



## **Business Continuity - The 10-Minute Check List**

*This is a quick assessment for you to see how far you have got with business continuity management*

*The assessment has been split into sections for ease of reference; ideally you should have all of these criteria fulfilled.*



<b>General Assessment:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DON'T KNOW</b>
Has the idea of Business Continuity Management (BCM) been approved by the owner/partners/board?				
Do you have a Business Continuity Plan (BCP)?				
Is the plan documented clearly and easily accessible?				
Have you exercised your plan within the last 12 months?				
Do you have a policy for how and when to activate your plan?				
Do you regularly review and update your plan?				
Are your staff trained in activating and operating your plan?				
Is there someone in your organisation who will have responsibility for looking after a BCM?				
Have you made a list of all key contacts' telephone numbers?				

<b>Physical Security:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DON'T KNOW</b>
Do you have a security policy?				
Do you have an appropriate and regularly maintained security system?				
Do you give any advice or training on security to relevant staff?				
Are contractors checked fully (i.e. company as well as individual)?				
If you have them, do you regularly check external fences and doors?				



<b>Building Facilities:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DON'T KNOW</b>
Do you have emergency evacuation procedures for your building? i.e. Fire, Bomb				
Are the emergency exits clearly marked?				
Do you regularly practice emergency drills?				
Do you have a primary and secondary evacuation assembly point?				
Do you have a floor plan to your building?				
Do you have access to your building at all times?				
Do you have fire safety procedures in place?				
Do you have access to an alternative workspace to use in an emergency?				
Have you familiarised yourself and your staff with the location of the mains switches and valves (i.e. for electricity, gas and water)?				
Do you regularly check all plumbing is in working order?				

<b>Paper and Electronic Documents:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DON'T KNOW</b>
Do you regularly copy/backup your information?				
Are your critical documents adequately protected?				
Do you have copies of your critical records at a separate location?				



<b>Company Equipment:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DON'T KNOW</b>
Have you identified your key equipment?				
Do you have contingency plans in place to cater for the loss/failure of key equipment?				
Do you regularly update an inventory of your company equipment?				
Do you have controls over the movements of your company equipment?				

<b>IT:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DON'T KNOW</b>
Have you identified the critical IT systems for your business?				
Do you have a documented and tested IT disaster recovery plan?				
Are the relevant staff aware of the IT disaster recovery plan?				
Do you know how long it would take to recover IT functions?				
Are documented IT security policies and procedures in place?				
Are all staff aware of IT security policies and procedures?				
Do you have vital computer information stored off site?				



<b>Suppliers:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DON'T KNOW</b>
Have you identified who your key suppliers are?				
Do your key suppliers have a business continuity plan?				
Have you identified alternative sources for key suppliers?				
Do you have the up to date contact details for all your suppliers?				

<b>Customers:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DON'T KNOW</b>
If relevant, do you have up to date contact details for your key customers?				
Do you have a mechanism for communicating with your customers during an emergency?				

<b>Location:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DON'T KNOW</b>
Have you identified and considered the risks from your surrounding area and businesses? E.g. Flood risk, chemical plants etc.				

<b>Insurance:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>DON'T KNOW</b>
Do you have sufficient insurance to pay for disruption to business, cost of repairs, hiring temporary employees, leasing temporary accommodation and equipment? Do you have a copy of the insurance company's details and policy held on and off site?				