



# Assessor How-To Guide v1.1.6



**TRUSTED  
PARTNER  
NETWORK**

03 March 2025

POWERED BY

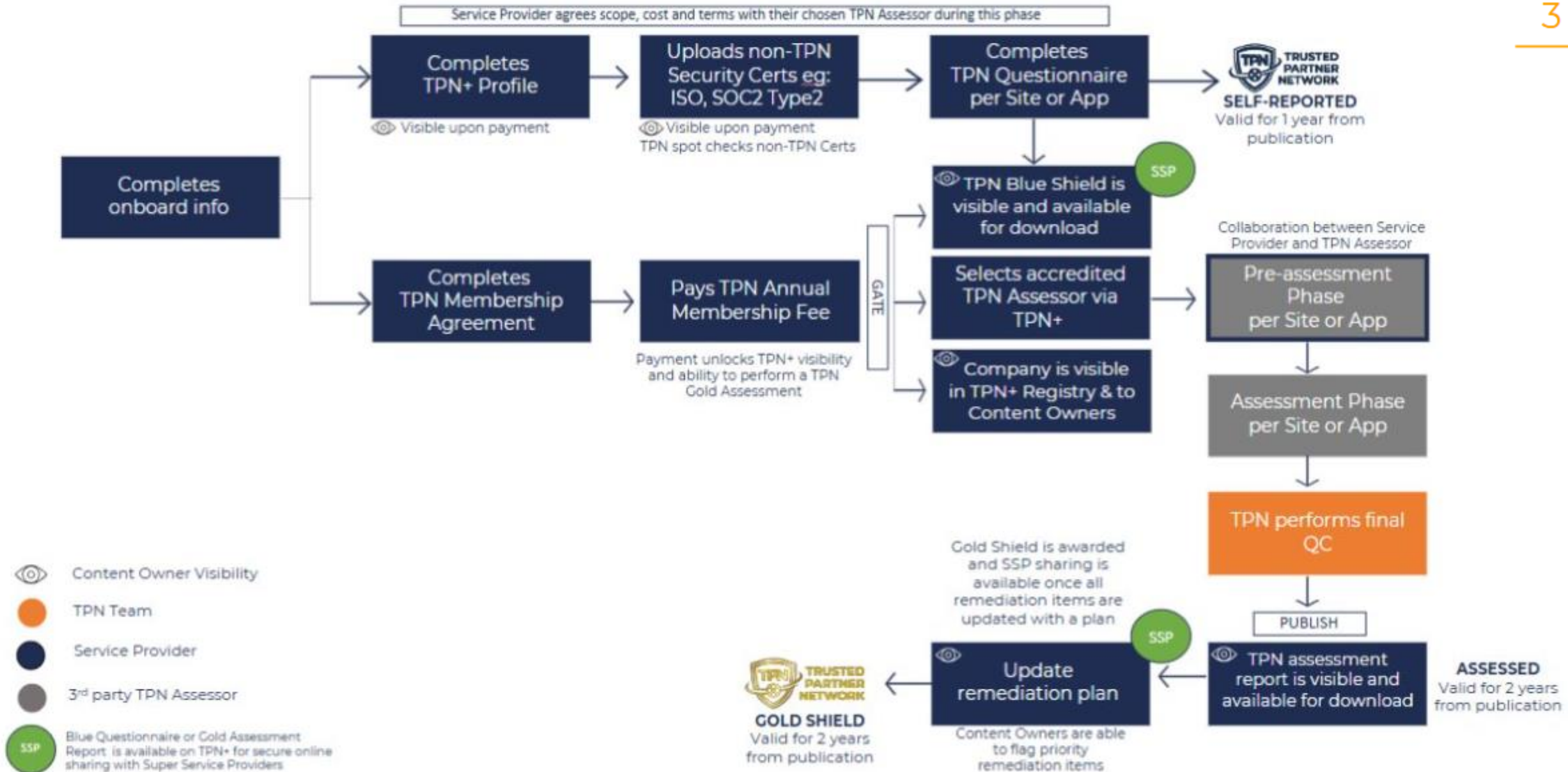


MOTION PICTURE ASSOCIATION

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# TPN+ Platform Process

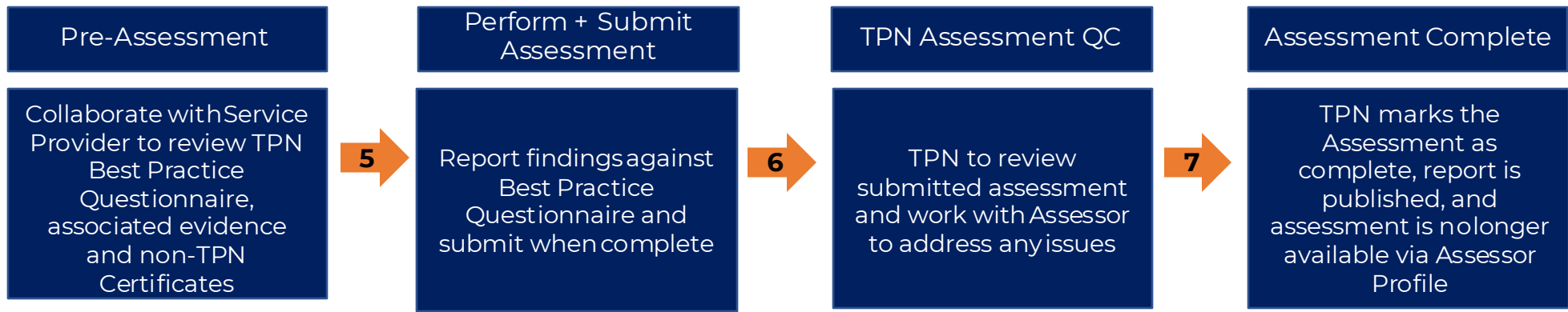
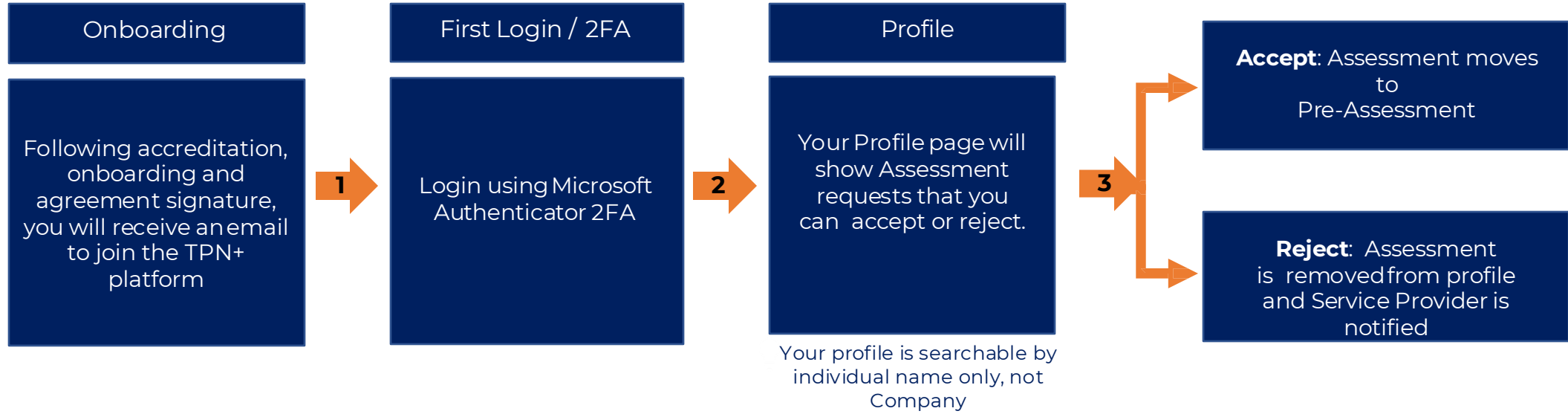


# Assessor: TPN+ Process Overview



## ACCEPTANCE OF ASSESSMENT:

- Triggers **15 business day SLA**
- Confirm correct **scope and assessment type** has been selected
- Site or App Scoping **baseline and questionnaire answers** become available



💡 Service Providers **can update** answers in this phase

💡 Service Providers **can no longer** update answers in this phase

# User System Recommendations

# System Recommendations for Best User Experience

## Internet Connection:

- Ensure a stable internet connection.
- High speed internet required.

## Web Browser:

- Use a modern web browser.
- Keep the browser regularly updated to the latest version.
- Mobile and Tablet devices are not supported at this time.

## Hardware Specifications:

- CPU: Dual-core with a clock speed of 2.5 GHz or higher.
- RAM: Minimum of 4 GB.

## System Maintenance:

- Keep the system and browser up-to-date.
- Regular updates enhance overall performance and security of the browsing experience.

# **Assessor: Account Sign Up & Creation**

## Initial Set up/Log in

As a TPN accredited Assessor, an email will be sent to you from membership@ttpn.org with a temporary password.

### Trusted Partner Network - Welcome to TPN+!



membership@ttpn.org <membership@ttpn.org>

To: Giambastiani, Melody

Hello,

Welcome to the Trusted Partner Network (TPN+) Platform! For your convenience, please use this [LINK](#) to the TPN+ how-to guide for more detailed instructions.

Please use the username and temporary password below to login to TPN+ [HERE](#) and set up your TPN+ Platform account.

You can then log in to the system by clicking on this hyperlink and using your temporary password.



**TPN+** TRUSTED PARTNER NETWORK

Welcome To The Trusted Partner Network

Email  
Enter your Email

Password  
Enter your Password

**Sign in**

[Forgot your password?](#)

Copyright © [Trusted Partner Network](#) 2023.

[BACK TO SIGN UP](#)

You can now log in to the system by using your email and temporary password sent to you in the welcome email.

