

HKCERT

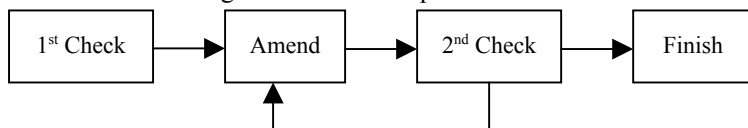
Home PC Baseline Security Self-Assessment Checklist (Applicable to Windows 98/ME, 2000 and XP)

Version 1
May 2006



This assessment includes two parts, which are System Security (General) Baseline Checklist (Part 1) and Internet Explorer (Advanced) Security Baseline Checklist (Part 2). Part 1 (General) is suitable for all home users. Part 2 (Advanced) is designed for users with more computer knowledge. Please contact us for any enquiries.

Please follow the figure below to complete the checklist



1st Check: Proceed the checklist without changing any settings or installing any applications. This check is used as a reference to an amended system in 2nd Check. Please follow the legend to complete the checklist.

2nd Check: Proceed the checklist after updating all the security settings including Windows Update and software installation. The assessment passes if all fields are “○”. Please follow the legend to complete the checklist.

Legend	○ - Pass
	✕ - Problem(s) Exists (Please follow up)

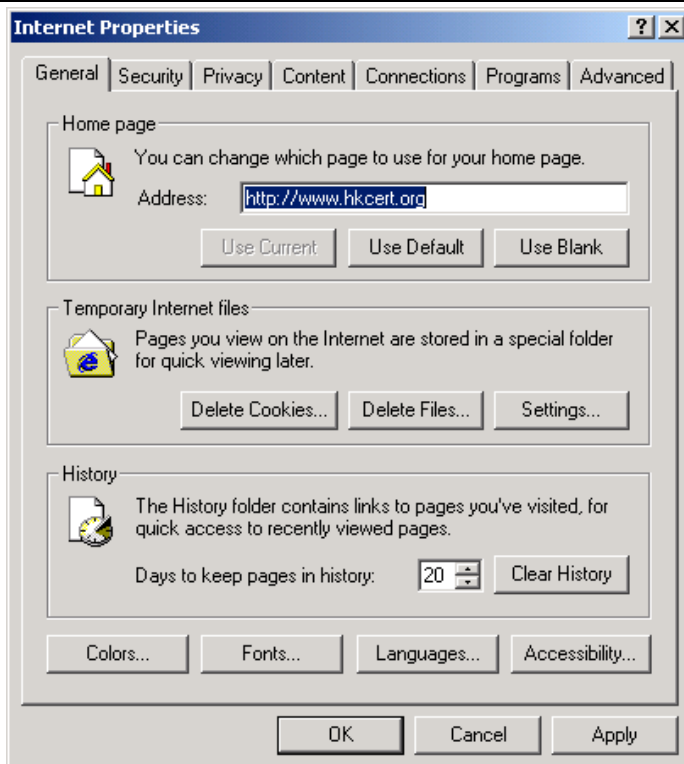
User Name: _____

Date: _____

SYSTEM SECURITY (General) BASELINE CHECKLIST (Part 1)			
Quick check for Windows			
No.	Item	1 st Check	2 nd Check
1.	System security software (Do NOT connect to the Internet except * steps) To obtain an effective defense from outside attacks, keeping the security software up-to-date can help for resisting attacks.		
	Part A – Anti-Virus		
	<u>Note: If you have not installed any anti-virus software, please refer to “Application Downloads” in appendix. If one of the following actions fails, please refer to “Emergency Repair” in appendix.</u>		
	Auto Protection is ON. If not, please enable.		
	Auto Update Virus Definition is ON. If not, please enable.		
	Update virus definition manually. *		
	Scan all hard drive(s) manually.		
	Enable / change the Virus Scanning Schedule Time to your daily computer operation time. (Assign the schedule at least once a week and ensure your computer is running but not busy while scanning.)		
	Part B - Anti-Spyware		
	<u>Note: If you have not installed any anti-spyware, please refer to “Application Downloads” in appendix.</u>		
	Realtime Monitor is ON. If not, please enable. **		
	Auto Update Definition is ON. If not, please enable. **		
	Update definition manually. *		
	Scan all the hard drive(s) manually.		
	** This function is not available for all anti-spyware software. For enquiries, please check with the supplier.		
2.	Personal Firewall / Windows Firewall Firewall is a shield that builds between PC and the Internet. It can protect the PC against attacks from the Internet.		
	<u>Note: If you have not installed any firewall, please refer to “Application Downloads” in appendix.</u>		
	Personal Firewall is ON. (For installed personal firewall or Windows XP users only) If not, please enable.		
3.	Windows Update (Do NOT connect to the Internet except * steps) Since Windows security vulnerabilities are sometimes discovered, a regular update is necessary. It can fix the vulnerabilities to reduce outside attacks.		
	Part A - Update patches manually		
	Open Internet Explorer > “Tools” > “Windows Update” * (Please follow the instructions shown in the web page)		
	Part B - Enable Automatic Updates		
	“Start” > “Setting” > “Control Panel” > (“System” [For Windows XP only]) > “Automatic Updates” > Select “Automatic (recommended)”. Assign the schedule within your daily computer-operating period.		

