



Patch Management Policy

Keeping software current is one of the cheapest, highest-impact controls you have.

Most attacks exploit known flaws that an update has already fixed. This policy keeps [Business name]'s software current with as little manual effort as possible.

Rules

- **Auto-update.** Automatic updates are switched on for computers, phones, browsers and key business software.
- **Same day.** If a device asks to restart for updates, we do it the same day.
- **Forgotten kit.** Our IT provider keeps the 'forgotten' kit current — router, firewall, Wi-Fi, NAS, VPN and any special-purpose PCs.
- **End of life.** We remove or replace software and devices that no longer receive security updates.
- **Check-in.** Patch status is checked at the quarterly cyber review.

Policy owner: _____

IT provider: _____

Reviewed: _____

Make it yours (with AI)

I run a [type of business] in [town], Australia, with [number] staff. Rewrite the document below so it fits how my business works, in plain English my team will read. Keep it to one page. [paste the template]

Two rules: start a fresh chat, and never paste real customer names, bank details or staff records into a free AI tool.