Audit Report for Audit ID - AU0069-3

BPM Audit Report for IT Department

Audit Score

90/100

Details

Audit	AU0069
Scheduled Audit	AU0069-3
Location	Hyderabad
Hotel	Marigold Hotel
Department	BPM-IT
Checklist	BPM Audit Report for IT Department
Audit Type	Internal
Auditor	Venkat A
Start Date	01-11-2018
End Date	30-11-2018
Submitted Date	30-11-2018
Status	Completed
Assigned By	Administrator Account
Non-Compliance	27
Chronic Issues	10

Comparison

MARIGOLD HOTEL BPM AUDIT REPORT FOR IT DEPARTMENT				
BPM AUDIT REPORT FOR IT DEPARTMENT	May 2018	Nov 2018	**VARIANCE**	**% of Increase / Decrease (-/ +)**
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
1	Critical Tasks	92	95	3	3.26%
2	IT intiatives	82	90	8	9.76%
3	Server Maintenance	98	90	-8	-8.16%
4	Computer Hardware Printers & Switches	88	90	2	2.27%
5	EPABX Telephones and Mobiles	95	88	-7	-7.37%
6	Internet WIFI	93	89	-4	-4.3%
7	Software Audit	100	96	-4	-4%
8	Network Security	88	95	7	7.95%
9	Business Applications	95	85	-10	-10.53%
10	CCTV	85	87	2	2.35%
11	AMC & Insurance	91	93	2	2.2%
12	Documentation and Others	90	84	-6	-6.67%
Audit Score		🟢 91	🟢 90	-1	-1.1%

⬆️	**80-100 = Green**	**Good / Excellent**
⬆️	**61-79 = Yellow**	**Average**
⬇️	**60 below is Red**	**Poor / Fair**

Non-Compliance

Section: Critical Tasks
Subsection: Important Tasks

1: EPABX Preventive once in 6 months   **NC**
     Rating: 5
  Attachments :
     QUE13_IMG_20181128_135417.jpg

Section: IT intiatives
Subsection: IT initiatives

1: online Entry of KOT for buffets using TABS.   **NC**
     Rating: 5

  Observation Text :
  Not regularly used

Section: IT intiatives
Subsection: Data Transfer

1: Regular updation of Intranet.   **NC**
     Rating: 7

  Observation Text :
  Cafeteria menu, record sales and staff events are not entered