# Microsoft Authenticator Setup

1. Download Microsoft Authenticator via link on Slide 9 or your phone's app store

2. Open Application

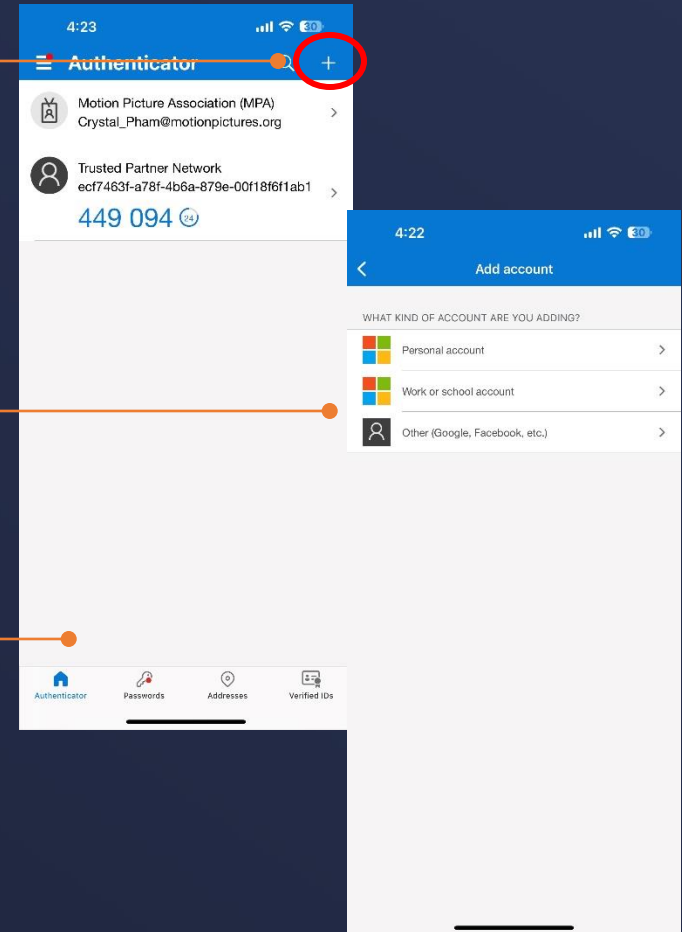
3. Click “+” symbol in upper right corner

- Select Other (Google, Facebook)

4. Point your camera at the QR code

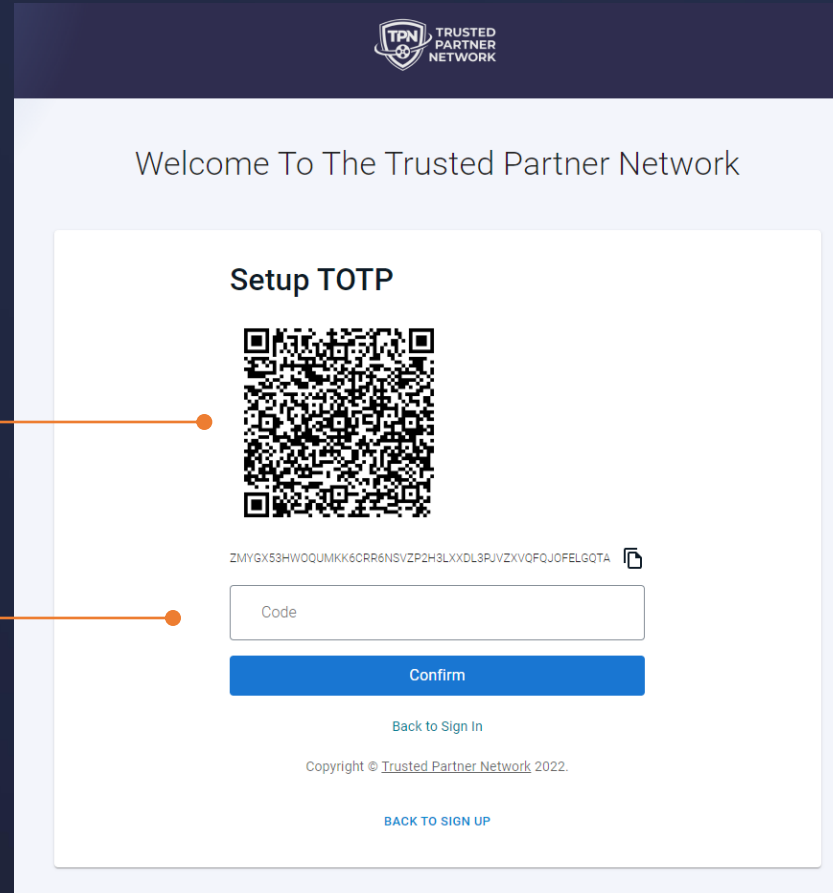
5. Your new account should appear in your Authenticator app

6. Use the one-time code to sign in to the TPN+ Platform



Once you have Microsoft Authenticator installed on your smartphone, using the camera on your phone, you can scan the QR code on the screen to pair the authenticator to your TPN+ user account and receive your two-factor authentication (2FA) number.

Enter the 6-digit number that appears in your Microsoft Authenticator app and press confirm to validate your secure login session.



TPN+ requires two-factor authentication (2FA). TPN+ only supports Microsoft Authenticator for 2FA validation.



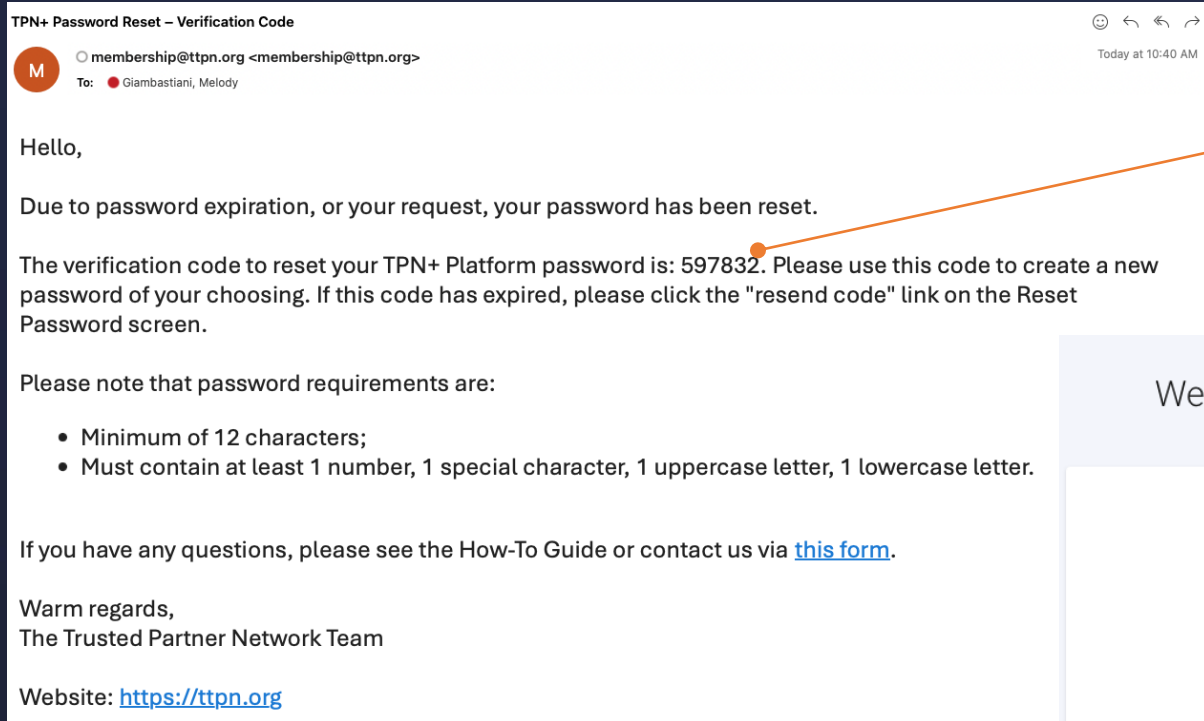
Links to Microsoft Authenticator

[iPhone](#)

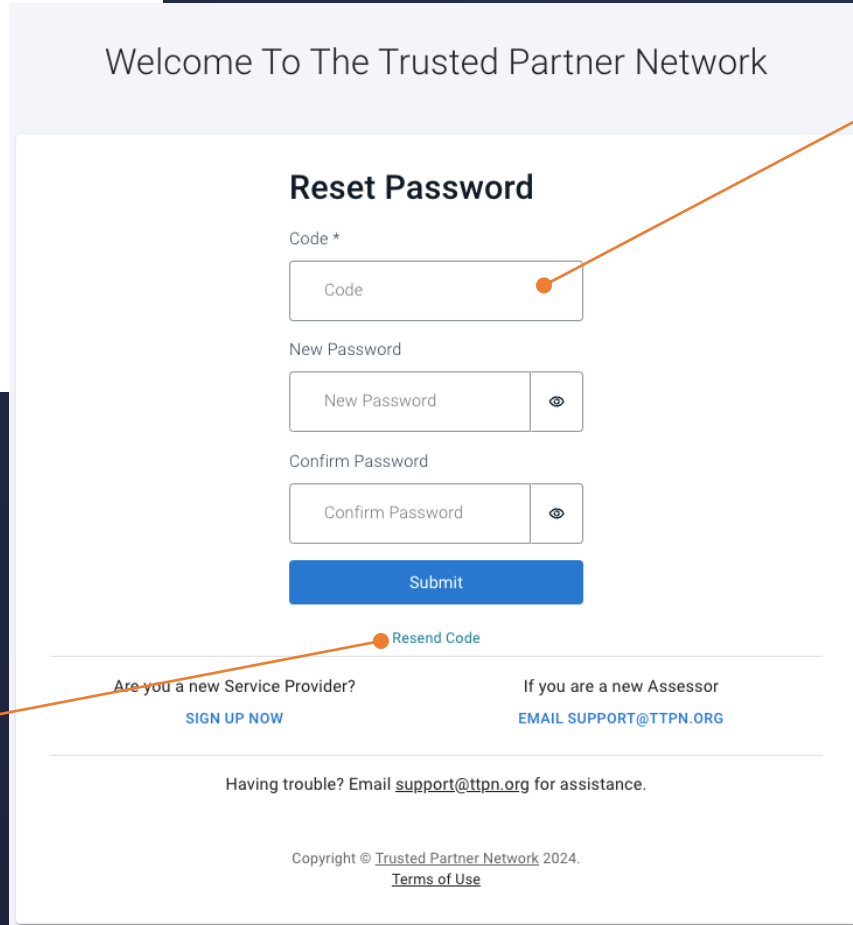
[Android](#)

**Important:** You will need to open the Microsoft Authenticator app on your smartphone every time you log in. You will not receive a notification or text.

# Password Management



If you reset your password, request for TPN to reset your password, or your password expires, you will receive an email with a temporary Verification Code.



You can log in to the system by using the code from the email. Enter a new password and Submit.

Please note that password requirements are:

- Minimum of 12 characters;
- Must contain at least 1 number, 1 special character, 1 uppercase letter, 1 lowercase letter.

