

BERNSYS LTD · CYBERSECURITY READINESS CHECKLIST

10 IT Security Checks Every Growing Ghanaian Business Should Complete Before a Cyber Incident

Use this founder-friendly checklist during a management meeting, internal review or conversation with your IT support provider. Tick each item when it has been checked, documented and assigned to an owner.

- ☐ **1. Confirm who has access to business systems**
Review active users, admin accounts, shared accounts and leaver accounts across email, finance, HR, cloud storage and key business applications.

- ☐ **2. Turn on multi-factor authentication**
Prioritise email, administrator accounts, banking, accounting, remote access, domain hosting and other business-critical systems.

- ☐ **3. Check backups and restore readiness**
Confirm what is backed up, where it is stored, who receives alerts and when the last successful restore test was completed.

- ☐ **4. Review endpoint protection**
Ensure every business laptop and desktop has active antivirus or endpoint protection, current updates and no expired security tools.

- ☐ **5. Patch operating systems and applications**
Check Windows, macOS, browsers, Office applications, PDF tools, VPN clients and other daily-use applications are up to date.

- ☐ **6. Secure email against impersonation**
Review SPF, DKIM and DMARC for your business domain to reduce spoofing and strengthen email trust.

- ☐ **7. Control remote access and VPN use**
Check who can connect remotely, whether MFA is enforced, whether old accounts remain and whether access is logged.

- ☐ **8. Maintain a device and asset list**
List laptops, desktops, servers, printers, routers, firewalls, Wi-Fi equipment and critical software. You cannot protect what you cannot see.

- ☐ **9. Brief staff on suspicious emails and payment changes**
Give staff a simple process for pausing, checking and reporting suspicious links, attachments, supplier emails or payment requests.

☐ **10. Prepare a simple incident contact plan**

Document who to contact first if email is compromised, data is lost, devices are stolen or systems stop working.

Need help reviewing your current position?

Bernsys Ltd provides managed IT support, cybersecurity, cloud productivity support, backups and practical IT Health Checks for growing Ghanaian organisations. Visit bernsys.com or email support@bernsys.com.