Type (e.g., server, workstation, network device) |  |
| 02 | Asset Location (Physical or IP Address) |  |
| 03 | Asset Owner / Asset Administrator |  |
| 04 | Asset Lifecycle Status (Active, Decommissioned, Inactive) |  |
| 05 | Purpose or Function of the Asset |  |
| 06 | Operating System and Version |  |
| **Network Configuration** | | |
| 07 | Network Connectivity (List all interfaces, open ports, and services) |  |
| 08 | Network Segment/ VLAN |  |
| 09 | Firewall and Security Devices in Use |  |
| **Software and Services** | | |
| 10 | List of Services Running (e.g., web servers, databases, SSH) |  |
| 11 | Patch Management Process (How are software updates applied?) |  |
| 12 | Antivirus/Antimalware Software in Use |  |
| **Authentication and Access Control** | | |
| 13 | User Accounts (List of privileged and non-privileged accounts) |  |
| 14 | Authentication Methods (e.g., username/password, multi-factor) |  |
| 15 | Access Control Measures (e.g., ACLs, RBAC) |  |
| 16 | Password Policy and Complexity Requirements |  |
| **Physical Security** | | |
| 17 | Physical Security Measures in Place (e.g., access control, surveillance) |  |
| 18 | Data Center Location and Security Controls (if applicable) |  |

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| --- | --- | --- | --- | --- |
| Submitted by | : |  | Conducted By | : |
| Designation | : |  | Designation | : |
| Signature | : |  | Signature | : |
| Date | : |  | Date | : |