

Vip organizer [M:\Vlad\Checklists\Business Security Checklist\Business-Security-Checklist.vpdb]

File View Tasks Categories Tools Help

Layout

Category

Done	Name
Category: 1. Security of your Business site	
<input type="checkbox"/>	Make sure your premises are equipped with proper security systems: video monitoring, intruder alarm sensors at all key locations, and fire alarm sensors where appropriate;
<input type="checkbox"/>	Make sure that these systems are regularly serviced and kept operating (professionally maintained to be in good working order);
<input type="checkbox"/>	Make sure all locations are equipped with charged and tested fire extinguishers;
<input type="checkbox"/>	Make sure all emergency evacuation routes are well-planned and kept not blocked;
<input type="checkbox"/>	Make sure all locks on doors and windows are operational;
<input type="checkbox"/>	Make sure external doorways are protected with metal or some type of solid-core doors;
<input type="checkbox"/>	Make sure your key premises are protected by trained and instructed security personnel;
<input type="checkbox"/>	Make sure that some accidental visitors cannot get into your site, while approved visitors (who were officially invited or expected) stay under intent supervision all the time;
<input type="checkbox"/>	Make sure that your business property is protected with appropriate insurance coverage;
Category: 2. Security of your Business processes	
<input type="checkbox"/>	Make sure you have all necessary licensing and permits to operate your business processes;
<input type="checkbox"/>	Make sure that all production processes and operations in your company are organized to satisfy industrial on-the-job safety requirements (the state regulations and best practices);
<input type="checkbox"/>	Make sure that all operations & locations are organized to satisfy appropriate fire, chemical, and ecological safety requirements;
<input type="checkbox"/>	Make sure that all machinery and supportive technologies are properly checked and maintained to prevent any on-the-job accidents;
<input type="checkbox"/>	Make sure that all dangerous tools are properly stored and locked up to prevent accidents;
<input type="checkbox"/>	Make sure all your personnel are properly trained and certified to carry out their duties;
<input type="checkbox"/>	Make sure all warning signs are properly mounted, clearly visible and distinguishable;
<input type="checkbox"/>	Make sure there is a policy preventing employees from approaching their workplaces until they perform all necessary safety assurance procedures (such as wearing uniform, protective masks and gloves, etc);
Category: 3. Security of your Business information	
<input type="checkbox"/>	Make sure you have all necessary policies and means to keep private or business information of your customers and employees protected against all kinds of stealing or publishing;
<input type="checkbox"/>	Make sure that all necessary firewall, anti-virus and security software at corporate computers is regularly updated and supervised by qualified IT specialists;
Count: 25	

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- 1. Security of your Business site 9 9
- 2. Security of your Business processes 8 8
- 3. Security of your Business information 8 8

Filters Bar

Custom

Completion	
Due Date	
Status	
Priority	
Task Name	
Date Created	
Date Last Modified	
Date Opened	
Date Completed	

Note