

ACME COMPANY

IT INSPECTION CHECKLIST



Millstone Avenue - Rutherford | Millstone Avenue,

WEDNESDAY 25TH MARCH 2026

SUMMARY

The overall IT infrastructure demonstrates strong compliance, with effective controls across most audited domains. However, the environment is currently at risk due to unsecured physical print outputs and permissive document sharing configurations. These gaps increase the likelihood of data exfiltration and unauthorized PII exposure. Remediating these two specific areas will align the organization with industry best practices.

Soft Computer Inspection

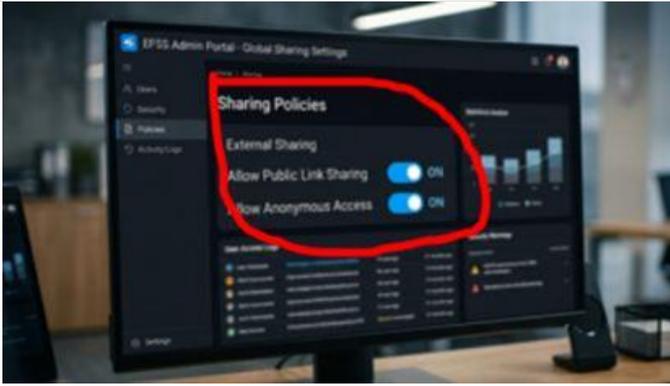
Q#	QUESTION	RESPONSE
1.	Computer Wiring	COMPLIANT
2.	Computer boot	COMPLIANT

Configuration

Q#	QUESTION	RESPONSE
3.	Microsoft Office Suite or an Equivalent.	COMPLIANT
4.	Printing	NON-COMPLIANT
5.	Scanning	COMPLIANT

Network

Q#	QUESTION	RESPONSE
6.	Wi-Fi connection	COMPLIANT
7.	Ethernet Connection	COMPLIANT
8.	ISP connection	COMPLIANT
9.	Open a Web Browser and search for Google, Yahoo, and Wikipedia.	COMPLIANT
10.	Printer Sharing	COMPLIANT
11.	Wi-Fi Printer	COMPLIANT
12.	Air Print	COMPLIANT
13.	Google Cloud Printer	COMPLIANT
14.	Documents Sharing	NON-COMPLIANT



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COMMENTS & ACTION PLAN

Configuration >> Configuration

(AC10110) Printing

PRIORITY Medium
DUE DATE 28 Mar 26
ASSIGNEE Jennifer Hunt

FINDINGS 'Non-Compliant'

ACTION REQUIRED

Lack of managed print services and unauthenticated output was observed. Implement "Pull Printing" (Follow-Me printing) requiring badge or PIN authentication at the device. Enable print logging and restrict printing rights for users handling PII/PHI.

Network >> Network

(AC10109) Documents Sharing

PRIORITY High
DUE DATE 26 Mar 26
ASSIGNEE Jennifer Hunt

FINDINGS 'Non-Compliant'

ACTION REQUIRED

Unauthorized use of consumer-grade cloud storage and unrestricted external sharing permissions. Transition to a centralized Enterprise File Sync & Share (EFSS) platform. Enforce "Least Privilege" by disabling public link sharing and requiring Multi-Factor Authentication (MFA) for external collaborators.

DECLARATION

Auditor
(Jennifer Hunt)

AUDITOR'S LOCATION