19   PASSPORT AND VISA OPERATIONS

A.   Is the bulk supply of passports and
        immigration visas held in a secure area and
        under the control of a Canada-based staff
        member?

B.   Do I personally check the passport blanks on
        hand with the inventory report at the end of
        each quarter?

C.   Do I monitor the quarterly Foreign Operation
        Error Reports on passport processing and
        review areas of concern with the Program
        Manager?

20   OFFICE AUTOMATION

A.   Are all purchases of personal computers [PC]
        either authorized by MSS, or made in
        conformity with the PC Standards published by
        MSS?

B.   Has MSS been sent an up-to-date and complete
        inventory of PCs and software in use at the
        Mission?

C.   Have surplus PCs been utilized or disposed
        of, in accordance with Departmental policy?

D.   If the mission has developed any applications
        in house, are they fully documented and has
        MSS been advised? Do they and the
        documentation respect Official Languages
        policy?

E.   Does every PC have an original copy of all
        software used on it?

F.   Are critical files regularly "backed up"?

G.   Have employees been given adequate training
        in the use of computer software?

H.   Have all users been informed within the past
        twelve months of the danger of viruses and
        the means of avoiding them?

I.   Have all virus incidents been reported to
        ISS?