

HOW TO PREPARE FOR AN IT AUDIT

A COMPREHENSIVE CHECKLIST



In today's digital age, technology drives business operations, making IT compliance, security, and efficiency critical. An IT audit evaluates your organization's IT infrastructure to ensure it aligns with best practices, industry standards, and security protocols. Preparing for an IT audit can seem daunting, but with the right steps and tools, you can simplify the process and ensure success. Use this comprehensive checklist to get your IT systems audit-ready and confidently face the challenges of the digital landscape.

IT AUDIT PREPARATION CHECKLIST



DEFINE THE SCOPE OF THE AUDIT

- Identify the purpose of the audit (e.g., compliance, security, general review).
- Determine the areas of IT infrastructure to be evaluated.
- List specific regulations or standards to meet (e.g., HIPAA, GDPR, PCI-DSS).



ORGANIZE DOCUMENTATION

- Gather IT Policies and Procedures:
 - o Security policies
 - o Access control policies
 - o Incident response plans
- Collect Network Architecture Diagrams and infrastructure details.
- Prepare an updated Asset Inventory:
 - o Hardware
 - o Software
 - o Digital assets
- Compile Compliance Records to demonstrate regulatory adherence.



ASSESS RISK MANAGEMENT PRACTICES

- Conduct regular risk assessments.
- Provide evidence of security controls in place.
- Verify disaster recovery plans and include testing records.



REVIEW ACCESS CONTROLS

- Confirm access is granted on a "need-to-know" basis.
- Audit user permissions for critical systems.
- Ensure multi-factor authentication (MFA) is enabled where necessary.



EVALUATE DATA BACKUP AND RECOVERY PROTOCOLS

- Validate the data backup schedule and ensure reliability.
- Include recovery test results.
- Confirm that backups are securely stored (offsite or cloud-based).



CONDUCT A PRE-AUDIT SELF-ASSESSMENT

- Perform an internal review to identify gaps or issues.
- Use industry-aligned audit checklists.
- Simulate the audit process to address potential concerns.



TRAIN YOUR TEAM

- Educate employees on compliance and security protocols.
- Reinforce the importance of following IT policies and procedures.



ENGAGE WITH YOUR IT MANAGED SERVICE PROVIDER (MSP)

- Consult with an experienced MSP for expert guidance.
- Schedule pre-audit checks and reviews.
- Ensure your IT infrastructure meets audit readiness requirements.

POST-AUDIT BEST PRACTICES

- Analyze audit findings and identify vulnerabilities.
- Implement recommendations to strengthen IT systems.
- Schedule regular audits to maintain compliance and security.

WHY CHOOSE PROTECTED HARBOR?

- Partner with an experienced IT team for seamless pre-audit and post-audit support.
- Use expert guidance to ensure compliance, security, and efficiency.



Schedule a free IT audit with Protected Harbor to prepare your business for success.



TAKE ACTION



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