

SOP C — Monthly Security Checklist (30–60 minutes)

ToroTek LLC — Standard Operating Procedure

A lightweight, repeatable security tune-up to keep small firms safe without slowing the practice.

Before You Start

- Pick a 1-hour maintenance window (after hours/early morning).
- Admin logins for router, printers, and management consoles.
- Last month's reports (patching, EDR, backups).

Step-by-Step

1. **Step 1.** Install pending OS and application updates.
2. **Step 2.** Check backups: confirm last success time and perform a quick test restore of a small file.
3. **Step 3.** Run a password manager 'Security Audit' and resolve weak/reused passwords.
4. **Step 4.** Router: check for firmware updates; ensure WPA3/WPA2-AES and WPS is disabled; confirm guest Wi-Fi is active.
5. **Step 5.** Printers: update firmware; confirm admin password is non-default; disable Wi-Fi Direct if not needed.
6. **Step 6.** Review access changes (new hires/exits); adjust Shared Vaults and folder permissions.
7. **Step 7.** Update the 'Incident Contacts' list and re-share with staff.

Done-Right Checklist

- Patch compliance meets target; no critical vulnerabilities remain.
- EDR shows 'Healthy' across devices; no unresolved high-severity alerts.
- Backup test restore succeeded; off-site copy available (3-2-1).
- No default or weak passwords found in vaults.
- Router/printer settings confirmed and documented.

When to Call ToroTek

- Unusual EDR alerts or repeated malware detections.
- Backups failing for more than 48 hours or test restore fails.
- Router/printer firmware update fails or causes instability.

Pro Tips

- Calendar this SOP as a recurring monthly task and attach last month's PDF report.
- Capture screenshots for each section to create a simple audit trail.
- Rotate admin credentials at least quarterly or upon staff changes.

Need help? ToroTek is here.

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