

Self-Assessment Checklist

A five-minute sanity check. Tick what's genuinely in place. The gaps are next quarter's agenda — not a source of shame.

BRONZE — the foundation

- ☐ Individual logins for every person
- ☐ MFA on all email accounts
- ☐ Firewall and antivirus in place, reviewed regularly
- ☐ Auto-updates enabled across devices
- ☐ Backups running daily, with an offline/isolated copy, tested quarterly
- ☐ Strong passphrases / a password manager in use
- ☐ IT support you can call, and a second person who can get in

SILVER — the operational layer

- ☐ Individual user accounts across all systems
- ☐ Password manager deployed for the team
- ☐ MFA on business apps, not just email
- ☐ Admin rights removed from everyday accounts
- ☐ Payment / invoice verification policy in place
- ☐ SPF, DKIM and DMARC set on your domain
- ☐ Written cyber policies staff have seen

GOLD — resilience & review

- ☐ Documented incident response plan (naming who decides)
- ☐ Cyber insurance aligned to your controls
- ☐ Digital asset register maintained
- ☐ Ongoing staff awareness + annual policy review
- ☐ AI usage policy on the wall
- ☐ EDR on devices; DMARC at quarantine or reject
- ☐ Quarterly cyber review actually happening