2: Daily P&L account.   **NC**
     Rating: 0

  Observation Text :
  Not in use

3: Online Liquor inventory.   **NC**
     Rating: 0

  Observation Text :
  Not in use

Section: Computer Hardware Printers & Switches
Subsection: Computers

1: Computers are Maintained cleanly   **NC**
     Rating: 7

Section: EPABX Telephones and Mobiles
Subsection: EPABX

1: Head phones functioning.   **NC**
     Rating: 0

2: Cable from MDF and EPABX dressed properly   **NC**

Rating: 7
Attachments :
QUE101_IMG_20181128_141514.jpg

Section: EPABX Telephones and Mobiles
Subsection: Mobile Phones

1:   Not working/Scrapped phones   **NC**
Rating: 5

Observation Text :
10 scrapped mobiles available

Section: Business Applications
Subsection: PMS software

1:   Usages of Privilege cards maintained on Monthly Basis.   **NC**
Rating: 7

2:   KDS - Usage (No Manual printing of KOT)   **NC**
Rating: 0

Observation Text :
For food pickup using manual printers

Section: Business Applications
Subsection: HRMS

1:   Hire Process Usage   **NC**
Rating: 0

Section: CCTV
Subsection: CCTV

1:   Storage of 60 days data   **NC**
Rating: 5

Observation Text :
30 days data maintening

Section: AMC & Insurance
Subsection: Others

1:   Vehicle recording in AMC   **NC**
Rating: 0

Section: Documentation and Others
Subsection: Weekly Checklist

1:   Run a disk scan to check for hard drive issues   **NC**
Rating: 7

2:   Run a defragmentation program   **NC**
Rating: 7

3:   Run a clean up to delete unneeded files   **NC**
     Rating: 7

4:   Delete your cookies   **NC**
     Rating: 7

5:   Update your virus definitions   **NC**
     Rating: 7

6:   Run a full virus scan   **NC**
     Rating: 7

7:   25% of Assets to be covered   **NC**
     Rating: 7

Section: Documentation and Others
Subsection: Monthly Checklist

1:   Check for updates - OS   **NC**
     Rating: 7

2:   Delete/uninstall unneeded or unused programs   **NC**
     Rating: 7

3:   50% of the above to be completed   **NC**
     Rating: 7

Section: Documentation and Others
Subsection: Quarterly Checklist

1:   Clean your keyboard   **NC**
     Rating: 7

2:   Clean your monitor   **NC**
     Rating: 7

3:   Clean your peripherals   **NC**
     Rating: 7

Chronic

Section: IT intiatives
Subsection: IT initiatives

   1:   online Entry of KOT for buffets using TABS.   **NC**
         Rating: 5

   Observation Text :
   Not regularly used

Section: IT intiatives
Subsection: Data Transfer

   1:   Regular updation of Intranet.   **NC**
         Rating: 7

   Observation Text :
   Cafeteria menu, record sales and staff events are not entered

   2:   Daily P&L account.   **NC**
         Rating: 0

   Observation Text :
   Not in use

   3:   Online Liquor inventory.   **NC**
         Rating: 0

   Observation Text :
   Not in use

Section: Computer Hardware Printers & Switches
Subsection: Computers

   1:   Computers are Maintained cleanly   **NC**
         Rating: 7

Section: EPABX Telephones and Mobiles
Subsection: EPABX

   1:   Head phones functioning.   **NC**
         Rating: 0

Section: EPABX Telephones and Mobiles
Subsection: Mobile Phones

   1:   Not working/Scrapped phones   **NC**
         Rating: 5

   Observation Text :
   10 scrapped mobiles available

Section: Documentation and Others
Subsection: Quarterly Checklist

1: Clean your keyboard   **NC**
   Rating: 7

2: Clean your monitor   **NC**
   Rating: 7

3: Clean your peripherals   **NC**
   Rating: 7

Section: Documentation and Others
Subsection: Quarterly Checklist

1: Clean your keyboard   **NC**

2: Clean your monitor   **NC**

Audit Questionnaire

Section: Critical Tasks
Subsection: Important Tasks

1: PMS Back up scheduled for every 6 hours
   Rating: 10
   Attachments :
   QUE1_IMG_20181129_105117.png

2: PMS Manual DB backup at 10am on separate PC
   Rating: 10

3: PMS MONTHLY BACKUP ON MEDIA stored at Finance Fire Proof Safe
   Rating: 10

4: PMS MONTHLY BACKUP ON MEDIA stored at Unit Head Office
   Rating: 10

5: PMS MONTHLY BACKUP ON MEDIA stored at IT Department
   Rating: 10

6: Loading latest security patches on server
   Rating: 8

   Observation Text :
   Done last month

7: Daily downloading of latest Antivirus SUPERDAT file
   Rating: 10
   Attachments :
   QUE7_IMG_20181129_105135.jpeg

8: Fire Wall Policy as per our policy for server / others
   Rating: 10

9: PMS INS Yearly data on Media
   Rating: 10
   Attachments :
   QUE9_IMG_20181128_142646.jpg

10: Pen drives blocked on all Systems
    Rating: 10

11: Internet access to users as per our policy
    Rating: 10

12: EPABX OS - back up once in a month
    Rating: 10

Attachments :
QUE12_IMG_20181129_105151.png

13: EPABX Preventive once in 6 months   **NC**
Rating: 5
Attachments :
QUE13_IMG_20181128_135417.jpg

14: Monthly back up of Fire Wall configuration
Rating: 10
Attachments :
QUE14_IMG_20181129_105211.jpeg

