Audit Report for Audit ID - AU0069-4

BPM Audit Report for IT Department

Audit Score

89/100

Details

Audit	AU0069
Scheduled Audit	AU0069-4
Location	Hyderabad
Hotel	Marigold Hotel
Department	BPM-IT
Checklist	BPM Audit Report for IT Department
Audit Type	Internal
Auditor	Venkat A
Start Date	01-05-2019
End Date	31-05-2019
Submitted Date	31-05-2019
Status	Completed
Assigned By	Administrator Account
Non-Compliance	22
Chronic Issues	7

Comparison

MARIGOLD HOTEL BPM AUDIT REPORT FOR IT DEPARTMENT				
BPM AUDIT REPORT FOR IT DEPARTMENT	Nov 2018	May 2019	**VARIANCE**	**% of Increase / Decrease (-/ +)**
S.No	Sections	SCORE OBTAINED	SCORE OBTAINED		
1	Critical Tasks	95	85	-10	-10.53%
2	IT intiatives	90	85	-5	-5.56%
3	Server Maintenance	90	93	3	3.33%
4	Computer Hardware Printers & Switches	90	84	-6	-6.67%
5	EPABX Telephones and Mobiles	88	93	5	5.68%
6	Internet WIFI	89	88	-1	-1.12%
7	Software Audit	96	100	4	4.17%
8	Network Security	95	90	-5	-5.26%
9	Business Applications	85	89	4	4.71%
10	CCTV	87	83	-4	-4.6%
11	AMC & Insurance	93	92	-1	-1.08%
12	Documentation and Others	84	84	0	0%
Audit Score		🟢 90	🟢 89	-1	-1.11%

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

Non-Compliance

Section: Critical Tasks
Subsection: Important Tasks

1:   Daily downloading of latest Antivirus SUPERDAT file   **NC**
      Rating: 0

   Observation Text :
   not doing

2:   Internet access to users as per our policy   **NC**
      Rating: 7

   Observation Text :
   few users are acces. checked in finance systems

3:   Monthly back up of Fire Wall configuration   **NC**
      Rating: 0

   Observation Text :
   not done

Section: IT intiatives
Subsection: IT initiatives

1:   Passport scanner integration working .   **NC**
      Rating: 0

   Observation Text :
   integration not working

2:   Guest Room key card interface to PMS.   **NC**
      Rating: 0

Section: IT intiatives
Subsection: Data Transfer

1:   Visitor Management System functioning.   **NC**
      Rating: 5

   Observation Text :
   software working security team not using

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

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

   Observation Text :
   not using

Section: Server Maintenance
Subsection: Server Maintenance

1:   Rack maintained well - Dust free   **NC**
     Rating: 7

Section: Computer Hardware Printers & Switches
Subsection: Computers

1:   Regularly taking the computers data backup   **NC**
     Rating: 6

   Observation Text :
   not taking regularly

2:   Computers are Maintained cleanly   **NC**
     Rating: 5
   Attachments :
     QUE82_IMG_20190530_144758.jpg
     QUE82_IMG_20190530_144805.jpg
     QUE82_IMG_20190530_144919.jpg

