

Office Desk Security Spot-Check Template

Employee Details

Name		Date	
Department		Desk/Location	

Security Items To Inspect

Item	Compliant	Remarks
Confidential documents are secured (locked away)		
Clear desk (no sensitive info left out)		
Passwords not visible		
Removable media (USB, drives) are locked/stored away		
Screen locked when away		
Keys/access cards secured		
Personal devices usage within policy		

Additional Comments

Inspector

Name		Signature	
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