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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 檢查項目/日期 | | 月 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 日 |  |  |  |  |  |  |  |  |  |  |  |  |
| 上  班  時  間 | 辨公區回收紙應置於指定區域 | |  |  |  |  |  |  |  |  |  |  |  |  |
| 含有個資資料不可滯留於印影印機、傳真機 | |  |  |  |  |  |  |  |  |  |  |  |  |
| 上班時間離座時，須收好機密文件 | |  |  |  |  |  |  |  |  |  |  |  |  |
| 非作業人員不可自行進入文件存放庫房 | |  |  |  |  |  |  |  |  |  |  |  |  |
| 辦公室、庫房通道須保持暢通，出入口CCTV正常 | |  |  |  |  |  |  |  |  |  |  |  |  |
| 非  上  班時間 | 門禁管制，資料櫃及抽屜上鎖 | |  |  |  |  |  |  |  |  |  |  |  |  |
| 筆記型電腦收入上鎖抽屜 | |  |  |  |  |  |  |  |  |  |  |  |  |
| 機密文件及儲存媒體無擺放於桌面上 | |  |  |  |  |  |  |  |  |  |  |  |  |
| 文件存放庫房應上鎖 | |  |  |  |  |  |  |  |  |  |  |  |  |
| 檢查人員確認 | | |  |  |  |  |  |  |  |  |  |  |  |  |
| 主管審核 | | |  |  |  |  |  |  |  |  |  |  |  |  |
| 備 考 | | |  | | | | | | | | | | | |

備註：🗸符合 🗴不符合（不符合事項須註記於備考欄）