

# Risk Management Checklist

## Business Continuity

BUSINESS CONTINUITY PLAN		Yes	No	N/a	Comments
1.	Have you prepared a business continuity (disaster recovery) plan?				
2.	Are copies of the plan kept off site by key personnel?				
3.	Is the plan exercised periodically?				
4.	Do you review the plan regularly?				
PREMISES		Yes	No	N/a	Comments
5.	Do you operate from:	-	-	-	
	a. A single site?				
	b. More than one site?				
6.	Are there any interdependency issues between your sites?				
7.	Are functions duplicated between sites?				
8.	Could you practicably relocate your operations to temporary alternative premises?				
MACHINERY		Yes	No	N/a	Comments
9.	Are there any bottlenecks in your operation?				
10.	Are extended lead times likely for the replacement of critical machinery, plant and equipment?				
11.	Is critical machinery, etc duplicated between sites?				
12.	Are there any similar issues associated with machine spares, tools, patterns, moulds, etc?				
13.	Do you hold critical spares and are these suitably stored?				
14.	Are copy drawings and specifications for custom machinery and tools, etc kept off site?				
COMPUTERS		Yes	No	N/a	Comments
15.	Are computers used for any business critical applications?				
16.	Are extended lead times likely for the reinstatement of critical computer systems or software?				
17.	Are critical servers or mainframes duplicated off site?				
18.	Do you use up to date firewall and antivirus software?				

COMPUTERS (CONT'D)		Yes	No	N/a	Comments
19.	Is your computer system adequately protected against:	-	-	-	
	a. Theft?				
	b. Interference?				
	c. Fire?				
	d. Overvoltage?				
20.	Is critical computer data backed up and verified regularly and are copies securely stored, preferably off site?				
21.	Do you have reliable, efficient IT support?				
SERVICES		Yes	No	N/a	Comments
22.	Are your operations heavily dependent upon any of the following services:	-	-	-	
	a. Water?				
	b. Electricity?				
	c. Gas?				
	d. Oil?				
	e. Telecommunications?				
23.	Are critical services duplicated or do you have alternative supplies (e.g. uninterruptible power supply, standby generators, private water supplies, etc)?				
WORKFORCE		Yes	No	N/a	Comments
24.	Are there any continuity issues associated with your workforce (e.g. key personnel, scarcity of suitable skills, etc)?				
CUSTOMERS		Yes	No	N/a	Comments
25.	Is your business dependent upon any single or small number of larger customers?				
26.	Are there any issues with market competition or customer loyalty?				
SUPPLIERS		Yes	No	N/a	Comments
27.	Are you dependent upon any particular suppliers?				
28.	Do you have alternative suppliers if needed?				
29.	Can you normally replace stock without any major delay?				

PRODUCTION		Yes	No	N/a	Comments
30.	Do your operations have any significant seasonal variations?				
31.	Do you have any spare production capacity?				
32.	Can you make up lost production by:	-	-	-	
	a. Shift or overtime working?				
	b. Sub-contracting?				

FURTHER ADVICE		Yes	No	N/a	Comments
33.	Do you know how and where to obtain further advice on business continuity planning (e.g. your insurance company, broker, trade associations, etc)?				

### CONTACT US

For further details of our business continuity consultancy services and how these can benefit your organisation please complete this form including your contact details below and return to:

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