Guidance

Cyber Security Model: Supplier Assurance Questionnaire (SAQ) Workflow

October 2017
1. What is the Supplier Assurance Questionnaire (SAQ)?

The Supplier Assurance Questionnaire (SAQ) allows suppliers to demonstrate compliance with the controls required by a contract and its Cyber Risk Profile.

The SAQ forms part of the Defence Cyber Protection Partnership (DCPP) Cyber Security Model. The Authority\(^1\) will first perform a Risk Assessment (RA) of the contract to determine its Cyber Risk Profile. Suppliers invited to tender, then complete an SAQ to demonstrate their compliance.

Suppliers intending to sub-contract part of a Ministry of Defence contract will also be required to complete a Risk Assessment for any sub-contract(s), and sub-contractors will be required to complete an SAQ in response to it.

An SAQ is not required for contracts assessed as Not Applicable, however suppliers are still recommended to achieve Cyber Essentials certification.


2. How to use this guide

This guide includes a workflow diagram of the questions which must be completed by suppliers when completing an SAQ. Both the Cyber Risk Profile of the relevant contract and the answers provided by a supplier will determine which questions are asked.

The question references (e.g. VL01) in the workflow refer to the full question and answer options listed on pages 4 to 9. Use both the workflow and the questions to understand what information will be required when responding to the SAQ.

The response options highlighted in green represent the minimum requirements to be compliant with the related controls for a contract with the specified Cyber Risk Profile. Additional response options are also included, above the required compliance level, to evaluate cyber resilience across the Defence sector.

To view associated question-level guidance, visit Octavian, the online service at [https://supplier-cyber-protection.service.gov.uk/](https://supplier-cyber-protection.service.gov.uk/) and complete a sample SAQ.

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\(^1\) The Authority is the person accountable for determining the Cyber Risk Profile appropriate to a contract and, where the contractor has not already been notified of the Cyber Risk Profile prior to the date of this contract, shall provide notification of the relevant Cyber Risk Profile and cyber security instructions as soon as reasonably practicable; and notify the contractor as soon as reasonably practicable where The Authority reassesses the Cyber Risk Profile relating to a specific contract.

3. Supplier Assurance Questionnaire workflow diagram

**Introduction information**

SAQ3

Yes, enter Risk Assessment Reference

**General contract information**

6 questions

SAQ3A

GCC02 to GCC04

**Cyber Risk Profile:**

**Very Low**

3 questions

VL01

Yes

VL01a-b

**Low**

19 questions

L01 to L08

L09 to L16

L16a-b

**Moderate**

17 questions

M01 to M14

M15 to M16

**High**

12 questions

H01 to H12

**Sub-contracting**

3 questions

Yes

Unknown

SAQ Reference

SC03 Declaration

Cyber Security Model: SAQ Workflow
4. SAQ questions

**SAQ3**  
Do you have a Risk Assessment Reference?  
Yes - provide  
No

**SAQ3a**  
Which Cyber Risk Profile do you want to complete an SAQ against?  
Very Low  
Low  
Moderate  
High

**SAQ4**  
Provide a name and description for the contract.

**General Contract Context questions**

These questions will not determine whether you meet the minimum required standard for the contract’s Cyber Risk Profile

**GCC02**  
Provide a brief description of your organisation, to help us understand your business context. Tick all that apply.  
My organisation is an SME  
I am a sole trader  
My organisation works from multiple locations  
My organisation has locations outside of the UK

**GCC03**  
Do you have any existing information security certifications or accreditations that provide evidence of your ability to operate securely at this level?  
Yes, provide details  
No

**GCC04**  
Are any of the systems / programmes / applications that may be used in the delivery of this contract registered on the Defence Assurance Risk Tool (DART)?  
Yes, enter if known  
No

**Cyber Risk Profile: Very Low**

**VL01**  
Does your organisation have Cyber Essentials certification that covers the scope required for all aspects of the contract, and do you commit to maintaining this standard for the duration of the contract?  
Yes  
No

**VL01a**  
Do you have an equivalent standard to Cyber Essentials certification that you would like to claim as an alternative?  
Yes  
No

**VL01b**  
Confirm which of the following statements apply to your organisation in the context of the equivalent standard you are claiming.  
Boundary firewalls and internet gateways (list of statements)  
Secure configuration (list of statements)  
Access control (list of statements)  
Malware protection (list of statements)  
Patch management (list of statements)

**Cyber Risk Profile: Low**

**L01**  
Are information security relevant roles identified and responsibilities assigned within your organisation?  
No  
Yes, roles and responsibilities have been assigned, but are not documented  
Yes, roles and responsibilities have been assigned, and are formalised in accordance with and form part of corporate policy  
Yes, roles and responsibilities have been assigned, and are formalised in accordance with and form part of corporate policy and are effectively communicated throughout your organisation

**L02**  
Does your organisation define and implement a policy that addresses information security risks within supplier relationships?  
No  
Yes, using company standards  
Yes, and it ensures that all relevant ‘cyber standards’ required through contracts or regulation are flowed down  
Yes, and it ensures that all relevant ‘cyber standards’ required through contracts or regulation are flowed down. We also have additional requirements that are flowed down as required

**L03**  
Does your organisation define and implement a policy that ensures that all functions have sufficient and appropriately qualified resources to manage the establishment, implementation and maintenance of information security?  
No  
Yes

**L04**  
Are employee and contractor responsibilities for information security formally defined?  
No  
Yes, there is nothing formal in place  
Yes, guidance is given, but no acknowledgement is required  
Yes, in the general terms and conditions of employment and/or corporate policy. (For the avoidance of doubt this should cover full-time employees, contractors and agency staff)

**L05**  
Does your organisation ensure that personnel with information security responsibilities are provided with suitable training?  
No  
Yes, we provide general training but nothing specific to a role  
Yes, we provide training as required to roles  
Yes, we define minimum skill sets for specific roles and have a continuous education process in place to ensure that our employees meet or exceed these
Does your organisation have a policy for ensuring that sensitive information is clearly identified?

No

Yes, we identify such information, but do not apply any formal classification to it

Yes, we identify such information and apply a formal classification scheme in accordance with our policies or regulatory requirements

Yes, we identify such information and apply a formal classification scheme in accordance with our policies or regulatory requirements, and communicate this to all staff to ensure they clearly understand the scheme and their responsibilities for ensuring it affords appropriate protection to sensitive information

Does your organisation have a policy to control access to information and information processing facilities?

No, we rely on our staff to do the right thing

Yes, we have formal handling - storage, transmission, transportation, retention and disposal - procedures based on our classification scheme

Yes, we have formal handling - storage, transmission, transportation, retention and disposal - procedures based on our classification scheme, and a policy that is documented and maintained

Yes, we have formal handling - storage, transmission, transportation, retention and disposal - procedures based on our classification scheme, which include handling in accordance with all regulatory requirements considered and captured in our baseline process

Does your organisation have Cyber Essentials Plus certification that covers the scope required for all aspects of the contract, and do you commit to maintaining this standard for the duration of the contract?

No

No, certification is planned to be in place at the point of contract award

Yes, provide certification body and certificate no.

Does your organisation have an approved information security policy in place?

No

Yes, this is locally documented

Yes, we have a documented and maintained policy that considers as a minimum the following areas: (list of information security policies areas)

Yes, we have a documented and maintained policy that considers as a minimum the following areas: (list of information security policy areas)

This is based on a formal recognised standard and is independently verified

Does your organisation maintain the scope and configuration of the information technology estate?

No, we have not established the scope and configuration of our IT estate

Yes, we understand the size and topology of our corporate networks. We have a register of some, but not all assets

Yes, we have a verified understanding of the size and topology of our corporate networks. We have a register of all assets that is regularly reviewed

Yes, we have a verified, automated description of the size and topology of our corporate networks. We have an integrated, network-enabled register of all assets, which notifies us if an unknown asset is detected

Does your organisation have a policy to manage the access rights of user accounts?

No, we do not control access to information assets or maintain access records

Yes, but we rely on procedural measures to control access to information assets

Yes, we have an access control policy which covers how we establish appropriate user access rights to ensure that users only have access to information necessary for them to perform their role. Access rights are granted on a 'least privilege' basis

We require multi-factor authentication for accounts that have access to sensitive data or systems; we employ technology to enforce access control lists (ACLs) even when data is recovered off a server; we maintain records of access to our information assets

Does your organisation have a policy for verifying an individual's credentials prior to employment?

No

Yes

Does your organisation have a policy for all employees and contractors to report violations of information security policies and procedures without fear of recrimination?

No

Yes
L15 Does your organisation have a disciplinary process in place to ensure that action is taken against those who violate security policy or procedures?
No
Yes, but this is just an informal process
Yes, we have a formal process, which is regularly reviewed and communicated to employees

L16 Does your organisation have procedures for information security incident management that include detection, resolution and recovery?
No
Yes

L16a Which of the following information security incident management procedures apply to your organisation? Tick all that apply.
We have procedures and responsibilities for incident response planning and management
We have procedures for monitoring, detecting, analysing and reporting of information security events and incidents
We have procedures for logging incident management activities
We have procedures for handling (storage, transmission, transportation, retention and disposal) of forensic evidence
We have procedures for response including those for escalation, controlled recovery from an incident and communication to internal and external people or organisations

L16b Does your organisation learn from information security incidents? Tick all that apply.
Yes, we have procedures for assessment of and decision on information events and assessment of information security weaknesses
Yes, we conduct regular reviews of effectiveness undertaken using the results of audits, incidents, measurements and feedback from interested parties

M03 Does your organisation use an appropriate and repeatable information security risk assessment process?
No
Yes, these are formalised in accordance with and form part of corporate policy
Yes, these are formalised in accordance with and form part of corporate policy, and the criteria for performing information security risk assessments and acceptable levels of risk are also defined and documented

M04 Does your organisation have a policy for storing, accessing and handling sensitive information securely?
No, we do not implement any measures to ensure privacy and protection of sensitive information
Yes, for information that is categorised as requiring enhanced protection (including legal, ITAR regulatory, contractual, sensitive personal) and we ensure it is protected in line with requirements
Yes, we have a policy and have designated roles within the organisation that provide guidance to managers, users and service providers on the individual responsibilities and the specific procedures that should be followed

M04a Do you ensure that any offshoring arrangements are in line with and meet HM Government and Ministry of Defence policy for the handling of such information?
No
Yes

M04b Do you ensure that any requests for bulk data transfers of such data are subject to formal approval before release (and are effected using secure and approved communications channels)?
No
Yes

M05 Does your organisation have a policy for data loss prevention?
No, we do not have a policy for data loss prevention
Yes, we have policy that defines what information may be released, and implement controls and monitoring to control the flow of data within the network and detect the unauthorised release of sensitive information
Yes, we have policy that defines what information may be released, and implement controls and monitoring to control the flow of data within the network (spotting and addressing any anomalies where traffic exceeds the normal) and detect the unauthorised release of sensitive information, and have back-up mechanisms in place

Cyber Risk Profile: Moderate
M06 Does your organisation ensure that asset owners are identified and that they control access to these assets?
No
Yes, we have an inventory of our organisation's assets and ensure that all information-related assets have a defined owner who ensures that, where appropriate, assets have rules for their acceptable use

M07 Does your organisation manage vulnerabilities for which there are no countermeasures?
No, we do not do anything specific to address evolving vulnerabilities
Yes, we recognise that there will be evolving vulnerabilities in our systems and take note of any advice we are made aware of
Yes, we subscribe to a vulnerability alerting service, formally review alerts and mitigate as a matter of priority
Yes, and in addition we manage risks to legacy systems, where possible isolating these systems, and/or providing additional protective controls and monitoring until they can be updated/replaced

M08 Does your organisation monitor network behaviour and analyse events for potential incidents?
No, we neither monitor our network nor analyse events for incidents
Yes, we undertake ad hoc inspections of event logs but do not have a regular commitment to log analysis
Yes, we deploy network traffic monitoring tools and analyse and record the events they generate

M09 Has your organisation defined and implemented a policy for monitoring account usage and managing changes to access rights?
No
Yes, but only through acceptable use policies and procedures
Yes, we actively control user access to user accounts through a corporate-wide, technically enforced mechanism such as the use of a mandatory password complexity algorithm with managers actively matching staff with existing accounts. We monitor compliance to acceptable use policies and procedures through technical controls
Yes, (as above) but also implement additional measures (such as limiting and controlling access to the audit system, monitoring attempts to access deactivated accounts, or other measures)

M10 Does your organisation control remote access to its networks and systems?
No, we do nothing specific
Yes, we ensure that permission is sought before granting access to external organisations or remote users
Yes, we control access to our networks and systems by ensuring that those approved to connect do so using approved mechanisms
Yes, as above and devices, and we actively confirm right to access, verify end point security and identify before connection is completed

M11 Does your organisation have policy to control the use of authorised software?
No
Yes

M12 Does your organisation have a policy to control the flow of information through network borders?
No, we do nothing to control the flow of information through network borders
Yes, we deny outgoing communications to known malicious IP addresses
Yes, we have a policy that controls access through either a 'Whitelist' or 'Blacklist' and control the use of authorised protocols
Yes, we employ intrusion protection devices, block known suspicious network behaviour and direct all outgoing traffic through an authenticated proxy server

M13 Does your organisation have a policy and deploy technical measures to maintain the confidentiality of passwords?
No, we do nothing technical to maintain the confidentiality of passwords
Yes, we have a policy
Yes, we have a policy and technically ensure that all passwords are cryptographically protected when transmitted or stored electronically
Yes, and in addition we ensure that password files can only be accessed by administrators with the business need and permissions to do so

M14 Does your organisation define and implement a policy for applying security vetting checks to employees?
No
Yes

M14a Which of the following vetting standards do you apply? Tick all that apply.
National Security Vetting
Baseline Personnel Security Standard (BPSS)
Counter Terrorist Check (CTC)
Security Check (SC)
Developed Vetting (DV)
Disclosure Scotland
Standard Disclosure
Enhanced Disclosure
Protecting Vulnerable Groups scheme
Other, provide name

M15 Does your organisation undertake personnel risk assessments for all employees and contractors ensuring those with specific responsibilities for information security have sufficient qualifications and experience?
Yes
No, we have a policy to undertake personnel risk assessments for all employees and contractors.

Yes, we have a policy and we ensure those with specific responsibilities for information security have sufficient qualifications and experience.

**M16 Does your organisation have a policy to secure organisational assets when individuals cease to be employed?**

No

Yes, we have a policy and we ensure those with specific responsibilities for information security have sufficient qualifications and experience.

**Cyber Risk Profile: High**

**H01 Does your organisation maintain patching metrics and assess patching performance?**

No, we do nothing specific

Yes, we implement the controls stipulated in Cyber Essentials, but nothing extra

Yes, we have a policy that sets targets and processes that measure actual time to patch against policy requirements

Yes, as above, and the Board seeks formal reporting on these to approve, tune and action any resulting issues noted.

