

# ISMS in Practice: Capstone Checklist (YouTube edition)

Score each line 0 (missing), 1 (partly) or 2 (done). Use your own organisation or Falcon Ridge. You upload nothing. Aim for 31 out of 36 or more, with no zero in part B, C or D.

## A. Scope (file 01)

| #  | Check                                                                                                     | Score |
|----|-----------------------------------------------------------------------------------------------------------|-------|
| A1 | Issues listed, each pointing to a risk, objective or requirement; climate decision recorded with a reason |       |
| A2 | Interested parties with requirements and an "addressed?" decision for each                                |       |
| A3 | In-scope services, sites and units; interfaces with named responsibilities; exclusions with reasons       |       |
| A4 | A scope statement that passes the in-or-out test                                                          |       |

## B. Risk register (files 03 and 04)

| #  | Check                                                                                          | Score |
|----|------------------------------------------------------------------------------------------------|-------|
| B1 | At least 10 risks, each with a named owner                                                     |       |
| B2 | Every score uses the method's scales; reasons recorded                                         |       |
| B3 | Every risk has a decision (treat, avoid, share, accept); treated risks list controls by number |       |
| B4 | Treatment actions with owners and due dates                                                    |       |
| B5 | Residual scores and dated owner acceptance; no residual High without top management            |       |
| B6 | Every check column reads OK                                                                    |       |

## C. Statement of Applicability (file 05)

| #  | Check                                                                             | Score |
|----|-----------------------------------------------------------------------------------|-------|
| C1 | All 93 rows decided: applicable yes or no                                         |       |
| C2 | Every applicable control has a justification (R/L/C/B) and a status               |       |
| C3 | Every exclusion has a reason a sceptic would accept, and a review trigger         |       |
| C4 | Register export pasted into Risk Links; no excluded control that a risk relies on |       |
| C5 | Every applicable control names an evidence item that exists in file 06            |       |

## D. Using AI safely (lesson 7.2 and files 00a, 09, 10)

| #  | Check                                                                                                                                                  | Score |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| D1 | You checked one AI-drafted document line by line against the kit and your licensed copy, and corrected every wrong figure, reference or control number |       |
| D2 | Every document you drafted with AI is logged in file 10, with a named reviewer                                                                         |       |
| D3 | No figure, evidence reference or control number in your documents came from AI without a check against the kit or your licensed copy                   |       |

Total: \_\_\_\_\_ / 36

Not certification, audit or legal advice. Annex A controls are referred to by number; read the titles and text in your licensed copy of ISO/IEC 27001:2022.

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