Note: If the temporary "verification code" from the email has expired, simply click "Resend Code" - or go to the log-in page and click "Forgot password".

After completing this screen, you will be taken to the TOTP screen where you enter the code from your Authenticator app.

# Assessor: Profile Overview

# Assessor Profile

Your Profile is the landing page that upon login allows you to set up and manage your account and current assessments.

**\*\*Note that the Company name will be your First and Last name, as you have been accredited as an Individual, and this is how you will be visible to Service Providers for Assessment selections.\*\***

**Registries:** view list of all Service Providers and Applications and their shield status

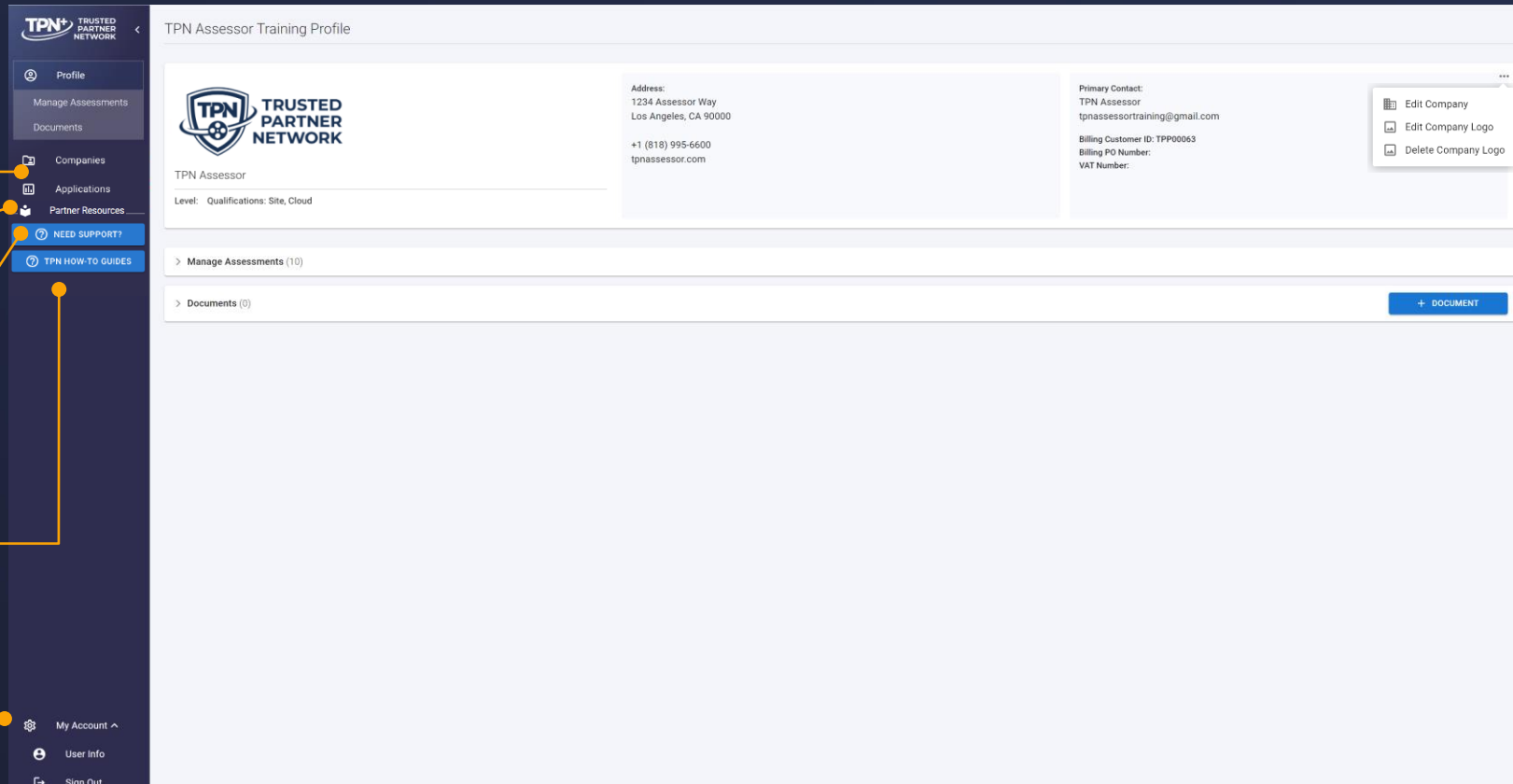
**Partner Resources:** Click here to access

**Need Support:** create support tickets for assistance from TPN Support Team

**How-To Guides:** view support manuals for Assessors and Service Providers

**Manage Assessments:** accept requests and perform assessments

**User Info:** change or update your individual account details



**Company Details:** change or update address, primary contact information, or logo

**Documents:** Add and manage any files you would like to store on TPN+

To change your email address, please click "Need Support?" or email [support@ttn.org](mailto:support@ttn.org) to open a service ticket.

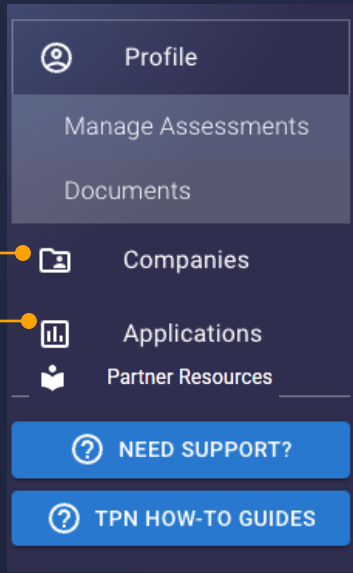
# Assessor Profile - Registries

You can access the Companies and Applications registries via your profile.

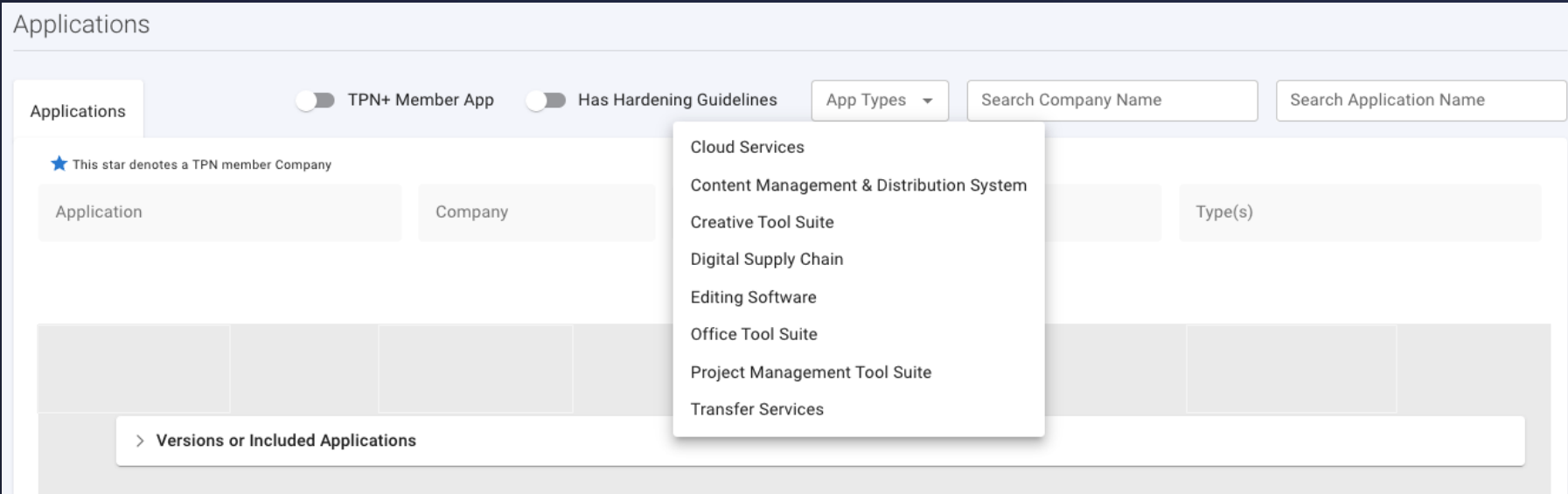
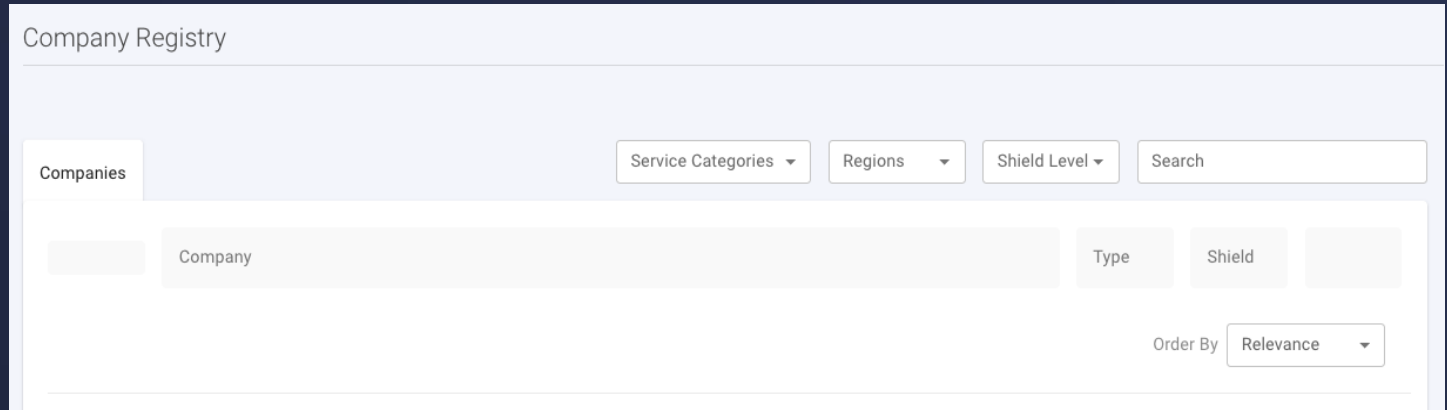
In the top left of your Profile:

Click here for the **Companies** registry

Click here for the **Applications** registry



In the **Companies** registry, you can see all TPN member Service Providers. You can filter by **Service Categories**, **Region** or **Shield Level** – or search by Company name.



In the **Applications** registry, you can see all applications entered in TPN+ by TPN member Service Providers.

You can filter by **App Types**, search by Company and/or Application name, and there are toggles for "**TPN+ Member App**" and "**Has Hardening Guidelines**".

