

# Pre-Engagement Contractor Security Checklist

## Contractor Information

Company Name

Contact Person

Contact Email

Project Name/Description

Date

## Security Checklist

Security Requirement	Yes	No	N/A	Comments
Background verification completed for personnel involved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Signed NDA (Non-Disclosure Agreement) on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Access limited to necessary systems only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Use of company-approved devices only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Multi-factor authentication enabled where possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Data handling procedures reviewed and agreed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Incident reporting process communicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Security training provided/verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

**Additional Notes**

**Reviewed by**

Name

Date