

Mandatory Device Policies

All company laptops must comply with the following enforced policies at all times. Non-compliance may result in device quarantine and disciplinary action.

Policy Area	Requirement	Enforcement Method
Screen Lock	Automatic screen lock after 5 minutes of inactivity; password required to resume	GPO / MDM profile
Password Policy	Minimum 4 characters, complexity required	Azure AD
Multi-Factor Authentication	MFA required for all corporate applications and remote access (VPN, email, cloud)	Azure AD Conditional Access
OS & Patch Updates	Security patches must be applied within 72 hours of release; OS updates within 14 days	WSUS / Intune / Jamf
Antivirus / EDR	Approved EDR solution must remain active at all times; user cannot disable	MDM policy, tamper-protected
USB & External Media	Unauthorised USB storage blocked by default; exceptions require IT approval	DLP / GPO policy
Software Installation	Only approved software permitted; unapproved installations blocked	AppLocker / Jamf restrictions
Remote Wipe	All devices enrolled for remote wipe; user consents at handover	MDM platform
Local Admin Rights	Standard users do not have local administrator rights without explicit approval	MDM / AD group policy

Laptop Handover Process

The following steps must be completed, in order, for every laptop issuance. Both the IT representative and the recipient must sign the Handover Receipt upon completion.

4.1 IT Checklist — Before Handover

#	Pre-Handover Task	Completed	Initials
01	Microsoft 365 login		
02	Antivirus Installation and activation		
03	All mandatory policies verified as applied (encryption, screen lock, AV)		
04	Local User account created		
05	Laptop tested: power, keyboard, screen, camera, ports, Wi-Fi, and Bluetooth		
11	Ultra-viewer Installed for Remote Access		
12	Laptop cleaned, in good cosmetic condition, and packaged with accessories		

4.2 Handover Receipt — Equipment Issued

The following items must be verified and listed at the point of handover:

Item	Serial Number / Asset Tag	Condition	Included
Laptop		Good / Acceptable / Poor	
Power Adapter / Charger		Good / Acceptable / Poor	
USB-C Hub / Docking Station		Good / Acceptable / Poor	
Laptop Bag / Case		Good / Acceptable / Poor	
External Mouse		Good / Acceptable / Poor	
Other: _____			

Device Information

Device type	
Device Model	
Serial Number	
Asset Tag ID	
Username	
Password	

User Acknowledgement

By signing below, the recipient acknowledges that they have received the above equipment in the stated condition, have read and understood the IT Acceptable Use Policy, and agree to comply with all device policies outlined in this document.

Recipient Details	IT Representative Details
Full Name: _____	Full Name: _____
Job Title: _____	Job Title: _____
Department: _____	Department: _____
Date: _____	Date: _____
Signature: _____	Signature: _____