

O'Hana Security Consultants
RESTRICTED SURVEY QUESTIONNAIRE

CLIENT: _____

LOCATION: _____



Background:

What is the perceived compromise or actual nature of the compromise?

Who knows and how are they associated with the perceived/actual compromise?

What has been done to minimize any further risk?

Physical Space:

What/Who is on the other side of the four walls?

Wall construction / Windows and window covering

Ceiling construction. Does client control the space above?

Floor construction. Does client control the space below?

Is there anything new in the space, i.e., furniture, wall decorations, appliances?

Is there filtered power to the facility (generator, surge protection, etc.)?

When was the last construction or renovation?

When was the last telecom/network upgrade?

Who has access to the space?:

Cleaning crew / Maintenance crew /Security:

Are they escorted/who are they hired by/ how are they vetted?

What type of telephone switch is utilized? Is it owned or leased?

Are telecom/networking services in-house or contracted to an outside vendor?

Is the switch programmed for remote diagnostic services?

What are the access procedures for visitors?

Security:

Is security provided by the client or by the building?

Do Security Officers have access to the space during non-business hours?

Is access to the space controlled by the client or by the building? Can individual offices be locked?

Are there key controls and/how often are door locks changed? Are there access logs?

How often are safe combinations changed and by whom?

How often are passwords changed? What "network access" security procedures are in place?

How are sensitive documents secured during off hours? Is confidential trash shredded/by who?

What security measures are taken prior to a confidential meetings?:

How are attendees notified, i.e., Email/TXT/phone call?

Are meeting dates, times and locations known to individuals not participating in the meeting?

Are mobile phones/pda/tablets/laptops allowed in the space during a confidential meeting?

Are teleconferencing/videoconferencing units used and how are they secured?

Who has access to meeting rooms?

When and by whom were previous TSCM services performed at the facility?
