

Authority to Test and Scope Schedule



Alpha IT Solutions Ltd · Company no. 15837037

robert@alphaitolutions.uk · contact@alphaitolutions.uk · 020 3411 1886

This form must be signed before any work begins. It is what makes the audit lawful access rather than unauthorised access. No signature, no audit. There is no exception to this, including for urgent work or for clients we know well.

Client:

Engagement Letter dated:

Reference:

1. Computers in scope

We will audit **only** the computers listed here.

#	Computer name	Location	Operating system	Who uses it
1				
2				
3				
4				
5				

Continue on a second sheet if needed, initialled by both parties.

Total number of computers in scope:

2. Explicitly out of scope

Anything not listed in section 1 is out of scope. List here anything you specifically want on record as excluded, such as a director's personal laptop, a machine mid-migration, or a system belonging to someone else.

#	What	Why
1		
2		

#	What	Why
3		

3. When

Start date	
End date	
Times of day we may work	
Any times we must avoid	

This authority applies only within the dates above. If the work runs over, we will ask you to sign an extension rather than carry on.

4. What we will do on each computer

We will run our audit tool, which performs **read-only** checks:

- Windows firewall configuration
- Antivirus status and signature age
- Disk encryption status
- Account settings, password policy, and who has administrator rights
- Whether legacy protocols such as SMBv1 are enabled
- Remote Desktop and User Account Control settings
- Outstanding security updates and end-of-life software
- Installed software inventory
- Network shares and stored credential hygiene

What we will not do

- **We will not change any setting**, install any permanent software, or apply any fix.
- **We will not attempt to exploit anything**, guess any password, or break into anything.
- **We will not read your files, email or documents.**
- **We will not copy any business data off your machines.** Only the configuration results listed above leave the computer.
- **We will not touch anything listed in section 2, or anything not listed in section 1.**

5. Contacts

Role	Name	Phone	Email
Your main contact			
Who to call if something breaks			
Our auditor	Laurentiu Robert Niculescu	020 3411 1886	robert@alphaitsolutions.uk

If anything goes wrong we will stop immediately and call the contact above.

6. Before we start

Please confirm:

- A current backup exists for the computers in scope
- Your IT provider or managed service provider has been told, if you use one
- Any third party responsible for these machines has agreed
- Anything fragile has been listed in section 2
- We have been told about anything unusual we should expect

7. Authorisation

I confirm on behalf of the client that:

7.1 I am authorised to give this permission, and to bind the organisation named above.

7.2 The organisation owns or lawfully controls every computer listed in section 1, and is entitled to authorise this audit of them.

7.3 I authorise Alpha IT Solutions Ltd, and the named auditor, to access those computers and carry out the checks described in section 4, during the period in section 3.

7.4 This authorisation is given for the purposes of the Computer Misuse Act 1990, and confirms that access by Alpha IT Solutions Ltd within this scope is authorised access.

7.5 I understand that any work on a live computer carries some risk, that a current backup is my responsibility, and that Alpha IT Solutions Ltd's liability is limited as set out in the Engagement Letter.

7.6 I may withdraw this authorisation at any time by telling the auditor, in which case work stops immediately.

Signed for the client

Signature	
Full name	
Job title	
Organisation	
Date	

Signed for Alpha IT Solutions Ltd

Signature	
Full name	Laurentiu Robert Niculescu
Title	Director
Date	

Auditor's note. Record the client name, the authorising signatory's name and this reference in the audit tool before running anything. The report must show who authorised the work. A report that goes out with the authorised-by field blank is not acceptable, whatever the tool did.