



Computer Equipment Audit (Full)

Date Of Audit	
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Client Information

Computer Uses

	Lots Of	Some	Occasionally	Never
Email				
Internet Surfing				
Word Processing				
Spreadsheet				
Presentations				
Messaging				
Games				
Movie Watching				
Photograph Related				
Finance / Budget				
Music				
Cloud data storage				
Business Use				
Other (please specify)				

Data Value

	High	Medium	Low	Don't Care
Emails				
Contact Lists				
Photos				
Documents				
Music				
Other (please specify)				

Client View On/Of

Keyboard	
Mouse	
Case	
PC style / size / location	



Printer	

Issues/Concerns Raised Or Observed

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Hardware

Basics

Brand	
Age (nominal)	

Core System Details

(ie components within box or laptop)

Processor	Manufacturer/Part Number	
	Generation	
	Speed	
	Cache	
Mainboard	Manufacturer/Part Number	
Memory (RAM)	Technology	
	Size	
	Organisation	
Hard Disk Drive	Manufacturer/Part Number	
	Interface	
	Size	
	Speed	
	Cache	
Graphics /Display Adapter	Integrated/Standalone card	
	Manufacturer	
	Model/Chip	
	Memory	
External Ports	USB	
	Firewire	
	Display	
	Other	
LAN	Integrated/Standalone	
	Speed	
Audio System	Integrated/Standalone	
	Spec	
Power Supply	Output power	



	CPU supply	
	SATA connectors (number of)	
Optical Drive	Brand	
	Model	
	Technology (BluRay, DVD, CD)	
Keyboard connection	<USB/PS2/Wireless>	
Mouse connection	<USB/PS2/Wireless>	
Case	Size	

Miscellaneous Equipment Details

Display	Manufacturer	
	Model/Part number	
Printer/Multi function	MFP or printer only?	
	Make	
	Model	
	Colour/B&W only	
Scanner (if separate device)	Make	
	Model	
Speakers	Make	
	Model	
	Number of Speakers	
Keyboard	Make/model	
	Connection <USB/PS2/Wireless>	
Mouse	Make/model	
	Connection <USB/PS2/Wireless>	
Modem/Router	Make	
	Model	
	WiFi Included? <Y/N>	
	WiFi Standard	
Miscellaneous Equipment (add details)		



Internet Service Provider

Provider name	
Plan name/code	
Type of plan <data only, bundle>	
Type of service (<i>common answers would be NBN, ADSL, mobile data, dialup</i>)	
Data allowance of plan (down/up) (peak, offpeak)	

Software

Core Software

Area	Package	Version
Operating System (<i>common answers would be XP, Vista, Windows 7, Windows 8</i>)		
Anti Virus (<i>common answers would be AVG, Nortons, McAfee, AVAST</i>)		
Spyware (<i>could be same as above, or different</i>)		
Firewall (<i>could be same as above, or different</i>)		
Email (<i>common answers would be Windows Mail, Outlook Express, Outlook, Google</i>)		
Backup software		

Miscellaneous Applications

Application	Yes/No	Version
Office		
Acrobat Reader		
iTunes		
Quicktime		
DirectX		
Flash		
Skype		
Others		

Games

Package	Version



System Status

Basic Checks

BIOS Checks	Power Supplies	
	Logging	
	Operating Temperature(s)	
	Current Version	
	Latest Version	
Hard Disk Drive	Capacity	
	Used - Overall	
	Used - \System	
	Used - \Program Files	
	Used - \Documents	
	Used - _____	
	Space	
	Fragmentation	
	Bad Blocks	
	Disk Errors	
Device Issues		
Automatic Update Status	On / Off	
	Operation confirmed?	
	Comments	
Firewall	Status	On / Off
	Comments	
Antivirus	Status	On / Off
	Last Updated	
Anti Spam Status		
Backups		
External Antivirus Report		
External Malware Report		



Driver Versions/Checks

Area	Package	Version
Chipset		
Audio		
Graphics		
LAN		
WLAN		
Printer		
Scanner		
Other (specify)		

Event Viewer Information

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Issues/Concerns Raised Or Observed

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