



Business Continuity Assessment Checklist

The following is a smaller subset of questions that we would review as a part of a full assessment. If you answer "NO" to more than 7 of these questions, you could benefit from the Business Continuity Planning Workshop.

	Yes	No	N/A
BUILDING AND FACILITIES			
Do you regularly practice fire drills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an alternative site that could be used to store products or relocate storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have generator backup systems in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you familiarized yourself and your staff with the location of the mains switches and valves (electricity, gas, water)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
At the end of the working day do you have procedures in place to make sure that all equipment is switched off (as applicable) and doors and windows are locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered what utilities are required to maintain your critical business processes should you lose one or more of them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONNEL			
Have you got a list of all employee contact telephone numbers and home addresses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your staff know who is in charge in the time of a crisis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has your staff been given specific roles in the event of a crisis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your staff aware of the procedures and arrangements in the event of an incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If your business could not operate from its present location, could your staff work from an alternative location, or some of them work from home, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the staff payroll details been secured and are these details easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered loss of key personnel (short or long term)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECURITY			
Is there a security system installed and is it maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a security policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PAPER AND ELECTRONIC DOCUMENTS			
Do you copy/back up your information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have copies of critical accounts and contracts at a separate location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is someone responsible for the upkeep of your records, files, and accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you aware of document recovery processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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INFORMATION TECHNOLOGY (IT) AND COMMUNICATIONS			
Are your IT systems critical to the running of your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If your IT systems went down, do you have manual processes that could maintain critical documentary/administrative functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how long it would take to recover IT functions if your system went down?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you reliant on Mail, Email, Telephones (land and mobile)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you an established contact method for customers and suppliers to reach you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPPLIERS			
Do you have an arrangement with your critical suppliers where they will inform you if they cannot make a delivery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your suppliers have a Business Continuity Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMPANY EQUIPMENT			
Do you have an inventory, if so, is it regularly checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered what equipment is critical to your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CUSTOMERS			
Do you have the correct contact details for all your main customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any key customers who you will need to be in constant contact with during a crisis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LOCATION			
Have you thought about the types of risk that might occur due to the actions / operations of other businesses near to you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered the wider actions of the area in which you are located, e.g. community evacuations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INSURANCE			
Do you have your insurance company's details in order to contact them immediately at the time of an incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUBLIC RELATIONS (MEDIA)			
Have you nominated a company spokesperson? ensure all staff know who it is,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your spokesperson have some training in media handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your staff know who the spokesperson is?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>