Scoping checklist

Cyber Essentials: what to include before you answer the questions

Scope decides which devices, accounts and services your assessment covers. Devices and accounts that reach your company data count, and so do any firewalls or routers your business supplies. Tick each item that applies to your business and write down what you have. If you work with us, we agree your scope in writing before the assessment starts.

IN SCOPE Include these in your answers

- [ ] **Company laptops and phones**
  Every laptop and phone the business owns and people use for work.

  Write down: each device and who uses it

- [ ] **User-owned devices that reach company data**
  Any personal device that opens work email, files or apps counts, even though the business does not own it.

  Write down: who uses their own device for work, and which one

- [ ] **Cloud services**
  Email, file storage, accounting, chat and any other online service that holds your data. Cloud services cannot be left out of scope.

  Write down: each service you log in to

- [ ] **Business social media accounts**
  The accounts your business runs on social media count too.

  Write down: each account and who can post to it

- [ ] **Home working**
  If people work from home, the devices they use for work are in scope. A home router counts only if the business supplied it.

  Write down: who works from home, and on which devices

OUT OF SCOPE Leave these out

- [ ] **Devices used only for calls, texts or MFA apps**
  A personal phone that only makes calls, sends texts or runs a multi-factor authentication (MFA) app is out of scope. If it also opens work email or files, it is in scope.

- [ ] **A home router the business did not supply**
  A home router is out of scope unless the business supplied it.

Source: NCSC Requirements for IT Infrastructure v3.3 (April 2026), pages 8 and 9.

Last checked 25 October 2026. A plain summary of the rules, not a replacement for them.

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