

PLANNING CHECKLIST FOR INTERVIEWS & OBSERVATIONS

All Requirements: Throughout the PCI Reporting Instructions, every requirement area requires interviews and observations to prove that your company is compliant with the PCI DSS.



Interviews can take up to 60 minutes to complete.



Group interviews and required observations together to reduce assessment costs by improving assessment efficiency.



Create a list of subject matter experts/system administrators and the in-scope systems or processes they're responsible for.



Create an interview workbook or planner that incorporates all PCI DSS requirements that require an interview and observation.



For example, requirement 2.3.a requires the QSA to observe system admins logging on to their systems to verify that strong cryptography is invoked before they type in their password. This required observation should be included in all interviews with system administrators.



Before scheduling the interviews, communicate with everyone who will be interviewed and recommend completing a practice interview before the QSA interview. Refer SME's to "[10 Tips to Breeze Through Your Next Interview](#)" blog post.



Include each requirement the QSA will be interviewing / observing in each calendar invite by technology & subject matter expert. This will help keep everyone focused.

- During the interview: ensure SME's are capturing the real time evidence (screen shots are sufficient evidence) for the observations required.

- Post interview: Submit evidence of interview and all screen shots to QSA.

- Need more help? Reach out to us at support@paymentcardassessments.com