Security Checklist

BDR Group is a member of the FCS, a trade association which promotes best practice in communication services. We have given you this checklist to help secure your phone system against fraudulent use. It is not a guarantee of security but you are advised to carry out these steps below to help protect your company.

Customer Security Checklist	
Action	**Completed**
Passwords and access codes should be changed regularly and if possible be apha/numeric ad as many digits as the system allows. Avoid 0000, 1234, extension number = Pin Passwords	Yes No
Change Password for ex-employees	Yes No
Regular reviews of calls should be carried out to cover analysis of billed calls by originating extension also to identify irregular use	Yes No
Be vigilant for evidence of hacking - are all lines constantly in use. Check for calls outside of business hours	Yes No
I.T provider to check firewall logs weekly	Yes No