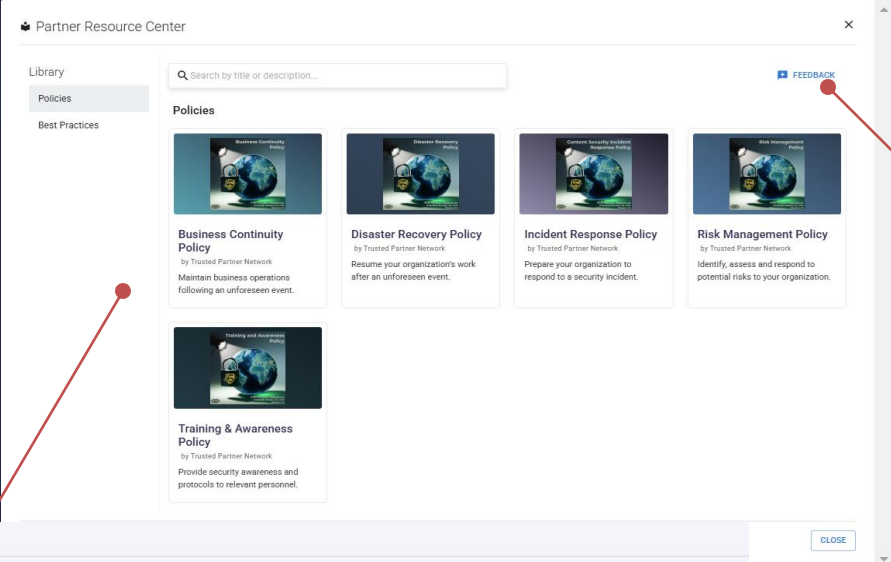
You can access any Hardening Guidelines that have been uploaded.

# Partner Resource Center

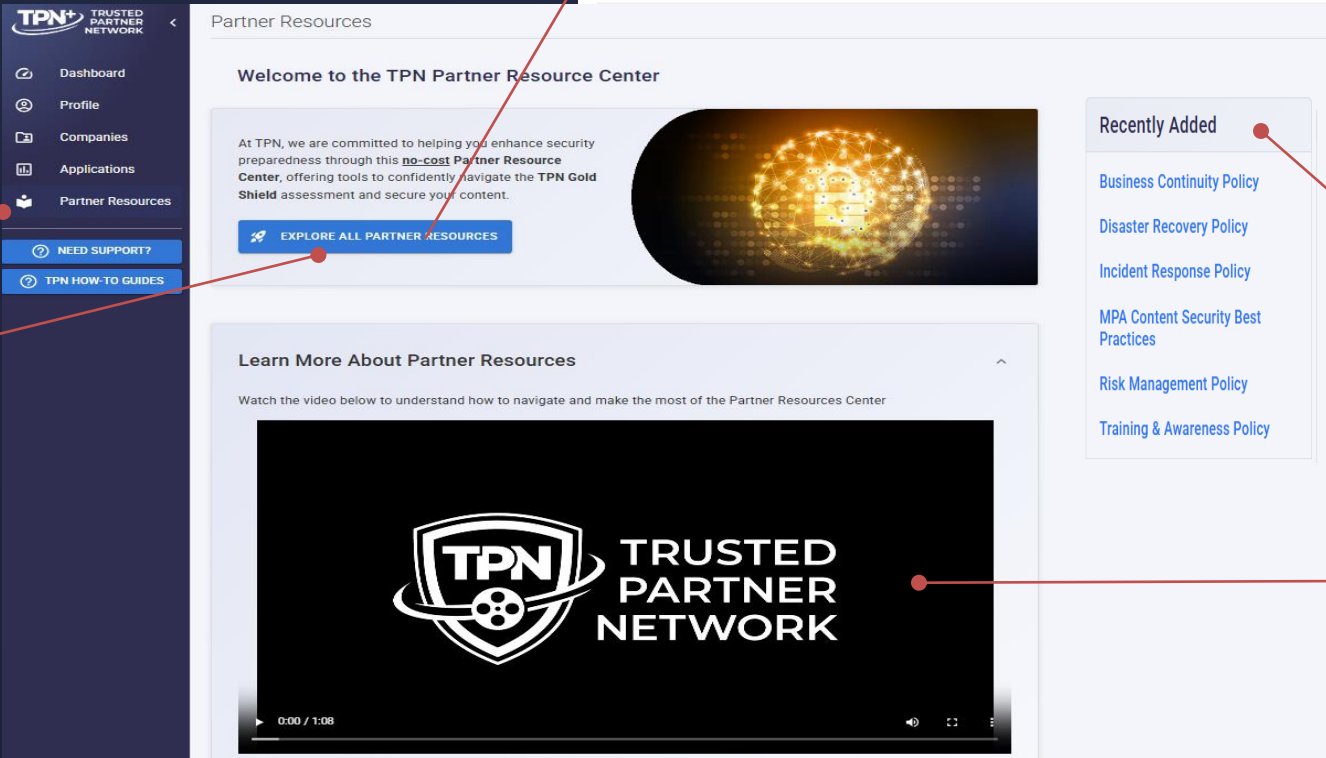
The **TPN Partner Resource Center** is a free resource hub that includes customizable policy templates and reference materials to enhance your security preparedness.

These tools simplify building and maintaining a robust security framework tailored to the unique challenges of the media and entertainment industry.

**Explore All Partner Resources** will open an expanded view of all available resources. Each document is downloadable for use.



Click **Feedback** to open a support ticket.



We would love to hear what other resources would be helpful to you!

**Recently Added** shows a quick view of newly added resources

A short video is available to familiarize yourself with the Partner Resource Center



# Assessor: Managing Assessment Requests

# Managing Assessment Requests

Once a Service Provider assigns an assessment request to you, the request will appear in the "Manage Assessments" section.

This toggle allows completed assessments to be filtered out of view

See assessment **scope** and **type** including if on-site assessment is required. See next slide for **important note** about updating these toggles if incorrect.

The screenshot displays the 'Manage Assessments' section with a 'Show Completed' toggle. Two assessment cards are visible:

- Card 1:** Melody Service Provider, 1 assessment, Assessment In Progress. Card actions: ASSESSOR SUMMARY.
- Card 2:** Melody Service Provider, 1 assessment, Assessment Complete. Card actions: ASSESSOR SUMMARY.

The table below shows the details for the 'Blade Localization' assessment:

Type	Name	Scope	Type	Status	Actions
Site	Blade Localization	Site <input checked="" type="checkbox"/> Cloud <input checked="" type="checkbox"/>	On Site <input type="checkbox"/>	Date Accepted: 08/29/2023 Assessment Complete	ACCEPT REJECT

Once the request is made, you can either **Accept** or **Reject** the requested assessment.

**Accepting** an assessment will update the status to **Pre-assessment**. Note that this action starts the clock for the 15-business day turnaround SLA.

**Rejecting** an assessment will remove the request from your profile once the Service Provider re-assigns or deletes it. This will also update the Service Provider's request to a status of "rejected".

Accept Assessment? [X]

Are you sure you want to accept this assessment?

By clicking "ACCEPT" you confirm that you have verified the Baseline Questionnaire answers and the Assessment Scope.

Scope

- Site
- Cloud

[CANCEL] [ACCEPT]

# Managing Assessment Requests – Questionnaire Access

## 💡 Important:

If the assessment **Type** (on-site or remote) assessment is incorrect, ask the Service Provider to update **before you accept the assessment**.

If the assessment **Scope** (site or cloud) is incorrect, ask the Service Provider to update their Scoping Baseline Environments answer during the Pre-Assessment phase.

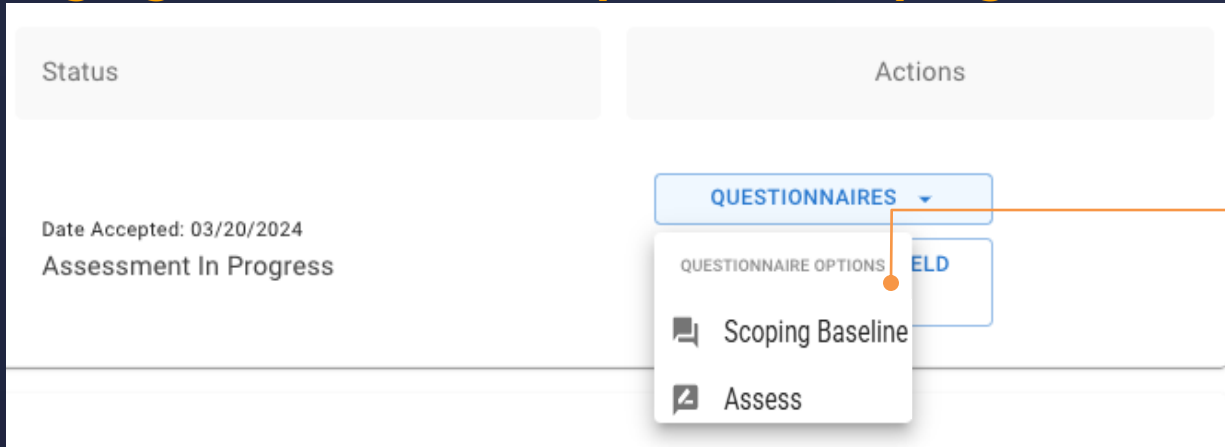
To help determine the scope of the assessment, before you accept it, you can click into the Service Provider's Scoping Baseline answers or click on **View Assessment** to access their TPN Questionnaire answers.

Type	Name	Scope	Type	Status	Actions
Site	Test Site - Paris	Site <input checked="" type="checkbox"/> Cloud <input checked="" type="checkbox"/>	On Site <input checked="" type="checkbox"/>	Assessment Assigned	QUESTIONNAIRES QUESTIONNAIRE OPTIONS Scoping Baseline View Assessment

Status	Actions
Assessment Assigned	QUESTIONNAIRES DOWNLOAD OPTIONS Blue Shield Questionnaire PDF

To download a PDF version of the Service Provider's full TPN Questionnaire, click on **Download Options** then **Download Blue Shield Report**. This option is accessible until the assessment is complete.

# Managing Assessment Requests – Scoping Baseline Questionnaire Access



Even after you accept an assessment, you can still access the Service Provider's Scoping Baseline answers via the Questionnaires dropdown.

