Business Continuity
Management System (BCMS)

SCOPE DEFINITION FORM

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REVISION HISTORY

Date	Version	Description	Author

DOCUMENT CONTROL

Activities	Responsible	Verified / Cleared

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This short assessment has been designed to obtain preliminary information from you so that audit Scope and the area of focus can be effectively determined to the correct level in the upcoming review of your systems architecture in terms of security. Your input is important and appreciated. It should take approximately 15 minutes to complete this form.

Audience

This document and the questions included are targeted primarily at CIO's, ISO/CISO's, IT managers, network and system support staff.

General Information

1. Name of the Organization:
2. Contact Person:
3. Address:
4. Email:
5. Scope of Assignment

DOCUMENT CONTROL

Do you want **BCMS** Certification:	YES	NO
	Please Select the appropriate	**No. of Users**
Complete Organization		
Head Office		
IT Department		
Data Centre		
Any Specific Building, Specify		
Any other department, specify		

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6. Approximate number of People (Employee + Vendor Personnel):

7. Locations where the organization is present:

8. Please provide details of departments in the scope and their locations they work in (Each department will have multiple processes. For example 'HR Department' would have processes for 'recruitment', 'training' & 'appraisals'. Please give us an idea of the number of processes in each department)

Department Name	No. of people (approx.)	Brief Description about the type of work handled by that department	Included in the scope? (Y/N)	Approx. number of processes within the department	Locations where the department is present
Business Departments					
Support Departments (ex. HR, admin, legal, finance, etc.)					

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9. Does your organization have a business continuity Policy?

10. Are the procedures implemented throughout the scope of the organization?

11. Do you have an business continuity Forum / committee in place?

12. Do you have a disaster recovery plan or business continuity plan in place?

13. Do you test the DRP /BCP at regular intervals?

14. Number of critical servers in the organization:

15. Do you have an internal audit team that audits information security?

16. Does your organization conduct regular vulnerability assessment and penetration testing of critical devices?

17. Number of critical devices for vulnerability assessment and penetration testing:

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18. IT Infrastructure details:

Sr. No.:	Server Role / Device Type	Operating System / Platform	No. of Devices / Servers
1.	Database Server		
2.	Web Server		
3.	Mail Server		
4.	FTP Server		
5.	Proxy Server		
6.	DNS Server		
7.	Application Server		
8.	RAS Server		
9.	Other Server		
10.	IDS / IPS		
11.	Switch		
12.	Router		
13.	Firewall		
14.	Other Devices		

About Infopercept

Infopercept's vision and core values revolve around making organizations more secure through the core values of Honesty, Transparency and Knowledge, so as to enable them to make better informed decisions about their security practices & goals. With our synergistic vision to combine technical expertise and professional experience, we aim to further establish our place as a one stop shop for our clients and partners' cybersecurity and accreditation needs.

Our specialized core team comprises experienced veterans, technical experts & security enthusiasts having good practical experience & thorough knowledge in the Cybersecurity domain, latest trends, and security innovations; ensuring that you always get the best security approach & solution for your specific business needs exactly the way you want it to be.

Imprint

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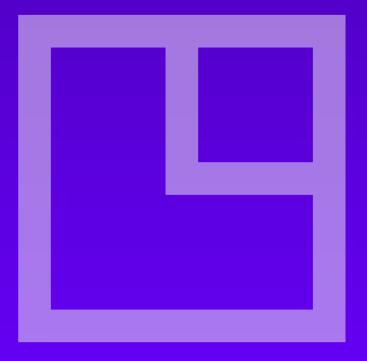United Kingdom
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