Incident Response Policy Assessment Template

1. Document Details

Organization Name	
Date of Assessment	
Assessor(s)	

2. Policy Overview

Policy Name	
Policy Location/Link	
Last Updated	

Policy Purpose

3. Assessment Criteria

Criteria	Yes/No	Comments/Evidence
Does the policy define incident types and severity levels?		
Are incident response roles and responsibilities defined?		
Is there a documented incident reporting process?		
Does the policy include incident communication protocols?		

Is there a process for incident documentation and evidence retention?		
Are regular reviews and updates to the policy scheduled?		

4. Findings & Recommendations

5. Summary & Next Steps