



# Payment Card Industry Self-Assessment Questionnaire

## How to Complete the Questionnaire

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The questionnaire is divided into six sections. Each section focuses on a specific area of security, based on the requirements included in the PCI Data Security Standard. For any questions where N/A is marked, a brief explanation should be attached.

## Questionnaire Reporting

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The following must be included with the self-assessment questionnaire and system perimeter scan results:

### **Organization Information**

CORPORATE NAME:		DBA(S):	
CONTACT NAME:		TITLE:	
PHONE:		E-MAIL:	
APPROXIMATE NUMBER OF TRANSACTIONS/ACCOUNTS HANDLED PER YEAR:			

### **Please include a brief description of your business.**

Please explain your business' role in the payment flow. How and in what capacity does your business store, process and/or transmit cardholder data?

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### **List all Third Party Service Providers**

Processor:		Gateway:	
Web Hosting		Shopping Cart:	
Co-Location:		Other:	

### **List Point of Sale (POS) software/hardware in use:**

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## Rating the Assessment

After completing each section of the assessment, users should fill in the rating boxes as follows:

IN EACH SECTION IF...	THEN, THE SECTION RATING IS ...
<b>ALL</b> questions are answered with "yes" or "N/A"	<b>Green</b> - The merchant or service provider is compliant with the self-assessment portion of the PCI Data Security Standard. <i>Note: If "N/A" is marked, attach a brief explanation.</i>
<b>ANY</b> questions are answered with "no"	<b>Red</b> – The merchant or service provider is not considered compliant. To reach compliance, the risk(s) must be resolved and the self-assessment must be retaken to demonstrate compliance.

<b>Section 1:</b>	Green Red	<b>Section 4:</b>	Green Red
<b>Section 2:</b>	Green Red	<b>Section 5:</b>	Green Red
<b>Section 3:</b>	Green Red	<b>Section 6:</b>	Green Red
<b>Overall Rating:</b>		<b>Green</b>	<b>Red</b>

## Glossary

A glossary of terms can be found on the CISP website:

[http://usa.visa.com/download/business/accepting\\_visa/ops\\_risk\\_management/cisp\\_GlossaryofTerms.pdf](http://usa.visa.com/download/business/accepting_visa/ops_risk_management/cisp_GlossaryofTerms.pdf)



## Build and Maintain a Secure Network

### *Requirement 1: Install and maintain a firewall configuration to protect data*

DESCRIPTION		RESPONSE		
1.1	Are all router, switches, wireless access points, and firewall configurations secured and do they conform to documented security standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.2	If wireless technology is used, is the access to the network limited to authorized devices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.3	Do changes to the firewall need authorization and are the changes logged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.4	Is a firewall used to protect the network and limit traffic to that which is required to conduct business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.5	Are egress and ingress filters installed on all border routers to prevent impersonation with spoofed IP addresses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.6	Is payment card account information stored in a database located on the internal network (not the DMZ) and protected by a firewall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.7	If wireless technology is used, do perimeter firewalls exist between wireless networks and the payment card environment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.8	Does each mobile computer with direct connectivity to the Internet have a personal firewall and anti-virus software installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
1.9	Are Web servers located on a publicly reachable network segment separated from the internal network by a firewall (DMZ)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.10	Is the firewall configured to translate (hide) internal IP addresses, using network address translation (NAT)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Build and Maintain a Secure Network

### **Requirement 2: Do not use vendor-supplied defaults for system passwords and other security parameters**

DESCRIPTION		RESPONSE		
2.1	Are vendor default security settings changed on production systems before taking the system into production?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.2	Are vendor default accounts and passwords disabled or changed on production systems before putting a system into production?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.3	If wireless technology is used, are vendor default settings changed (i.e. WEP keys, SSID, passwords, SNMP community strings, disabling SSID broadcasts)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.4	If wireless technology is used, is Wi-Fi Protected Access (WPA) technology implemented for encryption and authentication when WPA-capable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2.5	Are all production systems (servers and network components) hardened by removing all unnecessary services and protocols installed by the default configuration?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2.6	Are secure, encrypted communications used for remote administration of production systems and applications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## Protect Cardholder Data

### **Requirement 3: Protect stored data**

DESCRIPTION		RESPONSE	
3.1	Is sensitive cardholder data securely disposed of when no longer needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.2	Is it prohibited to store the full contents of any track from the magnetic stripe (on the back of the card, in a chip, etc.) in the database, log files, or point-of-sale products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.3	Is it prohibited to store the card-validation code (three-digit value printed on the signature panel of a card) in the database, log files, or point-of-sale products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.4	Are all but the last four digits of the account number masked when displaying cardholder data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.5	Are account numbers (in databases, logs, files, backup media, etc.) stored securely— for example, by means of encryption or truncation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.6	Are account numbers sanitized before being logged in the audit log?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### **Requirement 4: Encrypt transmission of cardholder data and sensitive information across public networks**

DESCRIPTION		RESPONSE		
4.1	Are transmissions of sensitive cardholder data encrypted over public networks through the use of SSL or other industry acceptable methods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4.2	If SSL is used for transmission of sensitive cardholder data, is it using version 3.0 with 128-bit encryption?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.3	If wireless technology is used, is the communication encrypted using Wi-Fi Protected Access (WPA), VPN, SSL at 128-bit, or WEP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.4	If wireless technology is used, are WEP at 128-bit and additional encryption technologies in use, and are shared WEP keys rotated quarterly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4.5	Is encryption used in the transmission of account numbers via e-mail?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## Maintain a Vulnerability Management Program