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The Site or Application Scoping Baseline Questionnaire includes:

- Number of Employees
  - Work From Home/Remote Workers
  - Bring Your Own Device
  - Subcontract to Third-Party Service Providers
  - Content Types
  - Workflow Timeframes
  - Physical Content Assets
  - Environments
  - Replication Facilities
  - Software Development
  - Data Center & Co-locations
  - Other Studio Assessments
  - Automated Compliance Tracking Applications
  - Key Delivery Messages (KDM) for Digital Cinema Packages (DCP)
  - Zero Trust Architecture (ZTA)
  - Artificial Intelligence (AI) and/or Machine Learning (ML)
- This information will assist assessment scoping.**

The screenshot shows a questionnaire form with the following sections:

- Number of Employees**  
Select the number of full- and part-time employees supporting the site or application being assessed. (workers, etc.), provide additional details in the Comment Box.  
 1 person only with no other employees  
 2 to 20 employees  
 21 to 50 employees  
 51 to 100 employees  
 101 to 200 employees  
 201 to 300 employees  
 More than 300 employees
- Work From Home/Remote Workers**
- Bring Your Own Device**
- Subcontract to Third-Party Service Providers**
- Content Types**
- Workflow Timeframes**

# **Assessor: Assessment Definitions**

- **Best Practice vs. Additional Recommendations**

- **Best Practice**

- Minimum requirements where all components need to be fully met to fulfill the overall Best Practice.

- **Additional Recommendations**

- Supplemental recommendations for Best Practices implementation. **These are not requirements.**

- **Evidence vs. Finding vs. Remediation**

- **Evidence:** Artifacts uploaded or shared to confirm Best Practice implementation, validated by assessors.
- **Finding:** Gaps where components don't meet Best Practices, requiring a remediation plan.
  - See next slide for full definition of **Assessor Finding**.
- **Remediation:** Actions to address or mitigate a Finding.
- **Content Owners need visibility on findings to make risk-based decisions and may request remediations.**



**Note:** If the Assessor explains evidence validation in the Best Practice(s) and it also applies to the Additional Recommendations, the evidence validation does not need to be repeated. It can be in the Best Practice(s) Assessor Finding box.

# Definitions

- **Service Provider Details (Visible in report)**
  - Explanation of what is **Partially Implemented, Not Implemented, or Not Applicable**, including reasons and compensating controls.
  - Optional: If Implemented, describe attached evidence.

Please provide any of the following:

- Implementation details (e.g., timeline, specifications)
- Explain why the control or component has not been implemented
- Describe why the control or component is not applicable
- Describe any compensating controls you have implemented

Additional Details ⓘ

Additional Details Here

- **Assessor Findings (Visible in report)**
  - For **Implemented** components:
    - Describe evidence and how it was validated, as Content Owners can't view comments or evidence that is not marked "Visible to CO" by the Service Provider.
    - Include any additional information such as summarized implementation details, specifications, context, versions, etc.
  - For **Not Implemented** components: provide observations, compensating controls, remediation guidance, and provide reasons if not applicable.
  - For **Not Applicable**: explain why it's Not Applicable.
  - For **Partially Implemented** components, please see next slide.
  - **Note: Assessor's response is final.**

**Assessor Finding for Do your Contracts & Service Level Agreements (SLAs) with Third-Party Service Providers (i.e., external companies that are paid for services provided), include the following?**

Fully Implemented

Partially Implemented

Not Implemented

Not Applicable

Finding is required

Assessor Finding \*

Information provided by Assessor

CANCEL SAVE FINDINGS

Last Updated By SAMI ASSESSOR 01/16/2025 14:55

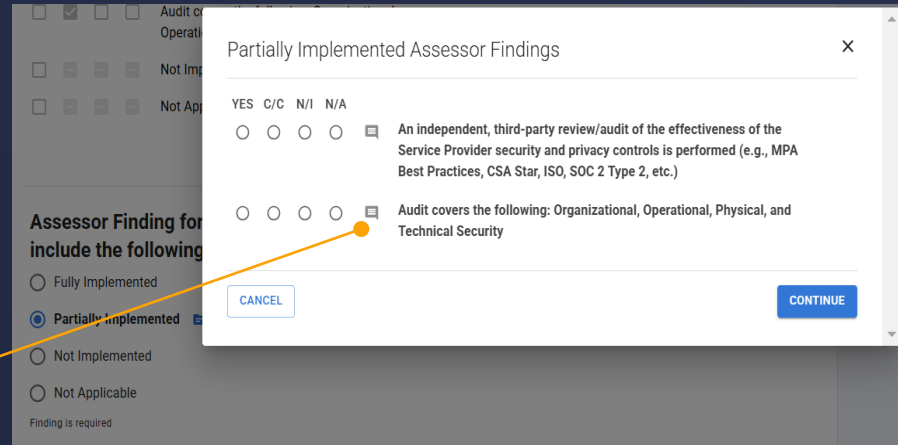
# Partially Implemented Components

**Note:** Adding text to each component is optional. You can alternatively enter text directly into the **Assessor Finding** box and/or edit within that box only.

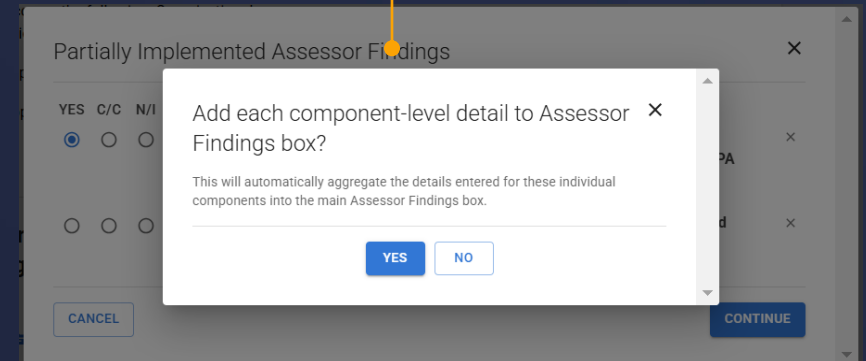
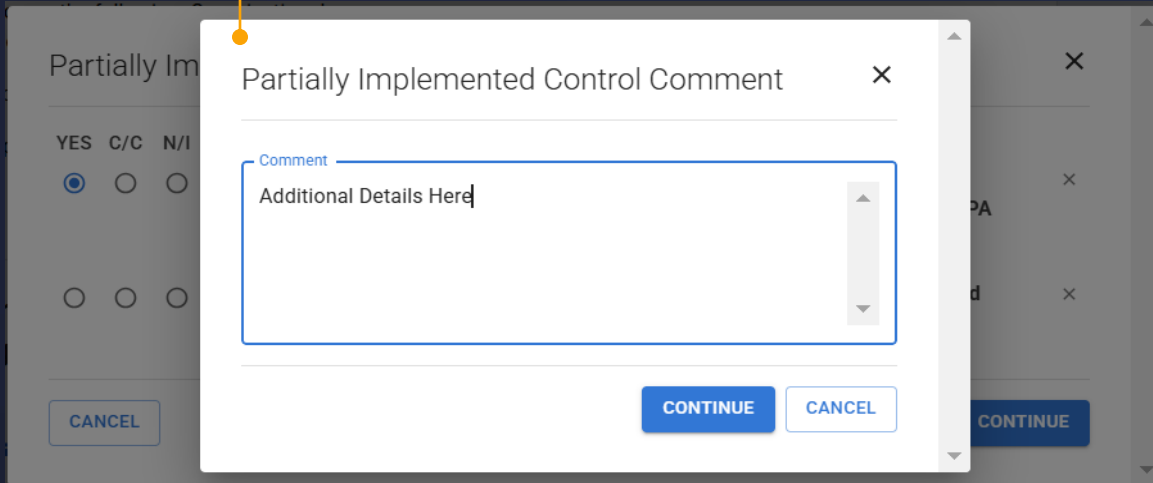
2  
—  
4

Only the text in the **Assessor Finding** box will appear in the final report.

- When **Partially Implemented** is selected, a pop-up box will allow you to select Yes (Implemented), C/C (Compensated Control), N/I (Not Implemented) or N/A (Not Applicable) for each component.
- For **Partially Implemented** components: Provide your findings (observations, compensating controls, implementation details, etc., and/or reasons why not applicable).
  - To add text per component, click on the note icon of each row



- Once you have added findings to each component, click **continue**. You will be asked if you would like to add each component-level detail to the main Assessor Findings box for that control.

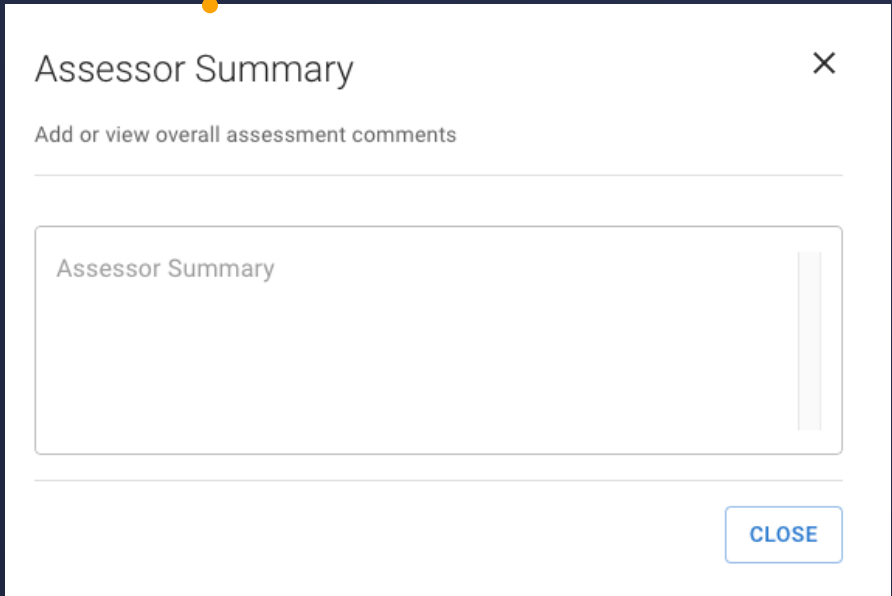




# Definitions

- **Assessor Summary (Visible in report)**

- A freeform text box that allows assessors to add a summary or extra context beyond specific control findings.
- The "Assessor Summary" button appears in the Manage Assessments row and can be edited during the assessment.
- After completion, it will appear in the "Assessor Summary" section of the PDF report for the Service Provider and Content Owners.
- Assessors can summarize overall security posture and explain any evidence that is referenced throughout the Assessment.