Observation Text :
Done on Nov 3rd

15: Monthly back up of FAMS, SAL TDS & TDS pack
Rating: 10
Attachments :
QUE15_IMG_20181129_105218.png

16: Monthly Audit of website for proper functioning
Rating: 8

17: Mail Alert for IP camera working
Rating: 10
Attachments :
QUE17_IMG_20181129_105227.jpeg

Section: IT intiatives
Subsection: IT initiatives

1: Guest Photo Check-in
Rating: 10
Attachments :
QUE18_IMG_20181129_105242.png

2: Passport scanner integration working .
Rating: 10

3: SMS of Internet password to Guest on Check-in.
Rating: 10

4: Guest Room key card interface to PMS.
Rating: 10

5: Airport Pickup Software - Zoop.
Rating: 10

6: Room Survey on TAB from guest while Check-out.
Rating: 10

Observation Text :
Software working but front office team not using.

7: Voice logger working .
   Rating: 10

8: I-Alert - message working and usage.
   Rating: 10

9: SKYRES- call center software functioning and usage.
   Rating: 10

10: online Entry of KOT for buffets using TABS.   **NC**
    Rating: 5

   Observation Text :
   Not regularly used

11: F&B Surveys on TABS from guest in outlets.
    Rating: 10

12: Usage of Happy hours.   ☑ Not Applicable

13: Banquet billing with transfer from FP.
    Rating: 10
   Attachments :
      QUE30_IMG_20181127_175154.jpg

14: Banquet Advance Tagging for reservation
    Rating: 10

15: Requirement entry edit restrict after printing FP.
    Rating: 10

Section: IT intiatives
Subsection: Data Transfer

1: Sales Force Data Transfer to PMS and PMS to SF.
   Rating: 8

2: SKYRES booking transfers.
   Rating: 8

3: Regular updation of Intranet.   **NC**
   Rating: 7

   Observation Text :
   Cafeteria menu, record sales and staff events are not entered

4: Visitor Management System functioning.
   Rating: 10
   Attachments :

QUE36_IMG_20181129_105318.jpeg

5: Vendor Tracking System.
   Rating: 10
   Attachments :
   QUE37_IMG_20181129_105324.jpeg

6: Daily P&L account.   **NC**
   Rating: 0

   Observation Text :
   Not in use

7: Online Liquor inventory.   **NC**
   Rating: 0

   Observation Text :
   Not in use

8: Purchase indent authorization online .
   Rating: 10
   Attachments :
   QUE40_IMG_20181129_105339.png

9: Purchase Requisition authorization online - 2 levels.
   Rating: 10

10: PO authorization online - 3 levels.
    Rating: 10

11: PO PDF mail.
    Rating: 10

12: ANPR system working status.
    Rating: 10
    Attachments :
    QUE44_IMG_20181129_105354.png

13: Mobile provided for Task Manager Working.
    Rating: 10

14: IP Camera at - Receiving.
    Rating: 10
    Attachments :
    QUE46_IMG_20181129_105411.png

15: IP Camera at - Banquets Plate wash.
    Rating: 10
    Attachments :
    QUE47_IMG_20181129_105418.png

16:   IP Camera at - Banquets Plate Issue Area.
      Rating: 10
  Attachments :
      QUE48_IMG_20181129_105422.png

17:   Weighing scale auto capture of weight.
      Rating: 10
  Attachments :
      QUE49_IMG_20181129_105444.jpeg

18:   Capture of Photo while receiving.
      Rating: 10
  Attachments :
      QUE50_IMG_20181129_105457.jpg

Section: Server Maintenance
Subsection: Server Maintenance

1:   Regular Monitoring of Event logs
     Rating: 9

2:   Regular checking for RAID Alarms
     Rating: 9

3:   Regular checking for hardware errors
     Rating: 9

4:   Daily Monitoring of SQL Sever logs
     Rating: 9

5:   Rack maintained well - Dust free
     Rating: 8
  Attachments :
      QUE55_IMG_20181128_140741.jpg

