# IT Compliance Checklist

**Purpose:** This document provides a structured checklist to ensure IT infrastructure, systems, software, and processes adhere to internal policies and external regulatory frameworks. It is intended to support audits, internal reviews, and compliance initiatives.

## Prepared By

**Name:** {preparedBy}

**Department:** {department}

**Date:** {date}

## System Details

**System Name:** {systemName}

**System Owner:** {systemOwner}

**Description:** {systemDescription}

## Compliance Domains

Each domain includes a series of questions to determine compliance status for the listed control items.

{#complianceAreas}

### {domainName}

|  |  |  |
| --- | --- | --- |
| **Control Item** | **Status (Compliant/Non-Compliant)** | **Comments** |
| {#controls}{controlName} | {status} | {comments}{/controls} |

{/complianceAreas}

## Regulatory Frameworks

List of regulatory frameworks applicable to the system with compliance status.

{#regulations}

* **{regulationName}**: *{complianceStatus}*

{/regulations}

## Documentation Reviewed

{#documentsReviewed}

* {documentTitle} ({documentType}) - Last Reviewed: {reviewDate}

{/documentsReviewed}

## Issues Identified

{^issuesExist}No issues identified during this assessment.{/issuesExist}

{#issuesExist}

1. **{issueTitle}**: {issueDescription}

{/issuesExist}

## Recommendations & Next Steps

{#recommendations}

* {recommendation}

{/recommendations}

## Approval

**Assessed By:** {assessedBy}

**Approved By:** {approvedBy}

**Approval Date:** {approvalDate}