



Company	Contact name	Date	TSI representative

Tasks to be performed	√	Notes
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1. Secure user authentication to insure That all users have distinct User ID's and passwords.		
2. Configure system policies for strong password (At least 7 letters and numbers)		
3. Store passwords in a secure and centralized location		
4. Configure Security devices to block access after repeated failed attempts to gain access to the network		
5. Restrict access to files containing personal information to ONLY customer staff that needs it		
6. Implement encryption for all transmitted documents that contain personal information		
7. Secure all Wireless Access Points		
8. Configure log and audit trail monitoring on Server (System + Security event logs)		
9. Make sure that Firewall is properly configured and has the latest updates and firmware		
10. Review all Servers and computers for any patch management policies. Check key stations for latest Windows service packs		
11. Review all servers and PC's and make sure they all have A/V and Anti-Spyware and are properly updated		
12. Provide document about proper security best practices and review with client's representative		
13. Check the network access security and document it		
14. Check for open ports on the Firewall and document it		

