LBMC

PCI MAINTENANCE **CHECKLIST**

ANNUAL

At least once every 365 days or on the same date every year.

Maintenance Task	PCI DSS 4.0 Requirement #	Additional Frequency
Review, Update, and Approve Policies and Procedures	1-12.1.1, 12.1.2	Significant Change
Update Network, Data-Flow, and Architecture Diagrams	1.2.3, 1.2.4	Significant Change
Review and Update Inventory of Trusted Encryption Keys and Certificates	4.2.1.1*	As-Needed
Developer Training	6.2.2	
Review and Update Inventory of Custom and Bespoke Software	6.3.2*	As-Needed
Review and Update Inventory of Payment Page Scripts	6.4.3*	As-Needed
Offline Backup Location Security Review	9.4.1.2	
Review and Update Inventory of Media Storing Card holder Data	9.4.5.1	As-Needed
Review and Update Inventory of POI Devices	9.5.1.1	As-Needed
Review and Update Inventory of Authorized Access Points	11.2.2	As-Needed
Internal Penetration Testing	11.4.2	Significant Change
External Penetration Testing	11.4.3	Significant Change
Segmentation Testing (Merchants Only)	11.4.5	Significant Change (Segmentation Related Changes Only)
Targeted Risk Assessment for Periodic Requirements	12.3.1*	
Targeted Risk Assessment for Customized Approach	12.3.2	
Review and Update Cryptographic Cipher Suites and Protocols Inventory	12.3.3*	As-Needed
Hardware and Software End of Life and Vendor Support Review	12.3.4*	
Review and Update System Component Inventory	12.5.1	As-Needed
PCI DSS Scope and Applicability of Controls Review (Merchants Only)	12.5.2	Significant Change
Review and Update Security Awareness Training	12.6.2*	
Security Awareness Training and Policy Acknowledgment	12.6.3	New-Hire
Review and Update Inventory of Third Party Service Providers	12.8.1	As-Needed
Review Third Party Service Provider PCI DSS Compliance Status	12.8.4	
Review, Test, and Update Incident Response Plan	12.10.2	

WHAT CONSTITUTES A SIGNIFICANT CHANGE?

- New hardware, software, or networking equipment added to the CDE.
- Any replacement or major upgrades of hardware and software in the CDE.
- Any changes in the flow or storage of account data.
- Any changes to the boundary of the CDE and/or to the scope of the PCI DSS assessment.
- Any changes to the underlying supporting infrastructure of the CDE (including, but not limited to, changes tot he directory services, time servers, logging, and monitoring).
- Any changes to the third party vendors/service providers (or services provided) that support the CDE or meet PCI DSS requirements on behalf of the entity.

AS-NEEDED

Triggered by the occurrence of an event

QUARTERLY

At least once every 90 to 92 days, or on the nth day of each third month.

Maintenance Task	PCI DSS 4.0 Requirement #	Additional Frequency
Delete (Securely) Cardholder Data that Exceeds Retention Requirements	3.2.1	
Internal Vulnerability Scans	11.3.1, 11.3.1.3	Significant Change
External (ASV) Vulnerability Scans	11.3.2, 11.3.2.1	Significant Change (Scan not required to be ASV)
Self-Assessment of Controls (Service Providers Only)	12.4.2	

SEMI-ANNUAL

At least once every 180 to 184 days, or on the nth day of each six month.

Maintenance Task	PCI DSS 4.0 Requirement #	Additional Frequency
Network Security Control Configuration and Ruleset Review	1.2.7	
User Account Review	7.2.4	
Segmentation Testing (Service Providers Only)	11.4.6	Significant Change (Segmentation Related Changes Only)
PCI DSS Scope and Applicability of Controls Review (Service Providers Only)	12.5.2.1*, 12.5.3*	Significant Change or Significant Organizational Structure Change
Customer Environment Segmentation Testing (Service Providers Only)	A1.1.4*	

PERIODICALLY

Frequency defined by targeted risk assessment at Requirement 12.3.1.

Maintenance Task	PCI DSS 4.0 Requirement #	Additional Frequency
Risk of Malware Evaluation	5.2.3	
Application and System Account Review	7.2.5.1*	
POI Device Inspection	9.5.1.2	
Log Review for Systems Not Covered by Requirement 10.4.1	10.4.2	
Incident Response Training	12.10.4	

OTHER

Maintenance Task	PCI DSS 4.0 Requirement #	Additional Frequency
Verify Implementation of All Applicable Requirements	6.5.2	Significant Change

*Future dated requirement. Not required until March 31, 2025.