6:   Switch Maintenance at Server room
     Rating: 9

7:   All patch chords labeled
     Rating: 8
  Attachments :
      QUE57_IMG_20181128_140909.jpg

8:   All cables dressed properly and identified
     Rating: 8
  Attachments :
      QUE58_IMG_20181128_140933.jpg

9:   Power sockets check
     Rating: 10

10: Server UPS working condition
    Rating: 10
  Attachments :
    QUE60_IMG_20181128_141139.jpg

11: Earthing working properly
    Rating: 10

12: Regular check of disk usage
    Rating: 8

13: Removing un-necessary files /data
    Rating: 8

14: Review of user accounts and clean up
    Rating: 8

15: Loading of latest security patches
    Rating: 10

16: Disable of un-necessary services
    Rating: 8

17: Anti virus policy for server
    Rating: 10

18: Fire wall policy for server
    Rating: 10

19: Checking for memory utilisation
    Rating: 8

20: Server room temperature below 24 degrees
    Rating: 10
  Attachments :
    QUE70_IMG_20181128_141019.jpg

21: User accounts and policies
    Rating: 10

22: Deletion of not in use DB's after backup
    Rating: 8

23: Admin account restrict from remote login
    Rating: 10

24: Don't share the folders except PMS Folder
    Rating: 10
  Attachments :
    QUE74_IMG_20181129_105532.png

Section: Computer Hardware Printers & Switches
Subsection: Computers

1: Following the local user access procedure
    Rating: 8

2: Regularly taking the computers data backup
    Rating: 8
  Attachments :
    QUE76_IMG_20181129_171135.jpg

3: Monitoring the computers hard drives logs
    Rating: 8

4: Licenced softwares only installed
    Rating: 10

5: Maintaing the systems asset management
    Rating: 10
  Attachments :
    QUE79_IMG_20181128_143257.jpg
    QUE79_IMG_20181128_143310.jpg

6: Properly installed the Antivirus
    Rating: 8

  Observation Text :
  F&b controls system and stores system anti virus not installed

7: Computer Internal firewall is enabled
    Rating: 10

8: Computers are Maintained cleanly   **NC**
    Rating: 7

9: UPS power supply to Computers
    Rating: 10

10: Yearly once doing the clean format
    Rating: 8

11: Mail data backup & deletion of unwanted mails
    Rating: 8

12: Mailing address book updation
    Rating: 8

Section: Computer Hardware Printers & Switches
Subsection: Printers

1: Regular Servicing of Printers

Rating: 8

2: Laser/ Deskjet refill quality
Rating: 8

Section: Computer Hardware Printers & Switches
Subsection: Switches

1: UPS connections to all switches
Rating: 10

2: All patch panels and switches are labeled
Rating: 9

3: Dressing of cabling
Rating: 9
Attachments :
QUE91_IMG_20181128_163849.jpg

4: Network chart at switch level to identify
Rating: 10
Attachments :
QUE92_IMG_20181129_111029.jpg

Section: Computer Hardware Printers & Switches
Subsection: UPS Systems

1: Earthing to UPS power supply
Rating: 10

2: Battery working condition
Rating: 10

3: UPS Load distribution chart updated
Rating: 10
Attachments :
QUE95_IMG_20181129_155723.jpg

4: % of Load on each UPS
Rating: 10

Observation Text :
Average Mainting 80% load on ups

Section: EPABX Telephones and Mobiles
Subsection: EPABX

1: Separate earthing and working status
Rating: 10

2: Separate UPS supply and batteries backup
Rating: 10

Attachments :
QUE98_IMG_20181128_141624.jpg

3: Telephone consoles functioning
Rating: 10
Attachments :
QUE99_IMG_20181128_141734.jpg

4: Head phones functioning.   **NC**
Rating: 0

5: Cable from MDF and EPABX dressed properly   **NC**
Rating: 7
Attachments :
QUE101_IMG_20181128_141514.jpg