3:   UPS power supply to Computers   **NC**
     Rating: 7

   Observation Text :
   receiving system and kst system doesn't have ups

Section: Computer Hardware Printers & Switches
Subsection: Switches

1:   Network chart at switch level to identify   **NC**
     Rating: 0

   Observation Text :
   not chart available

Section: EPABX Telephones and Mobiles
Subsection: EPABX

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

   Observation Text :
   not using

Section: Network Security
Subsection: Firewall

1:   Social network sites blocked to unauthorized users   **NC**
     Rating: 0

   Observation Text :
   few users are access

2: Exemptions on fire wall documented **NC**
   Rating: 7

   Observation Text :
   not up to date

Section: Business Applications
Subsection: PMS software

1: Usages of Privilege cards maintained on Monthly Basis. **NC**
   Rating: 0

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

   Observation Text :
   Mekong not using

Section: Business Applications
Subsection: FAMS SALTDS and TDS Pack

1: Weekly tracking backup for 3 softwares **NC**
   Rating: 0

   Observation Text :
   monthly doing

Section: CCTV
Subsection: CCTV

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

   Observation Text :
   33 data available

Section: AMC & Insurance
Subsection: Insurance

1: CCTV Cameras **NC**
   Rating: 0

Section: Documentation and Others
Subsection: SMART updation

1: Backup summary chart **NC**
   Rating: 0

   Observation Text :
   not updated

Chronic

Section: IT intiatives
Subsection: Data Transfer

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

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

Observation Text :
not using

Section: Computer Hardware Printers & Switches
Subsection: Computers

1:   Computers are Maintained cleanly   **NC**
Rating: 5
Attachments :
QUE82_IMG_20190530_144758.jpg
QUE82_IMG_20190530_144805.jpg
QUE82_IMG_20190530_144919.jpg

Section: EPABX Telephones and Mobiles
Subsection: EPABX

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

Observation Text :
not using

Section: Business Applications
Subsection: PMS software

1:   Usages of Privilege cards maintained on Monthly Basis.   **NC**
Rating: 0

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

Observation Text :
Mekong not using

Section: CCTV
Subsection: CCTV

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

Observation Text :

33 data available

Audit Questionnaire

Section: Critical Tasks
Subsection: Important Tasks

1: PMS Back up scheduled for every 6 hours
    Rating: 10
  Attachments :
    QUE1_IMG_20190530_210709.png

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

  Observation Text :
  instead of 10 pm taking 7 am

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
  Attachments :
    QUE5_IMG_20190530_210753.png

6: Loading latest security patches on server
    Rating: 10

7: Daily downloading of latest Antivirus SUPERDAT file   **NC**
    Rating: 0

  Observation Text :
  not doing

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_20190530_210818.png
    QUE9_IMG_20190530_210822.png

10: Pen drives blocked on all Systems
    Rating: 8

  Observation Text :
  HR, FINACE, GUEST SYSTEMS AND IT SYSTEMS ARE ACESSES GIVEN

11: Internet access to users as per our policy   **NC**
       Rating: 7

   Observation Text :
   few users are acces. checked in finance systems

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

13: EPABX Preventive once in 6 months
       Rating: 10
   Attachments :
       QUE13_IMG_20190529_161639.jpg

14: Monthly back up of Fire Wall configuration   **NC**
       Rating: 0

   Observation Text :
   not done

15: Monthly back up of FAMS, SAL TDS & TDS pack
       Rating: 10
   Attachments :
       QUE15_IMG_20190530_210852.png
       QUE15_IMG_20190530_210857.png

16: Monthly Audit of website for proper functioning
       Rating: 10

17: Mail Alert for IP camera working
       Rating: 10

Section: IT intiatives
Subsection: IT initiatives

1: Guest Photo Check-in
       Rating: 10
   Attachments :
       QUE18_IMG_20190530_210918.png

2: Passport scanner integration working .   **NC**
       Rating: 0

   Observation Text :
   integration not working

3: SMS of Internet password to Guest on Check-in.
       Rating: 10
   Attachments :
       QUE20_IMG_20190530_171934.jpg

4: Guest Room key card interface to PMS.   **NC**

Rating: 0

5: Airport Pickup Software - Zoop.
     Rating: 10

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

   Observation Text :
   software working front office team not using

7: Voice logger working .
     Rating: 10

8: I-Alert - message working and usage.
     Rating: 10
   Attachments :
     QUE25_IMG_20190530_210950.png

9: SKYRES- call center software functioning and usage.
     Rating: 10
   Attachments :
     QUE26_IMG_20190530_210957.png

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

11: F&B Surveys on TABS from guest in outlets.
     Rating: 10
   Attachments :
     QUE28_IMG_20190530_211008.png