# Definitions

- **Comments**

- Service Providers, Assessors and TPN Admin can leave messages in the comments section of an Assessment. These can include questions, more information, etc.
- Comments are NOT visible to Content Owners and are NOT included in the final report.

- **TPN+ Global Pass**

- Process provided to SPs with 5+ sites and/or applications upon request – to offer efficiency for sites/apps that fully implement the same Best Practices across all the sites/apps.
- These are not TPN-verified and still need to be validated and explained by the Assessor.

Comments for Question: Do you have a formal, documented Acceptable Use Policy (AUP), which includes the following? ✕

- CP** Comment(s) from Assessor during Pre-Assessment to ask Service Provider follow up questions, get additional information, give guidance on how to accurately capture security status, ask for evidence to validate, etc.  
Crystal Pham | Assessor | 03/23/2023 15:25
- CS** Comment(s) from Service Provider during Pre-Assessment to provide Assessor with additional background/information, ask clarifying/follow up questions, provide additional details on uploaded evidence, etc.  
Crystal SP | Service Provider | 03/23/2023 15:38
- TA** Comment(s) from TPN during QC to provide feedback to Assessor with additional question(s), guidance on how to accurately capture security status, guidance on Assessor Findings, questions on uploaded evidence validation, etc.  
TPN Admin 53 | TPN Admin | 03/23/2023 16:01

New Comment \*

ADD COMMENT

CLOSE

# Assessor: Pre-Assessment

# Important context to keep in mind while reviewing Questionnaire during Pre-Assessment

- The bulk of the Assessor and Service Provider's work together happens during the **Pre-Assessment**, where the TPN Questionnaire is **unlocked** for Service Providers to update their security status.
- Remind Service Providers their text will be visible to Content Owners in the report, so adding detail is in their best interest.
- Since Content Owners can't see evidence (unless marked "public") or chat comments, the Assessor must provide necessary details in the Assessor Findings to ensure Content Owners can make informed decisions.

Please provide any of the following:

- Implementation details (e.g., timeline, specifications)
- Explain why the control or component has not been implemented
- Describe why the control or component is not applicable
- Describe any compensating controls you have implemented

Additional Details ⓘ

Additional Details Here

**Assessor Finding for Do your Contracts & Service Level Agreements (SLAs) with Third-Party Service Providers (i.e., external companies that are paid for services provided), include the following?**

Fully Implemented

Partially Implemented

Not Implemented

Not Applicable

Finding is required

Assessor Finding \*

Information provided by Assessor

CANCEL SAVE FINDINGS

Last Updated By SAMI ASSESSOR 01/16/2025 14:55

# Scenarios to address with Service Providers during Pre-Assessment: Evidence

## Evidence:

- Did the Service Provider provide evidence for all answers? If not, ask questions (outside the platform or via chat) to ensure confidence in their answers.
- Assessors should judge the quality of evidence and request further validation if necessary (e.g., documentation, interviews, walkthroughs).
- **Assessor Finding:** Describe the evidence validation in your **Assessor Finding** so Content Owners know how you verified implementation.
- Content Owners can only see evidence marked "public".

**Assessor Finding for Do your Contracts & Service Level Agreements (SLAs) with Third-Party Service Providers (i.e., external companies that are paid for services provided), include the following?**

Fully Implemented

Partially Implemented

**Not Implemented**

Not Applicable

Finding is required

Assessor Finding \*

Information provided by Assessor

Last Updated By SAMI ASSESSOR 01/16/2025 14:55

# Scenarios to address with Service Providers during Pre-Assessment: Answers

## Correct Answers:

- Ensure the Service Provider properly answered all questions:
  - **Fully Implemented** if all components of the Best Practice or Additional Recommendation are implemented and were validated by the Assessor.
  - **Partially Implemented** if some but not all components are implemented and validated. Note in your Finding what is not implemented plus any additional information, including compensating controls, or reasons to help the Content Owners understand the gap.
  - **Not Implemented** if none of the components are implemented, with any details the Content Owner should know.
  - **Not Applicable** if the Best Practice or Additional Recommendation is wholly not applicable to the Service Provider and explain why.
- **Note: Assessor's response is final.**



**Note:** If the Service Provider selects **Not Applicable** or **Not Implemented**, they will not see subsequent questions due to Questionnaire logic. Please make sure that they have only selected **Not Applicable** or **Not Implemented** if they are sure this is the correct indication. This needs to be addressed during the Pre-Assessment phase.

# Pre-Assessment Overview: Getting Started

By clicking **Review and Comment** you view the TPN Best Practices Questionnaire and can communicate with the Service Provider to request additional information and evidence. During the pre-assessment phase, the Service Provider may update answers prior to beginning the formal assessment.

Type	Name	Scope	Type	Status	Actions
Site	Test Site - Paris	Site <input checked="" type="checkbox"/> Cloud <input checked="" type="checkbox"/>	On Site <input checked="" type="checkbox"/>	Pre-Assessment In Progress	<div>QUESTIONNAIRES ▾ QUESTIONNAIRE OPTIONS Scoping Baseline Review and Comment</div>

Please Note: Clicking **Begin Assessment** starts the formal assessment of the Site or Application and changes the status to **Assessment in Progress**.

During this phase, the Service Provider is unable to make any further changes to their answers.

### Actions

QUESTIONNAIRES ▾

BEGIN ASSESSMENT

# Pre-Assessment Questionnaire View – Review & Comment

TPN Best Practices Questionnaire v5.2 for TPN Service Provider Operations Profile TPN Test App 1.0 ← BACK TO COMPANY DETAILS

## TPN Best Practices Questionnaire v5.3

**OR-3.4 Contracts & Service Level Agreements**  
BEST PRACTICES:  
Ensure Contracts & Service Level Agreements (SLAs) with Third-Party Service Providers (i.e., external companies that are paid for services provided), include the following: ... Show More

**Do your Contracts & Service Level Agreements (SLAs) with Third-Party Service Providers (i.e., external companies that are paid for services provided), include the following?** ✓

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.  
• If you have implemented a Compensating Control, choose C/C for each line and provide additional details.  
• For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.  
• For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.  
If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business Continuity (BCP) and Disaster Recovery (DR) Plans
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data handover and disposal upon service termination
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk Management process
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to obtain requested Information Security Compliance Certificates and/or Attestations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Background Screening of all third-party full- and part-time employees, consultants, contractors, and interns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confidentiality Agreements/NDAs for all third-party full- and part-time employees, consultants, contractors, and interns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notification if services are outsourced or subcontracted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handling and reporting of incidents
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In accordance with local laws, regulations, and agreements, including third-party consent for Background Screening and Confidentiality Agreements/NDAs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Additional Details ⌵  
Additional Details Here

**COMMENTS (0)** **ATTACHMENTS (1)**

**Current Step:** Assessment Assigned ▼

**Current Best Practice:** Information Security Management System ▼

**Legend** ▲

- Best Practice Question
- Unanswered Question
- Answered
- Satisfied by Certificate
- For Review
- Question Visible Due to Logic
- Question has Comments

During the pre-assessment phase, Assessor should review all answers and attachments uploaded as well as any certifications tagged to the Site or App. If any errors are found, Assessors may ask the Service Provider to update their answers, evidence, or certificates via the **Comments** button.

To begin a dialogue with the Service Provider, click the **Comments** button.

To review evidence uploaded on a question, click the **Attachments** button. This will open a preview of the file, then you can choose to download by clicking the down arrow.





## Pre-Assessment – Commenting

The screenshot shows a modal window titled "Comments for Question: Do you include the following as part of your Information Security Management System (ISMS)?". It features a close button (X) in the top right corner. A teal notification bubble from John Doe (JD), an Assessor, says "Please upload relevant evidence." with a timestamp of 01/20/2023 13:29. A green notification bubble from Quinton Kite (QK), a Service Provider, says "Evidence uploaded." with a timestamp of 01/20/2023 14:19 and includes a PDF attachment named "evidence.pdf". At the bottom, there is a text input field labeled "New Comment \*" with a paperclip icon for attachments, a blue "ADD COMMENT" button, and a "CLOSE" button.

The Service Provider can respond and provide attachments with requested evidence for review prior to going into the assessment phase.

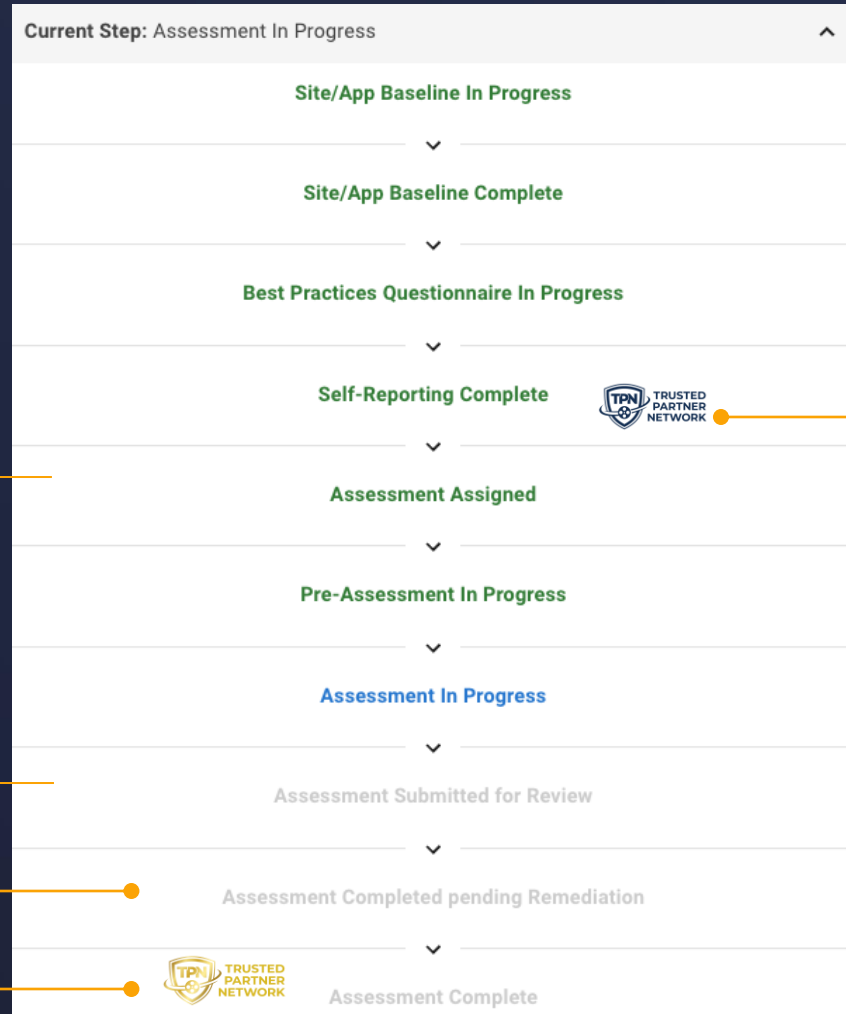
Enter your comment and submit with **Add Comment** to send a message to the service provider.

