

# Secure Workspace Assessment Form

## General Information

Name

Department

Date

Workspace Location

## Physical Security

- ☐ Employee ID badge is visible
- ☐ Drawers/cabinets are locked
- ☐ No unauthorized persons present

## Data Security

- ☐ Screens are locked when unattended
- ☐ Sensitive papers are secured
- ☐ USB devices follow policy

## Clean Desk Compliance

- ☐ Workspace is clear of unnecessary items
- ☐ Documents are stored securely

## Other Observations

Comments / Recommendations