

SOC₂ Assessment Template

Vendor:
Include name, address, key contact information
Service/Product Overview:
Include a brief overview of what the product provides for your organization.
Criteria Assessed:
Security Processing Availability Confidentiality Privacy
Time-Period:
Period Start Date: MM/DD/YYYY Period End Date: MM/DD/YYYY
Continuous Coverage from Prior Year: Yes No
Coverage:
State the services/product(s) reviewed here.
Opinion:
Unqualified Qualified
Is this a repeat qualified opinion? Yes No
Complimentary User Entity Control (CUEC) Review:
List the CUEC Needing Further Review: CUEC XXX – Control Description
Organization Control Review: (state review here – add rows as needed)





Vendor and Subservice Organization Review:

List Vendors/Vendors with Concerns:
Vendor Comments:
List Sub-Service/Sub-Service with Concerns:
Sub-Service Comments:
Control Review:
List the Control Needing Further Review: Control XXX – Control Description & Exception
Management Response:
Exception/Control Assessment Notes: (state review here – add rows as needed)

Review Conclusion:

[Summary of analysis here]

Example: Based on procedures performed and the outcome of testing, no significant concerns were noted. Vendor will be included in next annual review.