6: MDF maintenance
Rating: 8

7: Network diagram available at MDF
Rating: 9
Attachments :
QUE103_IMG_20181128_141543.jpg

8: PRI card functioning
Rating: 10

9: Digital Cards functioning -Any faulty ext.
Rating: 10

10: Analog extensions working -Any faulty ext.
Rating: 10

11: Working condition of FCBC
Rating: 10

12: FCBC battery back up
Rating: 10

13: Analog trunks functioning.
Rating: 10

Section: EPABX Telephones and Mobiles
Subsection: Telephones

1: Bathroom Phone instrument complaints
Rating: 8

2: Functioning of Digital Phones
Rating: 10

3: Room Phone Instrument complaints
   Rating: 8

4: Condition of Room phones
   Rating: 10

5: Condition of bathroom phones
   Rating: 10

6: Status of standby room phones
   Rating: 10

   Observation Text :
   8 room phones avaliable

7: Status of standby Bath room phones
   Rating: 10

   Observation Text :
   15 Bathroom phones avaliable

Section: EPABX Telephones and Mobiles
Subsection: Mobile Phones

1: Working condition of phones
   Rating: 9

2: Not working/Scrapped phones **NC**
   Rating: 5

   Observation Text :
   10 scrapped mobiles available

3: Frequency of repairs
   Rating: 8

4: CUG Plan utilisation
   Rating: 9

   Observation Text :
   Using 229 plan hod Others 249 plan

Section: Internet WIFI
Subsection: Wireline Internet

1: Condition of Wireline Switches
   Rating: 8

2: Provision for Wireline in Banquets
   Rating: 10
   Attachments :
      QUE122_IMG_20181128_144404.jpg

Section: Internet WIFI
Subsection: WIFI

1: Working of Access points
   Rating: 8

2: Uninterrupted power supply to Access points
   Rating: 10

3: Maintenance of Access points and Antennas
   Rating: 8

4: Signal strength in Public areas
   Rating: 8
   Attachments :
      QUE126_IMG_20181128_144455.jpg

5: Signal strength in Rooms
   Rating: 8

6: Signal Strength in Banquets
   Rating: 10

Section: Internet WIFI
Subsection: General

1: No of staff trained on WIFI - Min.-3/month
   Rating: 10

2: Internet load analysis
   Rating: 10
   Attachments :
      QUE130_IMG_20181129_122409.jpg

3: No.of internet complaints during quarter
   Rating: 8

Section: Software Audit
Subsection: Software Audit

1: Windows Server Licenses - compliance
   Rating: 10
   Attachments :
      QUE132_IMG_20181129_123058.jpg

2: SQL server licenses - compliance
   Rating: 10
   Attachments :
      QUE133_IMG_20181129_123151.jpg

