

Intentional damage

Yes No N/A

Have you analysed the main risks of theft?

Do you control money-handling so that the chance of embezzlement is minimised?

Is it unlikely that information about your business or significant documents could be sold or handed over to third parties?

Have you looked at the possibility of sabotage by your employees and/or outsiders?

Do you have good relations with your employees, reducing the risk that intentional damage will happen?

Do you have a policy to prevent or deal with bullying at work?

Do you have effective internal surveillance systems (for work supervision, the premises and information systems)?

Do you have enough control over the way employees use the workplace (for example working hours and access rights)?

Have you insured your property against acts of damage?

Protection against burglary

Yes No N/A

Does your premises have effective access control and guarding?

Does your premises have an effective alarm system?

Are all your entrances and exits (including windows) secure?

Do you store company keys in a place that's safe and secure?

Information security

Yes No N/A

Do you have an information security policy?

Have you effectively communicated and implemented your information security policy?

Does your security policy cover oral communication, handling and distributing documents and electronic information systems?

Have you trained employees in how to use the information systems?

Have you categorised the information that your business uses, and have you defined protection principles for each category of information?

Have you protected your central information, for example by restricting its availability and defining user rights?

Do you have an emergency plan in place in case your technical systems break down?

Do you have a system for creating secure back-ups of important information?

Have you protected your information systems using all relevant methods?

Are all computers sufficiently protected (access, theft prevention, locking, virus protection)?

Do you have procedures to protect information when you terminate someone's employment?

Unintentional acts of damage

Yes No N/A

Are all instructions adequate and clear?

Are employees well trained and supervised enough to prevent unsafe behaviour and risk-taking?

Do you have safe systems of work?

Do you encourage employees to report any mistakes?

Do you investigate mistakes and share lessons learned with the workforce?

Are work tasks divided into manageable stages?

Do you have an effective quality control system?

Are there enough back-ups and checks in production control?