Asset and access inventory

You cannot protect what you haven't written down. Start rough, a partial list is far better than none.

DEVICES

DEVICE	ASSIGNED TO	SERIAL / ASSET ID	ENCRYPTED?	NOTES

CRITICAL ACCOUNTS

SYSTEM	OWNER	MFA ON?	WHO ELSE HAS ACCESS	RECOVERY METHOD

SUPPLIERS AND ACCESS

SUPPLIER	WHAT THEY ACCESS	CONTACT	CONTRACT / RENEWAL	NOTES

SUPPLIER	WHAT THEY ACCESS	CONTACT	CONTRACT / RENEWAL	NOTES

REVIEW QUESTIONS

- [ ] Does anyone who has left still appear on this list?
- [ ] Is every admin account named and protected with MFA?
- [ ] Does every supplier still need the access they have?
- [ ] Would we know how to reach each supplier out of hours?

REVIEWED BY

Name _____ Date _____

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Printing tips

Use A4 portrait, 100% scale, and turn off headers and footers for the cleanest result. Keep a printed copy somewhere you can reach without email or the shared drive.