TPN are validating all non-TPN certifications. If you discover an incorrect or expired non-TPN cert, please instruct the Service Provider to remove or update it.

**NOTE:** if removed, some automated answers will no longer be pre-populated.

# Assessment Questionnaire View – Progress List

In the top right-hand corner of the TPN Best Practice questionnaire screen you can click down and see this progress list as a Site or Application moves through the TPN+ platform to Blue or Gold Shield status including remediation management.



The Questionnaire is locked and published and the **TPN Blue Shield** is awarded.

This section is where Assessors will be involved in the process.

TPN approved the assessment and Service Provider can enter remediation plans on open findings.

Remediation plans entered and the TPN Gold Shield awarded.

# Pre-Assessment Questionnaire View – Legend

The following Legend items are applicable when viewing the completed **TPN Best Practices Questionnaire**:

The legend window is titled "Legend" and contains the following items:

- Best Practice Question**: Represented by a star icon.
- Unanswered Question**: Represented by an empty square box.
- Answered**: Represented by a green checkmark icon.
- Satisfied by Certificate**: Represented by a blue document icon.
- For Review**: Represented by a yellow checkmark icon.
- Question Visible Due to Logic**: Represented by an eye icon.
- Question has Comments**: Represented by a speech bubble icon.

This symbol denotes a Best Practice question, all other questions are Additional Recommendations.

This answer was pre-populated based on an associated non-TPN certificate the Service Provider uploaded.

Hovering over this icon on a question will explain why the question is being displayed.

A response meets the Best Practice requirements.

A response does not meet the Best Practice requirements and needs Content Owner review.

# Pre-Assessment Questionnaire View – Navigating Questionnaire & Certifications

**The Question Log** displays each Best Practice under its Domain and Topic, as shown in the image. You are able to click a Best Practice to view the questions associated with it.

Current Best Practice: Information Security Management System	^
OR. Organizational Security	^
1. Policies & Procedures	^
<b>0. Information Security Management System</b>	<b>2/2</b>
1. Acceptable Use Policy	2/2
2. Business Continuity & Disaster Recovery Plans	3/3
2. Risk Management Program	v
3. Personnel Security	v
4. Incident Management	v
OP. Operational Security	v
PS. Physical Security	v
TS. Technical Security	v
Certifications:	Expiration:
Q ISO/IEC 27001	02/09/2024

Each Answer is color-coded based on the Legend

Certifications associated with a Site or App are also shown here. By clicking the certification text you will be able to view the certification in a new window.

# Pre-Assessment - Recent Activity Notifications

When any change is made during the assessment process, a notification will appear on the profile to inform that there has been changes since your last time opening the questionnaire.

The screenshot shows a software interface with a notification icon in the top left corner. A line connects this icon to the explanatory text. Below the notification icon is a table with the following data:

Type	Name	Scope	Type	Status	Actions
Site	New York Example Site	Site <input checked="" type="checkbox"/> Cloud <input type="checkbox"/>	On Site <input checked="" type="checkbox"/>	Pre-Assessment	<a href="#">QUESTIONNAIRES</a> ▾ <a href="#">BEGIN ASSESSMENT</a>

# Assessor – Recent Activity Notifications

The recent activity section displays a list of all questions that have updated information since the last time you opened the questionnaire.

The screenshot shows the 'TPN Best Practices Questionnaire' interface. The main content area displays a question titled 'OR-1.0 Information Security Management System' with a description: 'Establish, regularly review, and update upon key changes, an Information Security Management System (ISMS) or Information Security Manual (ISM), which is approved by leadership of the organization, to ...'. Below the question is a table of response options with checkboxes for 'Fully Implemented', 'Regular reviews of your ISMS, ISM, or ISP', 'Updated upon key changes', 'Approved by leadership of your organization', 'Control Framework', and 'Governance, Risk, and Compliance (GRC)'. There are also options for 'Not Implemented' and 'Not Applicable'. A legend on the right side of the interface lists various status indicators: Best Practice Question, Unassessed Question, Assessor Reviewed, Remediation, Remediation: Content Owner Priority, Remediation Complete, Question Visible Due to Logic, and Question has Comments. The 'Recent Activity' sidebar on the right shows a list of questions that have been updated since the last view of the assessment, including the current question.

Under each question will be a list of changed items that have changed so you can easily identify what to look for when reviewing.

If you click on the item, you will be taken straight to the question.

# Assessor: Assessment & Submission

# Assessment – Assessing Questions

After Clicking **Begin Assessment**, you will be taken to the same TPN Best Practices Questionnaire.

However, the **Assess** button is now present in the bottom left corner of each question. Additionally, all questions will be colored white.

Clicking the **Assess** Button expands the section to enter your **Assessor Finding**. See next slide for this visual.

TPN Best Practices Questionnaire v5.2 for London Headquarters

TPN Best Practices Questionnaire v5.2

TS-1.6 Authentication & Authorization

BEST PRACTICES:  
Establish and regularly review a policy to enforce Authentication & Authorization policy of all relevant full- and part-time employees, consultants, contractors, interns, freelancers, temporary workers, administrative accounts, service ...

Do you have a policy to enforce Authentication & Authorization, which includes the following?

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.  
- If you have implemented a Compensating Control, choose C/C for each line and provide additional details.  
- For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.  
- For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.  
If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regular reviews of your policy
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apply to all relevant full- and part-time employees, consultants, contractors, interns, freelancers and temporary workers
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Apply to administrative accounts and service accounts
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unique username
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use the Principle of Least Privilege (PoLP)
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ensure that one of the factors is provided by a separate service (e.g., authenticator apps or bio-metrics) from the system gaining access
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For MFA, apply to any Internet facing systems, including webmail and web portal
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For MFA, apply to source code repository
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

ASSESS

Current Step: Assessment In Progress 2/139

Current Best Practice: Authentication & Authorization

- OR, Organizational Security
- OP, Operational Security
- PS, Physical Security
- TS, Technical Security

1. Information Systems

- 0. Data I/O Workflows & Systems 0/1
- 1. Systems Configuration 0/1
- 2. Default Accounts 0/1
- 3. Endpoint Protection 0/1
- 4. Mobile Devices 0/1

6. Authentication & Authorization 0/2

- 9. Web Portals 0/1
- 16. Application Configuration Guidelines (Licensed) 0/1

2. Network Security

- 3. Cryptography
- 4. Vulnerability Management

Legend

- Best Practice Question
- Unassessed Question
- Assessor Reviewed
- Remediation: Awaiting Plan
- Remediation: Content Owner Priority
- Remediation: Plan - Will Later/Will Not
- Remediation: Complete
- Question Visible Due to Logic
- Question has Comments

You can see the current step and progress (findings entered).

The legend has also updated to reflect the Site/App being in the Assessment phase. Although some of the same colors are used, they now have different meanings than in the Pre-Assessment phase.



# Assessment – Assessing Questions

**Do your Contracts & Service Level Agreements (SLAs) with Third-Party Service Providers (i.e., external companies that are paid for services provided), include the following?**

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.  
• If you have implemented a Compensating Control, choose C/C for each line and provide additional details.  
• For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.  
• For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.  
If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Business Continuity (BCP) and Disaster Recovery (DR) Plans
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data handover and disposal upon service termination
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk Management process
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to obtain requested Information Security Compliance Certificates and/or Attestations
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Background Screening of all third-party full- and part-time employees, consultants, contractors, and interns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confidentiality Agreements/NDAs for all third-party full- and part-time employees, consultants, contractors, and interns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notification if services are outsourced or subcontracted
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handling and reporting of incidents
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In accordance with local laws, regulations, and agreements, including third-party consent for Background Screening and Confidentiality Agreements/NDAs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Additional Details

Last Updated By SAMI ASSESSOR 01/16/2025 14:55

Clicking the **Assess** Button expands the section to enter your **Assessor Finding**.

You will select the appropriate level of implementation related to the Site or Application being assessed.

**Assessor Finding for Do your Contracts & Service Level Agreements (SLAs) with Third-Party Service Providers (i.e., external companies that are paid for services provided), include the following?**

Fully Implemented  
 Partially Implemented  
 Not Implemented  
 Not Applicable

Finding is required

Assessor Finding \*

Last Updated By SAMI ASSESSOR 01/16/2025 14:55

Reminder: **Assessor Finding** text is required. Content Owners are not able to view evidence (unless Service Provider marks evidence "public"). Assessors should provide enough detailed information in their findings to allow Content Owners to make an informed decision about a service provider's security status.

# Assessment – Remediation & Question Logs

In the top right-hand corner of the TPN Best Practice Questionnaire screen you are able to click down and see this progress list as a Site or Application moves through the TPN+ platform to Blue or Gold Shield status including remediation management.

The screenshot displays a user interface for managing remediations. At the top, it shows 'Current Step: Active Remediations' with a dropdown arrow. Below this is a section titled 'View 6 Controls in Remediation' with a progress indicator. The controls listed are: OR-1.0 Information Security Management System, OR-4.0 Incident Management, **OR-2.0 Risk Management Program**, OP-1.0 Receiving, OP-1.1 Packaging, and OP-2.0 Data & Assets. The 'OR-2.0 Risk Management Program' is highlighted in red. Below the controls is a section for 'Current Best Practice: Risk Management Program' with an upward arrow. This section lists various best practices: OR. Organizational Security (with a progress indicator), 1. Policies & Procedures, 2. Risk Management Program, **0. Risk Management Program** (with a '2/2' indicator), 3. Personnel Security, and 4. Incident Management. Below these are sections for OP. Operational Security, PS. Physical Security, and TS. Technical Security, each with a dropdown arrow. At the bottom, there are fields for 'Certifications:' (showing 'ISO/IEC 27001') and 'Expiration:' (showing '02/04/2024').

This **Remediation list-view** allows you to quickly navigate to Best Practices or Additional Recommendations that have been put into a remediation status.

You can navigate through the assessment through this dropdown section.