3: Windows Desktop OS Compliance

Rating: 10

4:   Window CAL compliance
     Rating: 10

5:   SQL CAL compliance
     Rating: 10

6:   MS office compliance
     Rating: 10

   Observation Text :
   Total Ms office 10 9 In use

7:   Open office usage
     Rating: 10

Section: Software Audit
Subsection: Re-installation Procedure

1:   Desktop OS
     Rating: 8

2:   MS-Office
     Rating: 8

Section: Network Security
Subsection: Antivirus

1:   Regularly updating the antivirus
     Rating: 8

2:   All antivirus software version is same
     Rating: 10

   Observation Text :
   Using mcafee

3:   All computers On-demand scan working fine
     Rating: 10

4:   Regularly checking the On Access Statistics
     Rating: 8

5:   All computers Access Protection is enabled
     Rating: 10

6:   All computers Buffer overflow protection is enabled
     Rating: 10

7:   All computers On-Delivery E Mail Scanner is enabled
     Rating: 10

8: Verify that scheduled scanning is enabled
      Rating: 10

Section: Network Security
Subsection: Firewall

1: Regularly monitoring the Dell Sonic firewall
      Rating: 10

2: New updates and patches are installed
      Rating: 10

3: .exe files are blocked to all computers
      Rating: 10

4: Social network sites blocked to unauthorized users
      Rating: 10

5: Monitor Firewall client VPN connections usage
      Rating: 10

6: Monitor -Malicious abnormal activity
      Rating: 8

7: Regular review of logs -VPN -Firewall
      Rating: 8

8: Regular review of logs -Routers-IDS-IPS-Firewall
      Rating: 8

9: Default deny policy must be installed
      Rating: 10

10: Exemptions on fire wall documented
      Rating: 10

   Observation Text :
   No Exemptions done

11: Changes documented
      Rating: 10

   Observation Text :
   No changes done

Section: Business Applications
Subsection: PMS software

1: Usage of Software
      Rating: 8

2: De-activation of ID on employee exit

Rating: 9

3: User access rights review
   Rating: 8

4: Parameter changes during last 3 months
   Rating: 10

   Observation Text :
   No changes done

5: Purging of Guest History
   Rating: 9

   Observation Text :
   Doing every 60 days

6: Purging of Reservations
   Rating: 8

   Observation Text :
   Doing every 60 days

7: Purging of Guest Ledger
   Rating: 8

   Observation Text :
   Doing once in 120 days

8: Purging of FO Transaction
   Rating: 8

   Observation Text :
   Doing once in 120 days

9: Online Printing of all FO vouchers through PMS
   Rating: 10

10: Usages of Privilege cards maintained on Monthly Basis.   **NC**
    Rating: 7

11: Touch Screen Interface
    Rating: 8

   Observation Text :
   7 kot 2 point of sale

12: KDS - Usage (No Manual printing of KOT)   **NC**
    Rating: 0

   Observation Text :
   For food pickup using manual printers

13: Usage of Debtors followup
   Rating: 8

14: Invoices and Reminder Printing
   Rating: 10

15: Bank Reconciliation
   Rating: 10

16: Online Voucher print
   Rating: 10

17: Cheque printing
   Rating: 10

Section: Business Applications
Subsection: FAMS SALTDS and TDS Pack

1: Software backup location defined properly
   Rating: 10
  Attachments :
    QUE177_IMG_20181129_105615.png

2: Weekly tracking backup for 3 softwares
   Rating: 8

  Observation Text :
  Monthly doing

3: Software Updates are done regularly
   Rating: 8

Section: Business Applications
Subsection: Time office Software

1: Machine working properly
   Rating: 10

Section: Business Applications
Subsection: HRMS

1: Usage of all online modules
   Rating: 10

2: Hire Process Usage   **NC**
   Rating: 0

3: Payroll Usage
   Rating: 10

4: Employee Self services
   Rating: 10

5: Performance Appraisal
   Rating: 10

6: Training ☑ Not Applicable

7: Time Office Integration
   Rating: 10

Section: Business Applications
Subsection: Website

1: Regular updation of Website information
   Rating: 8

2: Online reservation working status
   Rating: 10

Section: Business Applications
Subsection: DMS software

1: Usage of DMS software
   Rating: 10

Section: Business Applications
Subsection: Mailing

1: De-activation of unused mail boxes
   Rating: 8

2: Regular monitoring of SPAM Mails
   Rating: 8

Section: CCTV
Subsection: Vehicle Tracking System

1: Data capturing happening on Server
   Rating: 10

2: Storage of Data Clarity
   Rating: 9
   Attachments :
     QUE194_IMG_20181129_105640.png

3: Reports working and viewed
   Rating: 9
   Attachments :
     QUE195_IMG_20181128_184753.jpg
     QUE195_IMG_20181128_184806.jpg

4: UPS Backup
   Rating: 10

Section: CCTV
Subsection: CCTV

1: Working condition of all cameras
      Rating: 8

    Observation Text :
    Total 120 cameras Ips - 32 Alanlog - 88 Service lift camera is blur

