

The purpose of this template is to help assess the risk third-party vendors pose to your organisation’s cybersecurity posture.

Vendor Information

Vendor Name	[Insert Name]
Contact Person	[Insert Name]
Services Provided	[Insert Services]
Data/Systems Accessed	[Insert Details]

Assessment Summary

Assessment Date	[Insert Date]
Assessor Name	[Insert Name]
Risk Level	[High / Medium / Low]

Security Practices Checklist

Practice	Implemented?
Documented security policy	Yes / No
Multi-factor authentication	Yes / No
Regular vulnerability scans	Yes / No
Incident response plan	Yes / No

Encryption of sensitive data	Yes / No
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Risk Rating

Criteria	Rating
Likelihood	High / Medium / Low
Impact	High / Medium / Low
Overall Risk	High / Medium / Low

Comments & Recommendations

Summarise any concerns identified during the assessment. Provide recommendations to mitigate risk and improve the vendor's security posture. List any follow-up actions required or documents needed.