12: Usage of Happy hours.   ☑ Not Applicable

13: Banquet billing with transfer from FP.
     Rating: 10

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: 10

2: SKYRES booking transfers.
     Rating: 10

3: Regular updation of Intranet.
   Rating: 8

   Observation Text :
   hotel events staff events record sales not updated

4: Visitor Management System functioning.   **NC**
   Rating: 5

   Observation Text :
   software working security team not using

5: Vendor Tracking System.
   Rating: 10

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

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

   Observation Text :
   not using

8: Purchase indent authorization online .
   Rating: 10
   Attachments :
     QUE40_IMG_20190530_211805.png

9: Purchase Requisition authorization online - 2 levels.
   Rating: 10
   Attachments :
     QUE41_IMG_20190530_211816.png

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

11: PO PDF mail.
   Rating: 10

12: ANPR system working status.
   Rating: 10

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

14: IP Camera at - Receiving.
   Rating: 10
   Attachments :
     QUE46_IMG_20190530_211123.png

15: IP Camera at - Banquets Plate wash.
       Rating: 10
    Attachments :
       QUE47_IMG_20190530_211127.png

16: IP Camera at - Banquets Plate Issue Area.
       Rating: 10
    Attachments :
       QUE48_IMG_20190530_211140.png

17: Weighing scale auto capture of weight.
       Rating: 10

18: Capture of Photo while receiving.
       Rating: 10

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   **NC**
       Rating: 7

6: Switch Maintenance at Server room
       Rating: 9

7: All patch chords labeled
       Rating: 8
    Attachments :
       QUE57_IMG_20190530_143957.jpg

8: All cables dressed properly and identified
       Rating: 8
    Attachments :
       QUE58_IMG_20190530_144009.jpg

9: Power sockets check
       Rating: 10

10: Server UPS working condition
  Rating: 10

11: Earthing working properly
  Rating: 10

12: Regular check of disk usage
  Rating: 10

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

14: Review of user accounts and clean up ☑ Not Applicable

15: Loading of latest security patches
  Rating: 10

16: Disable of un-necessary services
  Rating: 10

17: Anti virus policy for server
  Rating: 10

18: Fire wall policy for server
  Rating: 10

19: Checking for memory utilisation
  Rating: 10

20: Server room temperature below 24 degrees
  Rating: 10
  Attachments :
    QUE70_IMG_20190530_144047.jpg

21: User accounts and policies ☑ Not Applicable

22: Deletion of not in use DB's after backup
  Rating: 10

23: Admin account restrict from remote login
  Rating: 10

24: Don't share the folders except PMS Folder
  Rating: 8

  Observation Text :
  fams sal tds TDs pack in share

Section: Computer Hardware Printers & Switches
Subsection: Computers

1: Following the local user access procedure
   Rating: 10

2: Regularly taking the computers data backup **NC**
   Rating: 6

   Observation Text :
   not taking regularly

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_20190530_200211.jpg
      QUE79_IMG_20190530_200217.jpg

6: Properly installed the Antivirus
   Rating: 8

   Observation Text :
   in finance system anti virus not installed

7: Computer Internal firewall is enabled
   Rating: 10

8: Computers are Maintained cleanly **NC**
   Rating: 5
   Attachments :
      QUE82_IMG_20190530_144758.jpg
      QUE82_IMG_20190530_144805.jpg
      QUE82_IMG_20190530_144919.jpg

9: UPS power supply to Computers **NC**
   Rating: 7

   Observation Text :
   receiving system and kst system doesn't have ups

10: Yearly once doing the clean format
    Rating: 8

   Observation Text :
   yearly not doing

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

12:   Mailing address book updation
      Rating: 10

Section: Computer Hardware Printers & Switches
Subsection: Printers

1:   Regular Servicing of Printers
      Rating: 10

2:   Laser/ Deskjet refill quality
      Rating: 9

Section: Computer Hardware Printers & Switches
Subsection: Switches

1:   UPS connections to all switches
      Rating: 10

2:   All patch panels and switches are labeled
      Rating: 8
   Attachments :
     QUE90_IMG_20190530_145228.jpg

3:   Dressing of cabling
      Rating: 8
   Attachments :
     QUE91_IMG_20190530_145302.jpg

