

# IT Audit for SMB - What your company needs

An IT audit is examination into your overall IT infrastructure and operations to ensure its appropriately protected and operating effectively to meet the organization's goals.



Your IT audit should check the following below.

## Data Backup

Practicing data backup ensures you have copies that can be restored to maintain operations in case of data loss or corruption.

- ☐ Is your data regularly backed up? If so, how often?
- ☐ Last time you checked backups to make sure they're in working order.
- ☐ Do you have a copy of the data offsite? Determine what data should be prioritized.
- ☐ What's the cost of downtime?
- ☐ As of now, how long will it take to get your data recovered?



## Software Inventory

Infrequently updated operating systems and software create vulnerabilities across an SMB's IT mechanisms.

- ☐ Ensure you're using the latest version to remove bugs and vulnerabilities.
- ☐ Do you maintain a safe list of applications that are allowed to be installed on computers and mobile devices?
- ☐ Are you using refreshed, effective email filters to defend employees against spam, phishing, and malware?

## Security

Ensuring your business's security protects both your physical IT infrastructure as well as your cyber footprint.

- ☐ Do you have policies to restrict physical access to servers or digital assets?
- ☐ Are your cybersecurity tools up-to-date?
- ☐ Does your company have a clear security policy known to staff?
- ☐ Is system access limited based on roles and needs?
- ☐ Are your employees up to date on IT security basics?
- ☐ Last date of your vulnerability assessment – which aims to identify systems backdoors and weaknesses

## Hardware Inventory

A comprehensive inventory of your company's hardware. Also, note the age and current performance.

- ☐ Are all pieces of hardware accounted for?
- ☐ Have you analyzed the processes and responsibilities of your IT personnel and others across your SMB?
- ☐ Do you survey users about company system/hardware performance?
- ☐ Are the CPU, RAM, bandwidth, and storage space reliable?

## Data Management

Data is your biggest asset. Unlike physical assets, you cannot protect it by building walls and safes. Data management includes collecting, keeping, and using data securely, and efficiently.

- ☐ Is customer information encrypted & accessible only to those who need it?
- ☐ Do you have policies that deal with data breaches?
- ☐ Do you have a policy on acceptable IT use, password guidelines, and security practices?

Remember that audits are iterative processes and should occur every 12-24 months to ensure that organizations meet their IT goals. visit <http://www.brivyit.com> if assistance is needed with performing your next IT audit.