ISO27002 clauses 11.1.1 and 11.1.3

* 1. All organisational sites that contain information processing facilities are required to conform to the following minimum specification. Additional requirements may, dependent on a risk assessment, be applied to any site. In such cases, details of the risk assessment will be attached to the copy of this list.
  2. If there is a computer or communications room or other designated secure area within one of Retirement Capital’s sites, treat it as a separate set of premises and complete a checklist for each room, as well as for the site.
  3. Ensure any Health and Safety issues have been identified and resolved.

PREMISES INSPECTION

Site Address:

THIS Workspace  
18 Albert Road  
London  
BH11BZ

Date and time of Inspection: 14th November 2020 14:00

Inspector: Gavin McCloskey

* 1. Identify and list the information assets that are on the site together with their information security classification:
* Server (Restricted)
* NAS (Restricted)
* Laptop - MD (Confidential)
* Laptop – Software Development Team Leader (Restricted)
  1. Checklist (identify improvement requirements):

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Completeness of perimeter: | Yes |  |
| External walls of solid construction: | Yes |  |
| Access possible over walls/through roof? |  | No |
| Access possible under walls? |  | No |
| External doors solid:   1. With required locks/breach alarms? 2. With automatic closing mechanism? 3. Remote access doors protected by cameras? | Yes  Yes  N/A |  |
| External windows locked/barred? | Yes |  |
| Fire doors alarmed and monitored in accordance with work instruction [ISMS-C DOC 11.1.2b](ISMS-C_DOC_11.1.2b.docx)? | Yes |  |
| Fire alarms installed and working ([ISMS-C DOC 9.1.2](../Control%20A9%20-%20access%20control/ISMS-C_DOC_9.1.2.docx)) | Yes |  |
| Fire suppression equipment installed and working ([ISMS-C DOC 11.2.1a](ISMS-C_DOC_11.2.1a.docx)) | Yes |  |
| Burglar/intruder alarms installed and working ([ISMS-C DOC 11.1.2c](ISMS-C_DOC_11.1.2c.docx))   1. All accessible external windows covered 2. All external doors covered 3. Unoccupied areas alarmed at all times 4. Reception area controlled ([ISMS-C DOC 11.1.2d](ISMS-C_DOC_11.1.2d.docx)) | Yes |  |
| Air conditioning installed and working ([ISMS-C DOC 11.2.1b](ISMS-C_DOC_11.2.1b.docx)) | N/A |  |
| Health and safety regulations applied? | Yes |  |
| (If it houses systems processing confidential information) how easy is it for the public to access the facility? | Hard |  |
| (If it houses systems processing confidential information) how unobtrusive is this to the public?  Are there any obvious signs of information processing activities? | Very  No |  |
| Are internal directories appropriately classified to restrict access to details of confidential sites? | Yes |  |
| Are hazardous, combustible materials safely stored (at a safe distance from a secure area)? | Yes |  |
| Are bulk supplies of non-confidential items stored outside secure areas? | N/A |  |
| Are necessary fire extinguishers available and maintained by the landlord/managing agent | Yes |  |

Distribution: Copies of this report are held by the Premises Manager and the Director (CISO).

***Document Owner and Approval***

The Director (CISO) is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff on the corporate intranet.

This work instruction was approved by the Chief Director (CISO) on 14th November 2020 and is issued on a version-controlled basis under his/her signature.

Signature: Date: 14/11/2020

**Change History Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Issue | Description of Change | Approval | Date of Issue |
| 1 | Initial issue | Gavin McCloskey | 14/11/2020 |
|  |  |  |  |
|  |  |  |  |