4:   Network chart at switch level to identify   **NC**
      Rating: 0

   Observation Text :
   not chart available

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

4:   % of Load on each UPS
      Rating: 10

   Observation Text :
   maintaing 75%

Section: EPABX Telephones and Mobiles
Subsection: EPABX

1: Separate earthing and working status
   Rating: 10
  Attachments :
    QUE97_IMG_20190530_152832.jpg

2: Separate UPS supply and batteries backup
   Rating: 10

3: Telephone consoles functioning
   Rating: 10

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

  Observation Text :
  not using

5: Cable from MDF and EPABX dressed properly
   Rating: 10
  Attachments :
    QUE101_IMG_20190530_145617.jpg

6: MDF maintenance
   Rating: 9

7: Network diagram available at MDF
   Rating: 10
  Attachments :
    QUE103_IMG_20190530_145645.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.   ☑ Not Applicable

Section: EPABX Telephones and Mobiles

Subsection: Telephones

1: Bathroom Phone instrument complaints
   Rating: 10

2: Functioning of Digital Phones
   Rating: 10

3: Room Phone Instrument complaints
   Rating: 10

4: Condition of Room phones
   Rating: 10

5: Condition of bathroom phones
   Rating: 10

6: Status of standby room phones
   Rating: 10

7: Status of standby Bath room phones
   Rating: 10

Section: EPABX Telephones and Mobiles
Subsection: Mobile Phones

1: Working condition of phones
   Rating: 10

2: Not working/Scrapped phones
   Rating: 8

   Observation Text :
   few phones available

3: Frequency of repairs
   Rating: 10

4: CUG Plan utilisation
   Rating: 8

   Observation Text :
   50% 199 plan reaming 299 plan.

Section: Internet WIFI
Subsection: Wireline Internet

1: Condition of Wireline Switches
   Rating: 10

2: Provision for Wireline in Banquets
   Rating: 10

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   ☑ Not Applicable

4:   Signal strength in Public areas
         Rating: 8
       Attachments :
         QUE126_IMG_20190530_151801.jpg

5:   Signal strength in Rooms
         Rating: 8

6:   Signal Strength in Banquets
         Rating: 8

Section: Internet WIFI
Subsection: General

1:   No of staff trained on WIFI - Min.-3/month
         Rating: 8

2:   Internet load analysis
         Rating: 10

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_20190530_155655.jpg

2:   SQL server licenses - compliance
         Rating: 10
       Attachments :
         QUE133_IMG_20190530_155738.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 13 licence 10 in use

7: Open office usage
   Rating: 10

Section: Software Audit
Subsection: Re-installation Procedure

1: Desktop OS
   Rating: 10

2: MS-Office
   Rating: 10

Section: Network Security
Subsection: Antivirus

1: Regularly updating the antivirus
   Rating: 10

   Observation Text :
   auto update

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: 10

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: 8

2: New updates and patches are installed
   Rating: 8

   Observation Text :
   Recent version new to be installed

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

4: Social network sites blocked to unauthorized users   **NC**
   Rating: 0

   Observation Text :
   few users are access

5: Monitor Firewall client VPN connections usage
   Rating: 10

6: Monitor -Malicious abnormal activity
   Rating: 10

7: Regular review of logs -VPN -Firewall
   Rating: 10

8: Regular review of logs -Routers-IDS-IPS-Firewall
   Rating: 10

9: Default deny policy must be installed
   Rating: 10

10: Exemptions on fire wall documented   **NC**
   Rating: 7

   Observation Text :
   not up to date

11: Changes documented
   Rating: 8

   Observation Text :
   not up to date

Section: Business Applications

Subsection: PMS software

1: Usage of Software
   Rating: 10

2: De-activation of ID on employee exit
   Rating: 10

3: User access rights review
   Rating: 10

4: Parameter changes during last 3 months
   Rating: 10

   Observation Text :
   no changes done

5: Purging of Guest History
   Rating: 10

6: Purging of Reservations
   Rating: 10

7: Purging of Guest Ledger
   Rating: 10

8: Purging of FO Transaction
   Rating: 10

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

10: Usages of Privilege cards maintained on Monthly Basis.   **NC**
    Rating: 0

