IT Security Compliance Checklist Template

Project/Client Information

Client Name

Project Title

Consultant(s)

Date

Checklist

Compliance Item	Compliant	Evidence / Notes	Responsible
Access controls are implemented (least privilege principle).	☐ Yes ☐ No ☐ N/A		
Multi-factor authentication is enabled for sensitive systems.	☐ Yes ☐ No ☐ N/A		
Data encryption is enforced both at rest and in transit.	☐ Yes ☐ No ☐ N/A		
Regular security awareness training is conducted.	☐ Yes ☐ No ☐ N/A		
Incident response plan is documented and tested.	☐ Yes ☐ No ☐ N/A		
Regular vulnerability scans and patch management processes are in place.	☐ Yes ☐ No ☐ N/A		

Additional Notes

Enter any additional notes or observations here