IT Audit Questionnaire

Filled in by the client before an IT audit. Every system with its owner, vendor and renewal date, plus the questions an asset list misses.

ORGANIZATION

DATE

About the business

COMPANY NAME

WHO HANDLES IT QUESTIONS DAY TO DAY

STAFF WHO USE A COMPUTER OR PHONE FOR WORK

OFFICES, AND WHERE REMOTE STAFF WORK FROM

Systems and owners

EACH BUSINESS SYSTEM: NAME, VENDOR, WHO OWNS IT INSIDE THE BUSINESS, AND ITS RENEWAL DATE

Include accounting, email, file storage, the website, phones and any industry software.

WHERE DOES COMPANY EMAIL LIVE?

- [ ] Microsoft 365
- [ ] Google Workspace
- [ ] Another provider
- [ ] Not sure

WHICH DEVICES DO STAFF USE FOR WORK?

- [ ] Company laptops or desktops
- [ ] Their own computers
- [ ] Company phones
- [ ] Their own phones
- [ ] Shared machines

COMPANY-OWNED DEVICES, ROUGHLY

What an asset list misses

APPS STAFF SIGNED UP FOR ON THEIR OWN, FREE OR PAID

File sharing, note taking, design tools, AI assistants.

When someone leaves, who removes their access?

- [ ] Our IT provider
- [ ] Their manager
- [ ] Nobody in particular
- [ ] Not sure

THE LAST PERSON WHO LEFT: WHEN, AND WAS THEIR ACCESS REMOVED THAT DAY?

WHO HOLDS ADMIN RIGHTS FOR EMAIL, THE DOMAIN NAME AND THE WEBSITE

Names only. Never put a password on this form.

Backups and recovery

WHAT IS BACKED UP TODAY?

- [ ] Email
- [ ] Shared files
- [ ] Accounting data
- [ ] Industry software
- [ ] Not sure

WHEN DID SOMEONE LAST RESTORE A FILE FROM BACKUP?

HOW DID THAT RESTORE GO?

- [ ] It worked
- [ ] It partly worked
- [ ] It failed
- [ ] We have never tried

Sign-in and risks

Do staff sign in with a second step, such as a code on their phone?

- [ ] Everyone
- [ ] Some people
- [ ] Nobody
- [ ] Not sure

PROBLEMS IN THE LAST TWO YEARS: OUTAGES, LOST DEVICES, SCAM EMAILS THAT WORKED

CONTRACTS OR LICENSES RENEWING IN THE NEXT SIX MONTHS

WHAT WORRIES YOU MOST ABOUT YOUR IT TODAY?