BUSINES

Business Area	Question
General	Do you have a Business Continuity Plan (BCP)?
	Do you test your plan regularly?
	Is Business Continuity supported by managemen
	Does someone have overall responsibility for BCI
	Do you have an emergency pack stored in a safe
	contact information, tools (keys, torches, mobile p
	back up disks, cash and first aid kit).
People	Are employees aware of the BCP and do they ha
	Do employees know what to do in both an incider
	Do you have all staff information and contact deta
	accessible copies of this stored off site?
	Do your staff know where to get information/guida
	Have employees been given specific roles and re
	that will be used in the event of an emergency?
	Have staff been cross trained in colleagues roles
	by others in the event of absence?
	Are staff able to work remotely in the event of an
	Can you stop performing some activities and dive
	activities if required?
	Do you have arrangements with agencies for repl
Safety & Security	Do you have a security policy and is the security
	Do staff know the location of stopcocks, valves ar
	Do you regularly check all water, electricity & gas
	order? Is there a back-up generator?
	Do you check all staff have left the premises at the
	Do you turn off appliances?

IECKLIST

	Y/N/N/A
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	Do you check all external doors, windows etc are
	Do you check references?
	Are contractors fully checked?
Premises	Do you have alternative workspace to use if nece
	Do your premises comply with fire safety regulation
	Do you have evacuation procedures available in a
	tested regularly? Do you have evacuation points?
	Are emergency exits clearly marked?
	Do you have a floor plan to your building(s)?
	Do you keep details of all key holders if access is
	If you rent your office space, do you know what p
	management company may be able to provide?
Documents	Do you regularly copy/backup your information?
Documents	Are your critical documents adequately protected
	Do you have copies of your critical records at a se
	bo you have copies of your childar records at a se
Equipment	Do you have an asset register?
	Have you identified the most critical equipment, p
	Could this equipment be easily bought or leased i
	Do you regularly update an inventory and have st
	Do you hold spare parts for key pieces of plant ar
IT	Is IT critical to your business?
	Do you have an IT recovery plan?
	Are your computer records regularly backed up a
	(away from your main site)?
	Is all anti-virus software up to date?
	Are all staff aware of IT security policies and proc
	Are alternative telephone & IT methods available
Suppliers	Do your key suppliers have BCPs in place?
	Have you identified alternative sources for key su
	Could you stockpile a key resource if you thought
	disrupted supply chain?
	Do you have up to date contact details for all sup
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Customers	Do you have up to date contact details for all cust

	Do you have customers you would need to contain		
	Would it affect your business if one of your key cu		
	business?		
Location	Have you identified and considered environmenta		
	flooding etc) and other external risks (e.g. pollution		
	etc)? Could an incident at a neighbour's site impa		
Insurance	Do you have sufficient insurance in place to pay f		
	 Disruption to business; 		
	 Cost of repairs; 		
	 Hiring temporary equipment, staff; 		
	New stock; and		
	Temporary accommodation?		
	Do you have a copy of the insurance company's of		
	(and a copy) held?		
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Comments/Notes:	A	
Carried out by:		
Signature: Approved by:		
Signature:		
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