

Print and Document Risk Snapshot



This quick snapshot helps organisations identify potential risks, gaps in oversight and opportunities to improve control across print and document processes. Answer the questions below using: Yes /No / Not Sure.

1. Is there clear ownership of print and document processes across your organisation?
2. Do you have visibility of print usage across all devices or sites?
3. Is your print environment formally reviewed at least annually?
4. Are you confident your print devices are configured in line with your data protection expectations?
5. Do you know whether your devices store data on internal hard drives?
6. Are unused or legacy devices regularly removed or reviewed?
7. Are confidential documents consistently collected promptly from printers?
8. Is secure or pull printing used where sensitive information is printed?
9. Are staff given guidance on safe printing and document handling?
10. Is print behaviour and setup broadly consistent across locations or teams?
11. Can you quickly identify unusual print activity or spikes in usage?
12. Are your print costs predictable month to month with no regular surprises?

How to Score Your Snapshot

Scoring:

Yes = 2 points

Not Sure = 1 point

No = 0 points

19–24: Your environment appears broadly well controlled.

13–18: Some areas could benefit from improved visibility or consistency.

0–12: There are likely gaps that could expose the organisation to unnecessary risk or cost.

Want a second opinion on your results?

If any of these questions highlighted potential risks in your environment, we're happy to take a look.

Orchard Business Systems works with organisations to make print environments secure, reliable and controlled without adding unnecessary complexity.

Simply email info@orchardsystems.co.uk and we can arrange a quick review.