

Acts of damage

► A checklist for the identification of potential damages that may be caused by a company's employees and/or outsiders.

Company:	Group/assessor:
Object of assessment:	Date:

Assess the possibility of employees and/or outsiders causing damage to your company. The assessment indicators are: yes=satisfactory, no=action required e.g. examination or control measures. To avoid forgetting the issues, write down arguments, additional information and decisions concerning the measures to be taken on a separate piece of paper or on the Risk Management Control Measures Summary Sheet included in the Toolkit.

Intentional acts of damage

	Yes	No	Does not concern us
Have the main risks of theft been analysed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the handling of money controlled so that the possibility of embezzlement is minimised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the possibility that company information or significant documents may be sold or handed over to external sources been minimised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the possibilities of sabotage by the company's employees and/or outsiders been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are good employee-relations maintained so as to reduce the risk that deliberate acts of damage will occur?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a policy to prevent/deal with bullying at work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the company's internal surveillance systems effective? (work supervision, surveillance of the premises and information systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the way employees use the workplace sufficiently well-controlled? (e.g. working hours and access rights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the company's property insured against acts of damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Protection against burglary

	Yes	No	Does not concern us
Do your company's premises have effective access control and guarding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the premises have an effective alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all entrances/exits (including windows) secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the security of company keys taken care of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Information security

	Yes	No	Does not concern us
Have you got an information security policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your information security policy been effectively communicated and implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the policy cover oral communication, the handling and distribution of paper documents and electronic information systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained to use the information systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the information used by the company been classified and have protection principles been defined for each class of importance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the company's central information been protected e.g. by restricting its availability and defining user rights?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have preparations been made in case of a technical systems breakdown (back-up systems, etc)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system for creating secure back-ups of all important information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the information systems been protected using all relevant means?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are terminals sufficiently protected (access, theft prevention, locking, virus protection)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures to ensure information security when employment is terminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unintentional acts of damage

	Yes	No	Does not concern us
Are all instructions adequate and clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees sufficiently well-trained and supervised to prevent unsafe behaviour and risk taking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safe systems of working in operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees encouraged to report any mistakes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are mistakes investigated and lessons learned within the company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work tasks divided into manageable stages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the company have an effective quality control system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there enough back-ups and checks in production control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>