

WORKSTATION AUDIT CHART

Date: ____ / ____ / 20____

Workstation ID:

Assigned User:

Location/Department:

Audited By:

CATEGORY	SPECIFICATION / MODEL	SERIAL NO / VERSION
Hardware Components		
Processor (CPU)		
Memory (RAM)		
Storage (HDD/SSD)		
Graphics Card		
Motherboard		
Peripherals		
Monitor 01		

CATEGORY	SPECIFICATION / MODEL	SERIAL NO / VERSION
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Monitor 02

Keyboard/Mouse

External Devices

Software & OS

Operating System

Antivirus Status

Primary Productivity

Specialized Tools

Network & Security

IP Address

CATEGORY

SPECIFICATION / MODEL

**SERIAL NO /
VERSION**

MAC Address

Last Backup Date

OBSERVATIONS & MAINTENANCE NOTES

Technician Signature
User Acknowledgement