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 ISMS@tuev-nord.de 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

<table>
<thead>
<tr>
<th>Company</th>
<th>(head office):</th>
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<td>Address:</td>
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<td>homepage:</td>
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<tr>
<td>Contact person:</td>
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<td>email:</td>
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<td>fax:</td>
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2 Structure of the company

Scope of the ISMS:

Description of general services and products:

| ____________________________ |
List of locations in the scope of the ISMS:

<table>
<thead>
<tr>
<th>location / address</th>
<th>IT installations:*²</th>
<th>No. of employees</th>
<th>Important information³ for information security relevance and aspects</th>
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For further locations, use a separate page

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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
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.