TÜV NORD

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Checklist for information security management system (ISMS) classification

Tips using MSWord data input:

\<TAB\>   next inbox

\<ENTER\> next column in same inbox

Send this filled checklist to <u>ISMS@tuev-nord.de</u> or send it to your local contact address.

This checklist is intended to classify the information security management system[1] of the company. The questions in the checklist collect information, which will be used to estimate data for an offer.

1   Company data

Company   (head office): _____

Address: _____

homepage: _____

Contact person: _____

phone: _____

mobile: _____

email: _____

fax: _____

2   Structure of the company

Scope of the ISMS:

Description of general services and products:

_____

_____

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[1] referred as ISMS

List of locations in the scope of the ISMS:

location / address	IT installations:[2]	No. of employees	Important information[3] for information security relevance and aspects

For further locations, use a separate page

[2] Number (computer systems such as C/S, Mainframe; used operating systems, data bases, etc.)
[3] These information shall be describe the business purpose, work procedures, activities such as different legal, regulatory requirements

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3   Additional requirements

Does particular requirements for one/more locations related to access or examine documents and/or restrictions in infrastructure related to legal or customers requirements (e.g. security screening) exist?

_____

_____

4   Contact information

☐   *certification of the ISMS according to ISO 27001:2005*

☐   *other ISMS Standards: _____*

☐   *not yet decided*

What does the company expect?

☐   *certification offer (ISO 27001:2005)*

☐   *offer for a workshop with status evaluation of ISMS (with ISO 27001:2005)*

☐   *Presentation of the certification process of an ISMS*

☐   *others: _____*

5   Date situation (*Dates are planned as follows)*

.... We expect your offer till: _____

... Project meeting: _____

...Pre-audit: _____

...Certification audit: _____

6   Additional information or remarks

Enter additional information, which can be useful.

_____

_____

7 Details of the ISMS

The following information are optional. These information are used to assess the ISMS and for a first assessment, to check whether the condition for a certification audit are given.

Structure of the documentation

☐ *The ISMS is documented in an independent ISMS documentation. If yes, short description of structure:*

_____

_____

☐ *The company has a (certified) quality management system in place.*

☐ *A quality management system is at this time in development.*

☐ *An integrated management system is in place. Short description of the structure of the management manual:*

_____

_____

☐ *Information security related procedures and work instructions are in place. Short list of existing procedures and work instructions:*

_____

_____

Generic

☐ *The information security policy is defined and published by management.*

☐ *A risk analysis was performed and documented.*

☐ *Information security objectives and controls with responsibilities, due dates and resources are available.*

☐ *A statement of applicability is established. Applicable information security objectives and controls and the reason for selection/non-selection are documented.*

☐ During development/implementation of the ISMS a consultant was involved. Who was it?

_____

☐ *All relevant employees were trained related to information security.*

☐ *A procedure for internal ISMS audits is defined and in place.*

☐ *Internal ISMS audits were performed.*

☐ *The internal ISMS audit was supported by an external consultant. Who was it?*

_____

☐ *A management review was performed by the management.*

| _____ | _____ | _____ | _____ |
| Place | Date | Name | Signature |