11: Touch Screen Interface
    Rating: 10

   Observation Text :
   Total 2 saffron soul 1 Mekong 1

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

   Observation Text :
   Mekong not using

13: Usage of Debtors followup
    Rating: 10

14: Invoices and Reminder Printing
    Rating: 10

15: Bank Reconciliation
Rating: 10

16: Online Voucher print
Rating: 10

17: Cheque printing ☑ Not Applicable

Section: Business Applications
Subsection: FAMS SALTDS and TDS Pack

1: Software backup location defined properly
Rating: 10

2: Weekly tracking backup for 3 softwares **NC**
Rating: 0

Observation Text :
monthly doing

3: Software Updates are done regularly
Rating: 10

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: 8

Observation Text :
leaves and incedent management using

2: Hire Process Usage ☑ Not Applicable

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: 10

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: 10

2: Regular monitoring of SPAM Mails
   Rating: 10

Section: CCTV
Subsection: Vehicle Tracking System

1: Data capturing happening on Server
   Rating: 8

2: Storage of Data Clarity
   Rating: 8

3: Reports working and viewed
   Rating: 8
   Attachments :
      QUE195_IMG_20190530_170525.jpg
      QUE195_IMG_20190530_170539.jpg

4: UPS Backup
   Rating: 10

Section: CCTV
Subsection: CCTV

1: Working condition of all cameras
   Rating: 8

   Observation Text :
   total 140

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 :
   33 data available

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   ☑   Not Applicable

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

Section: AMC & Insurance
Subsection: EPABX

1: Epabx in AMC
    Rating: 10
   Attachments :
    QUE209_IMG_20190530_171050.jpg

Section: AMC & Insurance
Subsection: Others

1: Vehicle recording in AMC ☑ Not Applicable

Section: AMC & Insurance
Subsection: Insurance

1: EPABX
      Rating: 10

2: Passport scanner
      Rating: 10

3: Softwares working with Dongle
      Rating: 10

4: Voice Logger
      Rating: 10

5: Laptops in Insurance
      Rating: 10

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

7: CCTV Cameras   **NC**
      Rating: 0

Section: Documentation and Others
Subsection: SMART updation

1: Data network updated
      Rating: 10

2: Internet Network updated
      Rating: 10

3: Distribution charts of switches updated
      Rating: 10

4: UPS layout distribution updated
      Rating: 10

5: I.P. configuration chart
      Rating: 10
   Attachments :
      QUE222_IMG_20190530_194230.jpg

6: Virus updation chart ☑ Not Applicable

7: Backup summary chart   **NC**
      Rating: 0

Observation Text :
not updated

8:   Module attributes
     Rating: 10

9:   Data server configuration
     Rating: 10
   Attachments :
     QUE226_IMG_20190530_200814.jpg

10:   CCTV server configuration   ☑   Not Applicable

11:   Desktop configuration
     Rating: 10
   Attachments :
     QUE228_IMG_20190530_200045.jpg

Section: Documentation and Others
Subsection: Weekly Checklist

1:   Run a disk scan to check for hard drive issues
     Rating: 8

2:   Run a defragmentation program
     Rating: 8

3:   Run a clean up to delete unneeded files
     Rating: 8

4:   Delete your cookies
     Rating: 8

5:   Update your virus definitions
     Rating: 8

6:   Run a full virus scan
     Rating: 8

7:   25% of Assets to be covered
     Rating: 8

Section: Documentation and Others
Subsection: Monthly Checklist

1:   Check for updates - OS
     Rating: 8

2:   Delete/uninstall unneeded or unused programs
     Rating: 8

3: 50% of the above to be completed
   Rating: 8

Section: Documentation and Others
Subsection: Quarterly Checklist

1: Clean your keyboard
   Rating: 8

2: Clean your monitor
   Rating: 8

3: Clean your peripherals
   Rating: 8

4: Change all your passwords
   Rating: 10