2: CCTV server/NVR working condition.
      Rating: 8

3: Clarity of video captured
      Rating: 8

4: Storage of 60 days data   **NC**
      Rating: 5

    Observation Text :
    30 days data maintening

5: Deletion of unnecessary data
      Rating: 10

6: Mail alert camera
      Rating: 10

Section: AMC & Insurance
Subsection: Computers AMC

1: Servers are covered under AMC
      Rating: 10

    Observation Text :
    It is under warranty

Section: AMC & Insurance
Subsection: Software AMC

1: PMS Software in AMC
      Rating: 10

2: FAMS - Assets software in AMC
      Rating: 10

3: Salary TDS pack in AMC
      Rating: 10

4: Suppliers TDS pack in AMC
      Rating: 10

5: Time office software in AMC
      Rating: 10

Observation Text :
Under warranty

Section: AMC & Insurance
Subsection: EPABX

1:   Epabx in AMC
      Rating: 10
    Attachments :
      QUE209_IMG_20181129_111921.jpg

Section: AMC & Insurance
Subsection: Others

1:   Vehicle recording in AMC   **NC**
      Rating: 0

Section: AMC & Insurance
Subsection: Insurance

1:   EPABX
      Rating: 10
    Attachments :
      QUE211_IMG_20181128_183527.jpg

2:   Passport scanner
      Rating: 10

3:   Softwares working with Dongle
      Rating: 10
    Attachments :
      QUE213_IMG_20181128_183648.jpg

4:   Voice Logger
      Rating: 10

5:   Laptops in Insurance
      Rating: 10

6:   Insurance for UPS less than 1 KVA
      Rating: 10

7:   CCTV Cameras
      Rating: 10

Section: Documentation and Others
Subsection: SMART updation

1:   Data network updated
      Rating: 10
    Attachments :
      QUE218_IMG_20181129_152012.jpg

2: Internet Network updated
   Rating: 10
   Attachments :
   QUE219_IMG_20181129_151845.jpg
   QUE219_IMG_20181129_151907.jpg

3: Distribution charts of switches updated
   Rating: 10
   Attachments :
   QUE220_IMG_20181129_152100.jpg

4: UPS layout distribution updated
   Rating: 10
   Attachments :
   QUE221_IMG_20181129_155757.jpg

5: I.P. configuration chart
   Rating: 10
   Attachments :
   QUE222_IMG_20181128_164257.jpg

6: Virus updation chart
   Rating: 10

7: Backup summary chart
   Rating: 10
   Attachments :
   QUE224_IMG_20181129_170831.jpg

   Observation Text :
   Not up to date

8: Module attributes
   Rating: 10

9: Data server configuration
   Rating: 10
   Attachments :
   QUE226_IMG_20181129_155605.jpg

10: CCTV server configuration ☑ Not Applicable

11: Desktop configuration
    Rating: 10
    Attachments :
    QUE228_IMG_20181129_133743.jpg

Section: Documentation and Others
Subsection: Weekly Checklist

1: Run a disk scan to check for hard drive issues   **NC**

Rating: 7

2: Run a defragmentation program **NC**
Rating: 7

3: Run a clean up to delete unneeded files **NC**
Rating: 7

4: Delete your cookies **NC**
Rating: 7

5: Update your virus definitions **NC**
Rating: 7

6: Run a full virus scan **NC**
Rating: 7

7: 25% of Assets to be covered **NC**
Rating: 7

Section: Documentation and Others
Subsection: Monthly Checklist

1: Check for updates - OS **NC**
Rating: 7

2: Delete/uninstall unneeded or unused programs **NC**
Rating: 7

3: 50% of the above to be completed **NC**
Rating: 7

Section: Documentation and Others
Subsection: Quarterly Checklist

1: Clean your keyboard **NC**
Rating: 7

2: Clean your monitor **NC**
Rating: 7

3: Clean your peripherals **NC**
Rating: 7

4: Change all your passwords
Rating: 10