

# Employee Remote Working Audit



Name of Colleague:

Date:

Position:

Personal contact number:

Collate the following information from each employee able to work from home:

1. Are there any parts of your role you will be unable to complete at home?  
If yes, please explain
2. What tools and applications do you need to complete your role from home?
3. Do you have the internet at home? If so, who is your provider and what type of broadband?
4. Where is your router located in relation to your identified working space?
5. What internet speeds do you experience from home?

**Next complete the checklist to establish what tools are required.**

# Employee Remote Working Checklist



Checklist	Business Needs	Products & Services	<input checked="" type="checkbox"/>
<b>Hardware</b>	Empower my employee with the tools they need to get their job done	Mobile phone	<input type="checkbox"/>
		Laptop	<input type="checkbox"/>
		Printer	<input type="checkbox"/>
		Scanner	<input type="checkbox"/>
		Headsets and accessories	<input type="checkbox"/>
		USB Modem	<input type="checkbox"/>
<b>Applications</b>	Enable team to communicate & collaborate with colleagues, customers & suppliers	Phone system & video chat	<input type="checkbox"/>
		Office 365 & Teams (Including onboarding support)	<input type="checkbox"/>
	Control cyber security for remote workers	Anti-Virus Protection	<input type="checkbox"/>
<b>Connectivity</b>	To ensure our employees have suitable connectivity	Mobile data sim	<input type="checkbox"/>
		Wireless adapter	<input type="checkbox"/>
<b>Support</b>	Access to ready to use products we can simply plug in and use	Product Support	<input type="checkbox"/>
		Remote support tools	<input type="checkbox"/>

For further advice or support contact our team at [Curveball Solutions](https://www.curveball.com) on 0151 547 4321