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BUSINESS CONTINUITY CHECKLIST

Table with columns: Business Area, Question, Y/N/N/A. Rows include categories like General, People, and Safety & Security with various questions about BCP, staff awareness, and security policies.

# S A M P L E

	Do you check all external doors, windows etc are		
	Do you check references?		
	Are contractors fully checked?		
<b>Premises</b>	Do you have alternative workspace to use if needed?		
	Do your premises comply with fire safety regulations?		
	Do you have evacuation procedures available in a written form and 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 required?		
	If you rent your office space, do you know what your landlord's fire management company may be able to provide?		
<b>Documents</b>	Do you regularly copy/backup your information?		
	Are your critical documents adequately protected?		
	Do you have copies of your critical records at a secure location?		
<b>Equipment</b>	Do you have an asset register?		
	Have you identified the most critical equipment, processes and services?		
	Could this equipment be easily bought or leased if needed?		
	Do you regularly update an inventory and have stock levels checked?		
	Do you hold spare parts for key pieces of plant and equipment?		
<b>IT</b>	Is IT critical to your business?		
	Do you have an IT recovery plan?		
	Are your computer records regularly backed up and stored at a secure location (away from your main site)?		
	Is all anti-virus software up to date?		
	Are all staff aware of IT security policies and procedures?		
	Are alternative telephone & IT methods available?		
<b>Suppliers</b>	Do your key suppliers have BCPs in place?		
	Have you identified alternative sources for key supplies and services?		
	Could you stockpile a key resource if you thought your supply chain was disrupted?		
	Do you have up to date contact details for all suppliers?		
<b>Customers</b>	Do you have up to date contact details for all customers?		

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	Do you have customers you would need to contact?		
	Would it affect your business if one of your key customers stopped doing business?		
<b>Location</b>	Have you identified and considered environmental risks (e.g. flooding etc) and other external risks (e.g. pollution etc)? Could an incident at a neighbour's site impact your business?		
<b>Insurance</b>	Do you have sufficient insurance in place to pay for: <ul style="list-style-type: none"><li>• Disruption to business;</li><li>• Cost of repairs;</li><li>• Hiring temporary equipment, staff;</li><li>• New stock; and</li></ul> Temporary accommodation?		
	Do you have a copy of the insurance company's policy (and a copy) held?		

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Comments/Notes:

Carried out by:

Signature:

Approved by:

Signature: