1300 300 293
info@milnsbridge.com.au
milnsbridge.com.au

Essential Eight baseline checklist for small business

A practical self-check to confirm your current cyber security foundations and identify the next uplift steps. Designed for Australian small and medium businesses working towards Essential Eight alignment.

Quick start
- Use this checklist during your next IT review or quarterly risk meeting.
- Tick what is in place today and capture simple evidence (screenshots, reports, policy excerpts).
- If you are unsure, mark it as not confirmed and treat it as a follow-up item.

Business details

Business name	
Primary contact	
Date completed	6 January 2026
IT provider	Milnsbridge / Other

Baseline checklist

Tick each control that is confirmed in place. Capture evidence so you can repeat this review consistently.

Application control	
☐ A documented allowlist exists for business-critical applications ☐ Administrators approve new software installations ☐ Unauthorised executables are blocked (not just alerted)	**Evidence to capture** • ThreatLocker policy export or allowlist report • Screenshot of blocked execution event

Patch applications	
☐ Browsers, PDF readers, Java and other common apps are centrally patched ☐ Critical patches applied within an agreed timeframe ☐ Patch status reporting is reviewed monthly	**Evidence to capture** • Patch compliance report (last 30 days) • Change log or patch policy excerpt

Penrith: Suite 10, Level 2, 295 High Street, Penrith NSW 2750 | Sydney: Level 15, 225 George Street, Sydney NSW 2000

For guidance only. Not legal or compliance advice. | Version 2.0

Configure Microsoft Office macros

☐ Macros from the internet are blocked by default

☐ Only approved macro sources are allowed

Evidence to capture

• Group Policy or Intune configuration screenshot

• Example policy object name

User application hardening

☐ Unneeded features disabled (for example Flash, legacy plugins)

☐ Blocking of untrusted ActiveX or unsafe browser settings

Evidence to capture

• Browser baseline policy or hardening report

Restrict administrative privileges

☐ Separate admin accounts are used for privileged tasks

☐ Privileged access is time-bound or approved

☐ Local admin rights are removed for standard users

Evidence to capture

• Admin group membership export

• Privileged access process note

Patch operating systems

☐ OS patching is centrally managed (Windows and macOS)

☐ Critical OS patches applied within an agreed timeframe

☐ Unsupported operating systems are removed or isolated

Evidence to capture

• OS patch compliance report

• Asset list showing OS versions

Multi-factor authentication

☐ MFA is enforced for email and remote access

☐ MFA is enforced for admin accounts

☐ Legacy authentication is disabled where possible

Evidence to capture

• Duo or Microsoft Entra sign-in policy screenshot

• List of protected applications

Penrith: Suite 10, Level 2, 295 High Street, Penrith NSW 2750 | Sydney: Level 15, 225 George Street, Sydney NSW 2000

For guidance only. Not legal or compliance advice. | Version 2.0

Regular backups	
☐ Backups run daily (or more often where needed) ☐ Backups are stored separately from production systems ☐ Restore tests are performed and reviewed	**Evidence to capture** • Backup success report • Restore test report or evidence of test restore

Scoring and next steps

Use this section to capture a simple baseline and agree on the next actions.

Strategy	Confirmed	Not confirmed	Notes
Application control	☐	☐	
Patch applications	☐	☐	
Configure Microsoft Office macros	☐	☐	
User application hardening	☐	☐	
Restrict administrative privileges	☐	☐	
Patch operating systems	☐	☐	
Multi-factor authentication	☐	☐	
Regular backups	☐	☐	

Need a validated baseline?

Milnsbridge can confirm your baseline and provide an Essential Eight uplift roadmap.

Cyber Security Services: https://www.milnsbridge.com.au/cyber-security-services/

Penrith: Suite 10, Level 2, 295 High Street, Penrith NSW 2750 | Sydney: Level 15, 225 George Street, Sydney NSW 2000

For guidance only. Not legal or compliance advice. | Version 2.0