

Workstation Security Review Sheet

Date of Review

Reviewer Name

Location

Workstation Details

Workstation Identifier

User Name

Security Item	Compliant?	Comments
Screen Lock Enabled		
Antivirus Installed & Updated		
OS and Software Up to Date		
Hard Drive Encryption		
Password Policy Enforced		
Unattended Devices Locked		
No Unauthorized Hardware Connected		
Secure Data Disposal Process		

Additional Observations

Recommendations