### Requirement 5: Use and regularly update anti-virus software

	DESCRIPTION	RESPONSE	
5.1	Is there a virus scanner installed on all servers and on all workstations, and is the virus scanner regularly updated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Requirement 6: Develop and maintain secure systems and applications

	DESCRIPTION	RESPONSE		
6.1	Are development, testing, and production systems updated with the latest security-related patches released by the vendors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.2	Is the software and application development process based on an industry best practice and is information security included throughout the software development life cycle (SDLC) process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.3	If production data is used for testing and development purposes, is sensitive cardholder data sanitized before usage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.4	Are all changes to the production environment and applications formally authorized, planned, and logged before being implemented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6.5	Were the guidelines commonly accepted by the security community (such as Open Web Application Security Project group ( <a href="http://www.owasp.org">www.owasp.org</a> )) taken into account in the development of Web applications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.6	When authenticating over the Internet, is the application designed to prevent malicious users from trying to determine existing user accounts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.7	Is sensitive cardholder data stored in cookies secured or encrypted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6.8	Are controls implemented on the server side to prevent SQL injection and other bypassing of client side-input controls?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

## Implement Strong Access Control Measures

### Requirement 7: Restrict access to data by business need-to-know

	DESCRIPTION	RESPONSE	
7.1	Is access to payment card account numbers restricted for users on a need-to-know basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### Requirement 8: Assign a unique ID to each person with computer access

	DESCRIPTION	RESPONSE		
8.1	Are all users required to authenticate using, at a minimum, a unique username and password?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8.2	If employees, administrators, or third parties access the network remotely, is remote access software (such as PCAnywhere, dial-in, or VPN) configured with a unique username and password and with encryption and other security features turned on?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.3	Are all passwords on network devices and systems encrypted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8.4	When an employee leaves the company, are that employee's user accounts and passwords immediately revoked?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8.5	Are all user accounts reviewed on a regular basis to ensure that malicious, out-of-date, or unknown accounts do not exist?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8.6	Are non-consumer accounts that are not used for a lengthy amount of time (inactive accounts) automatically disabled in the system after a pre-defined period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8.7	Are accounts used by vendors for remote maintenance enabled only during the time needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8.8	Are group, shared, or generic accounts and passwords prohibited for non-consumer users?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8.9	Are non-consumer users required to change their passwords on a pre-defined regular basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8.10	Is there a password policy for non-consumer users that enforces the use of strong passwords and prevents the resubmission of previously used passwords?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8.11	Is there an account-lockout mechanism that blocks a malicious user from obtaining access to an account by multiple password retries or brute force?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Implement Strong Access Control Measures

### *Requirement 9: Restrict physical access to cardholder data*

DESCRIPTION		RESPONSE		
9.1	Are there multiple physical security controls (such as badges, escorts, or mantraps) in place that would prevent unauthorized individuals from gaining access to the facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9.2	If wireless technology is used, do you restrict access to wireless access points, wireless gateways, and wireless handheld devices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
9.3	Are equipment (such as servers, workstations, laptops, and hard drives) and media containing cardholder data physically protected against unauthorized access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9.4	Is all cardholder data printed on paper or received by fax protected against unauthorized access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9.5	Are procedures in place to handle secure distribution and disposal of backup media and other media containing sensitive cardholder data?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9.6	Are all media devices that store cardholder data properly inventoried and securely stored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9.7	Is cardholder data deleted or destroyed before it is physically disposed (for example, by shredding papers or degaussing backup media)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Regularly Monitor and Test Networks

### ***Requirement 10: Track and monitor all access to network resources and cardholder data***

DESCRIPTION		RESPONSE	
10.1	Is all access to cardholder data, including root/administration access, logged?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.2	Do access control logs contain successful and unsuccessful login attempts and access to audit logs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.3	Are all critical system clocks and times synchronized, and do logs include date and time stamp?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.4	Are the firewall, router, wireless access points, and authentication server logs regularly reviewed for unauthorized traffic?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.5	Are audit logs regularly backed up, secured, and retained for at least three months online and one-year offline for all critical systems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

### ***Requirement 11: Regularly test security systems and processes***

DESCRIPTION		RESPONSE		
11.1	If wireless technology is used, is a wireless analyzer periodically run to identify all wireless devices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
11.2	Is a vulnerability scan or penetration test performed on all Internet-facing applications and systems before they go into production?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
11.3	Is an intrusion detection or intrusion prevention system used on the network?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
11.4	Are security alerts from the intrusion detection or intrusion prevention system (IDS/IPS) continuously monitored, and are the latest IDS/IPS signatures installed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Maintain a policy that addresses information security

### *Requirement 12: Maintain a policy that addresses information security*

DESCRIPTION		RESPONSE	
12.1	Are information security policies, including policies for access control, application and system development, operational, network and physical security, formally documented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.2	Are information security policies and other relevant security information disseminated to all system users (including vendors, contractors, and business partners)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.3	Are information security policies reviewed at least once a year and updated as needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.4	Have the roles and responsibilities for information security been clearly defined within the company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.5	Is there an up-to-date information security awareness and training program in place for all system users?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.6	Are employees required to sign an agreement verifying they have read and understood the security policies and procedures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.7	Is a background investigation (such as a credit- and criminal-record check, within the limits of local law) performed on all employees with access to account numbers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.8	Are all third parties with access to sensitive cardholder data contractually obligated to comply with card association security standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.9	Is a security incident response plan formally documented and disseminated to the appropriate responsible parties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.10	Are security incidents reported to the person responsible for security investigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.11	Is there an incident response team ready to be deployed in case of a cardholder data compromise?	<input type="checkbox"/> Yes	<input type="checkbox"/> No