

Pointers for getting *really* organised for your ISMS Audit

A Pointer Sheet/Checklist

1. Have all of our formal documentation listed in one place.

So you can simply scroll down to the relevant document when asked. This applies not just to policies, but also standards; processes; and even templates for commonly used forms. It also makes it far easier for others to interrogate by eye or using the search function when clients request information.

2. Make sure you have a sufficient filing system for your documents.

You could use an excel spreadsheet with links to the folders where they're stored, a document repository on SharePoint, or even a dedicated solution such as SureCloud's Policy Management.

3. Communicate the filing of the documents so the whole organisation can benefit.

Getting organised doesn't just help you during the audit, but ought to also help the rest of the business to more easily find documentation that they need. If some documents are more sensitive, you can link to them in a place where they're adequately access controlled.

4. Use a decent prefix or numbering format for the reference ID to easily distinguish the various types of documents from one another.

Before long, these will be rolling off your tongue before the assessor has even finished their question! A note of caution too complex a format with too much information can serve to have the opposite effect and cause confusion.

5. Don't forget to classify your documents clearly.

Unless you enjoy being asked whether it is safe to send to prospects multiple times a day! Adding this as a column on the table, on the header of the document and even in the name itself will serve to give clarity to everyone on how to treat each document (don't forget to train them in the significance of each!)

P-001 Info Sec Policy (Internal)	POL-IT-MWRA-001-1.6
<ul style="list-style-type: none"> • Simple • Easy to recall • Classification immediately clear 	<ul style="list-style-type: none"> • Overwhelming to the uninitiated • Difficult to glance from a list

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