# Assessor – Perform Assessment

When **Fully Implemented** or **Not Applicable** is selected, the answer will be marked **green**. As explained previously, Assessor Finding text is required as Content Owners are not able to view evidence (unless Service Provider marks evidence "public"). You must explain how you verified what was implemented or not applicable.

To update your assessment answer choice, press **Update Finding**.

**Do you have a process for Default Administrator and other Default Accounts (i.e., infrastructure and applications), which includes the following?**

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.

- If you have implemented a Compensating Control, choose C/C for each line and provide additional details.
- For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.
- For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.

If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regular reviews of your process
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Identify all default accounts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Change the password for all default accounts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Change the default usernames
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Additional Details

ASSESSORS FINDINGS COMMENTS (0) ATTACHMENTS (0)

Last Updated By SAMI ASSESSOR 01/16/2025 15:43

**Do you have a process for Endpoint Protection, which includes the following?**

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.

- If you have implemented a Compensating Control, choose C/C for each line and provide additional details.
- For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.
- For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.

If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regular reviews of your process
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Endpoint protection and anti-virus/anti-malware software with a centralized management console
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Update anti-virus/anti-malware definitions regularly and performing regular scans on systems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Perform regular scans on systems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apply to: Workstations (e.g., desktop, laptop, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apply to: Servers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apply to: SAN/NAS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apply to: Virtual Machines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Additional Details

ASSESSORS FINDINGS COMMENTS (0) ATTACHMENTS (0)

UPDATE FINDING

Last Updated By SAMI ASSESSOR 01/16/2025 15:48

When **Partially** or **Not Implemented** is selected and findings are provided in the comment box, the Questionnaire answer will be marked **red** for Remediation.

Please note the answers shown in the checkboxes reflect the **Service Provider's** answers while the color of the question reflects the **Assessor's** answers, which will be reflected in the final PDF report.

# Assessor – App Assessment

See Slide 15 about accessing Hardening Guidelines in the Applications Registry as part of your App Assessment.

When assessing an In-house developed application, the version number will show at the top (e.g., version 4 in the below screenshot).

TPN Best Practices Questionnaire for Melody Service Provider Digital Supply Chain App 4 [BACK TO COMPANY DETAILS](#)

### TPN Best Practices Questionnaire

Current Step: Pre-Assessment In Progress

Current Best Practice: Receiving

Legend

- Best Practice Question
- Unanswered Question
- Answered
- Satisfied by Certificate
- For Review
- Question Visible Due to Logic
- Question has Comments

**OP-1.0 Receiving**  
Best Practice:  
Establish and regularly review a Receiving process to receive physical client assets, to include the following:...

**Do you have a Receiving process for physical client assets, which includes the following?**

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.  
- If you have implemented a Compensating Control, choose C/C for each line and provide additional details.  
- For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.  
- For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.  
If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regular reviews of your process
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintenance of a receiving log to be filled out by designated personnel upon receipt of deliveries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Additional Details

COMMENTS (0) ATTACHMENTS (0)

Last Updated By sami test 01/15/2025 09:56

Does your Receiving process include the following?

# Assessor – Submit Assessment

TPN Best Practices Questionnaire for Assessment Phase Test [BACK TO COMPANY DETAILS](#) [SUBMIT ASSESSMENT](#)

### TPN Best Practices Questionnaire

OR-1.0 Information Security Management System  
Best Practice:  
Establish, regularly review, and update upon key changes, an Information Security Management System (ISMS), which is approved by leadership of the organization, to include the following...

Do you have a formal, documented Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP), which includes the following?

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.  
If you have implemented a Compensating Control, choose C/C for each line and provide additional details.  
For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.  
For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.  
If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular reviews of your ISMS, ISM, or ISP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated upon key changes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by leadership of your organization
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Control Framework
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Governance, Risk, and Compliance (GRC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

[ASSESSORS FINDINGS](#) [COMMENTS \(0\)](#) [ATTACHMENTS \(0\)](#)

[UPDATE FINDING](#)

Last Updated By SAMI ASSESSOR 01/15/2025 15:08

Does your Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP) include the following?

When all questions have been assessed, there will be a notification that the completed assessment can now be submitted to TPN for approval.

You may also leave the Questionnaire experience at any time by clicking the **Back to Company Details** button and return at any time to submit the assessment using the **Submit** button at the top-right corner of the page.

**Assessor: Submitted for Approval**

# Submitted for Approval

The screenshot displays the 'TPN Assessor Training Profile' page. The left sidebar contains navigation options: Profile, Manage Assessments, Documents, NEED SUPPORT?, and TPN HOW-TO GUIDES. The main content area shows the profile details, including the TPN logo, address (1234 Assessor Way, Los Angeles, CA 90000), primary contact (TPN Assessor, tpassessortraining@gmail.com), and billing information (Billing Customer ID: TPP00063, Billing PO Number, VAT Number). Below this is a 'Manage Assessments (10)' section with a table listing assessments. The table has columns for Company, Questionnaire Count, Status, and Action. One assessment is highlighted with a status of 'Submitted' and an 'Assessment Submitted for Review' message. An 'Actions' dropdown menu is open, showing options for 'QUESTIONNAIRES', 'QUESTIONNAIRE OPTIONS', 'Scoping Baseline', and 'Review and Comment'. A yellow dot points from the 'Submitted' status in the table to the 'Review and Comment' option in the dropdown.

Company	Questionnaire Count	Status	Action
> SP Assessor Training	3	Assigned	ACCEPT REJECT
> SP Assessor Training	1	Assessing	-
> SP Assessor Training	1	Assessing	-
> SP Assessor Training	1	Submitted	-

Type	Name	Scope	Type	Status
Site	Submitted Phase Test	On Prem <input checked="" type="checkbox"/> Cloud <input type="checkbox"/>	On Site <input type="checkbox"/>	Assessment Submitted for Review

The assessment status will be **Submitted for Review** during this phase.

Once submitted, the assessment is still viewable via **View and Comment** and can still be updated as necessary during discussions with TPN throughout the approval process.

The 'Actions' dropdown menu is open, showing a 'QUESTIONNAIRES' dropdown button and 'QUESTIONNAIRE OPTIONS' with sub-options: 'Scoping Baseline' and 'Review and Comment'. A yellow dot points from the 'Review and Comment' option to the 'Submitted' status in the table above.

# Submitted for Approval - Assessment Approval

TPN Best Practices Questionnaire for Submitted Phase Test

### TPN Best Practices Questionnaire

#### OR-1.0 Information Security Management

BEST PRACTICES:  
Establish, regularly review, and update upon key changes, an Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP) which is approve...

**Do you have a formal, documented Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP), which includes the following?**

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented.  
• If you have implemented a Compensating Control, choose C/C for each line.  
• For each line that is Not Implemented for this assessment, choose N/I for each line.  
• For each line that is Not Applicable to this assessment, choose N/A for each line.  
If NONE of the components are met: choose Not Implemented and provide a reason.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable.

YES	C/C	N/I	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular reviews of your ISMS, ISM, or ISP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated upon key changes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by leadership of your organization
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Control Framework
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Governance, Risk, and Compliance (GRC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Comments for Question: Do you have a formal, documented Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP), which includes the following?

SA  
Upon review this Finding needs to be updated to Partially Implemented  
SAMI ASSESSOR | Assessor | 01/14/2025 16:07

New Comment \*

SAVE CLOSE

ASSESSORS FINDINGS COMMENTS (1) ATTACHMENTS (0)

UPDATE FINDING

Last Updated By SAMI ASSESSOR 01/14/2025 16:07

Does your Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP) include the following?

During the assessment approval phase, you will be able to have on-line dialogue with both TPN and the Service Provider should any questions be raised, or disagreements occur regarding the findings.

You may also **Update Findings** in the submitted phase upon request from TPN, as necessary.

Since Content Owners are not able to view Comments, it is important to add any clarifications or explanations in the Assessor Findings box, even if responding to questions posted in the Comments chat.



# Submitted for Approval - Assessment Approved

Manage Assessments (15)  Show Completed

Company	Questionnaire Count	Status
> TPN Service Provider Operations Profile	1	Assessment Complete Pending Remediation 11 9
> TPN Service Provider Operations Profile	1	Assessment Complete Pending Remediation 2
> TPN Service Provider Operations Profile	1	Assessment Complete Pending Remediation 6 7
> TPN Service Provider Operations Profile	1	Assessment Complete Pending Remediation 4 4
> TPN Service Provider Operations Profile	1	Assessment Complete
> TPN Service Provider Operations Profile	1	Assessment Complete
> TPN Admin Demo Profile	1	Assessment In Progress

Upon final approval by TPN of the assessment, the status of the site will change to either **Assessment Complete** or **Assessment Complete Pending Remediation** and no further action is needed from the Assessor.

You will no longer be able to access the assessment or questionnaire at this point.

# Change Log

## **V1.1.6 Updates 03/03/2025:**

- **Slide 3: Updated Process Map**

## **V1.1.5 Updates 01/30/2025:**

- **Slide 16: Added Partner Resource Center**
- **Updated Download Options dropdown**

## **V1.1.4 Updates 01/23/2025:**

- **File preview and download**
- **Updated questionnaire screens**
- **Updated assessment screens**

## **V1.1.3 Updates 09/26/2024:**

- **Definitions**
- **Pre-Assessment context/scenarios**

## **v1.1.2 Updates 08/08/2024:**

- **User system recommendations**
- **Password management**
- **Managing Assessments & Questionnaire screens/statuses**
- **Assessor Summary definition**

# Change Log

## v1.1.1 Updates 02/06/2024:

- **Gold Shield awarded after remediation plans entered**
- **Questionnaire access**
- **TPN+ Global Pass**
- **Assessor judgment re. evidence**

## v1.1.0 Updates 08/30/2023:

- **Instances of "Implementation Guidance" updated to "Additional Recommendations"**
- **Instances of Evidence – If Service Providers mark "Public", the Content Owner can view the evidence that they uploaded**
- **Additional Baseline Questionnaire questions**

## v1.1.0 Updates 07/13/2023:

- **Process maps updated**
- **Important note regarding Microsoft Authenticator**
- **Registries**
- **Important note regarding assessment type toggle**
- **Baseline Questionnaire visibility**
- **Important note regarding questionnaire logic**
- **Assessor Finding text is required for all answers**
- **Assessing an in-house developed application**



# TRUSTED PARTNER NETWORK

POWERED BY  MOTION PICTURE ASSOCIATION

**Building a Secure Future  
for Content Partners**