INTERNET EXPLORER (Advanced) SECURITY BASELINE CHECKLIST (Part 2)			
Quick Check for Internet Explorer (IE)			
Please close ALL Internet Explorer window(s) and open "Internet Options" in Control Panel (See Figure 1)			
No.	Item	1 st Check	2 nd Check
4. Internet Options content			
Internet browser is an important communication channel between PC and the Internet. After visiting some web sites, the security settings may have been changed. The changes may cause actual lost (e.g. leakage of passwords) if the settings are not checked regularly. The following checklist focuses on protecting personal privacy. Some settings may be complicated for ordinary users. If you could not follow the steps listed below, please ask for help from your friends who are familiar with Windows settings or contact us for enquiries.			
Note: If you are not using IE, please find the similar options in your browser.			
Part A - General (Tab)			
	"General" > "Temporary Internet files" > "Delete Files" and "Delete Cookies".		
	"General" > "Temporary Internet files" > "Setting" > "Temporary Internet files folder" > "Amount of disk space to use" slider > change the value to 10MB or lower.		
Part B - Security (Tab)			
	"Security" > "Security level for this zone" > (Select Internet) > "Default Level".		
Part C - Privacy (Tab)			
	"Privacy" > "Popup Blocker" > Check the "Block Popups" checkbox. (For Windows XP Service Pack 2 only)		
Part D - Content (Tab)			
	"Content" > "Personal information" > "AutoComplete" > "Use AutoComplete for" > uncheck "Forms" and "Username and Passwords on Forms".		
	"Content" > "Personal information" > "AutoComplete" > "Clear AutoComplete history" > "Clear Forms" and "Clear Passwords".		
Part E - Advanced (Tab)			
	"Advanced" > "Setting" > "Restore Defaults".		
5. Clear up unwanted or unknown Active-X plug-in			
Active-X is used for increasing the interactive effect in IE. A "safety warning" will be prompted before installing a new Active-X plug-in. Some malware may intrude the system by this way. The malware will remain in your computer if you do not clean up the related Active-X plug-in.			
	"General" > "Temporary Internet files" > "Setting" > "Temporary Internet files folder" > "View Objects" > delete the objects with "unknown" or "corrupted" status		

(Figure 1)



Appendix

Application Downloads

Note: The following applications are trial / free versions. These applications may have limitations on functionalities and usage conditions (e.g. only available for non-commercial or home use). To obtain a software with full function, please consider to purchase a full version software in order to provide a comprehensive protection.

Anti-Virus software

AVG – by Grisoft

<http://www.grisoft.com/doc/71/lng/ww/tpl/tpl01>

Anti-Spyware software

Windows Defender – by Microsoft

www.microsoft.com/downloads

Ad Aware Personal 1.0X Edition – by Lavasoft

www.lavasoft.com

Personal Firewall

Zone Alarm – by Zone Labs

<http://www.zonelabs.com/store/content/company/products/zna/m/freeDownload.jsp?dc=12bms&ctry=TW&lang=zh>

Emergency Repair

Anti-Virus function failure

1. Disable “System Restore”, restart the computer. (For Windows XP only)
2. Scan the computer by online virus scanner to check virus. <http://housecall.antivirus.com>
3. If “Housecall” is unable to delete the infected files, find and delete the related files in **Safe Mode** and restart the computer.
4. Re-install the anti-virus software and update the virus definition.
5. Enable “System Restore” again.
6. Please contact the related supplier or purchase a new anti-virus software if your anti-virus software has expired.

Your opinions can perfect this checklist. Please contact us for any enquiries or opinions.

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