**H02 Does your organisation ensure that wireless connections are authenticated?**

No, we have wireless devices but do nothing specific to secure their use

Yes, we have a wireless policy which outlines the best practice for wireless technology and manages the risk appropriately with a minimum encryption requirement of WPA2 or equivalent

Yes, we authenticate wireless connections and use CPA or other HM Government approved encryption products

Not applicable - we do not use wireless devices

**H03 Does your organisation deploy network monitoring techniques that complement traditional signature based detection?**

No, we do nothing specific

Yes, we deploy automated network monitoring devices using behaviour-based anomaly detection to complement signature-based detection

Yes, (as above) plus we monitor outputs and proactively respond to any trends noted to tune defences and improve monitoring activities

**H04 Does your organisation place application firewalls in front of critical servers to verify and validate the traffic going through the server?**

No

Yes

**H05 Does your organisation deploy network based IDS sensors on ingress and egress points within the network and update regularly with vendor signatures?**

No, we do nothing specific

Yes, we have deployed network intrusion detection and monitor the logs

Yes, we have deployed network intrusion devices and monitor logs to spot trends, tuning monitoring and amending policies accordingly as part of a formal review process

**H06 Does your organisation define and implement a policy to control installations of and changes to software on any systems on the network?**

No, we do nothing specific

Yes, we have a policy, but rely on staff to do the right thing

Yes, we have a policy, create a known secure configuration and utilise file and system integrity checking tools to verify that known secure configurations are maintained

Yes, (as above) plus we proactively look for and remove unauthorised software, ensuring permissions to install and change software are actively controlled. Acceptable behaviours are set out in policy and the disciplinary consequences of failure to follow these policies are explained to staff during induction and in follow on training activities

**H07 Does your organisation control the flow of information through network boundaries and police the content by looking for attacks and evidence of compromised machines?**

No, explanation

Yes, explanation

**H08 Does your organisation ensure that administrative access is performed over secure protocols using multi-factor authentication (MFA)?**

No

Yes, admin access is performed via secure protocols (such as SSH) using 2FA as a minimum

Yes, administrative access is performed over a separate management network using secure protocols and MFA

**H09 Does your organisation ensure that networks are designed to incorporate security countermeasures, such as segmentation or zoning?**

No

Yes, we do separate our internal and external facing networks using firewalls to create DMZ

Yes, we identify critical assets (and business functions) and provide appropriate additional protection e.g. through segmentation, zoning, isolating or other additional controls

Yes, we have networks designed to provide differing levels of trust using recognised standards and approaches which are formally accredited
H10 Does your organisation ensure data loss prevention (DLP) at network egress points to inspect the contents of and, where necessary, block information being transmitted outside of the network boundary?

- No, we do nothing specific
- Yes, we inspect content for certain sensitive information (such as personal data, email classifications, and keywords)
- Yes, and in addition we continually refine/tune our controls to improve our boundary defences

H11 Does your organisation proactively verify that the security controls are providing the intended level of security?

- No, we do not review our processes or procedures
- Yes, we monitor and review processes and procedures on an ad-hoc basis as and when issues are identified
- Yes, we conduct regular, independent reviews involving audits and testing

H12 Have you implemented a policy to ensure the continued availability of critical assets/information during any crisis?

- We have local plans, but these are not formalised or documented
- We have formal, documented plans that are subject to review
- We have formal, documented plans that are reviewed and tested (and these form part of our wider organisational business continuity and disaster recovery plans)

Sub-contracting

SC01 Will your organisation sub-contract any part of this contract?

- No
- Yes
- Unknown

Supplier Assurance Questionnaire Reference

You should complete a Risk Assessment for all of the elements you sub-contract.

Enter this SAQ Reference when asked for, to link that sub-contract and your bidding sub-contractors to this contract.

SC03 Declaration

I have authority to complete the Supplier Assurance Questionnaire

The answers provided have been verified with all appropriate personnel and are believed to be true and accurate in all respects

All information which should reasonably have been shared has been included in the responses to the questions

Should any of the information on which the responses to this Supplier Assurance Questionnaire are based change, my company undertakes to notify the Ministry of Defence as soon as is reasonably practicable

My company acknowledges that the Ministry of Defence reserves the right to audit the responses provided at any time

For and on behalf of my company, I confirm the above statements.