

HEALTH CHECK from Integral Continuity

Is a Director responsible for ensuring the Business Continuity Plan (BCP) is produced and maintained?	
Have resources and budget been allocated to produce and maintain your BCP?	
Have you identified the main risks to your business?	
<p>Have you taken steps to minimise the impact of these risks through :</p> <ul style="list-style-type: none"> • Offsite backups of data and software • Protection/Prevention Systems (e.g. Fire alarms, security) • Resilient Services (e.g. alternate power, telecoms facilities) • Alternate supplier for key resources 	
Have you identified the critical business functions which need to be recovered in an emergency?	
Have you identified how quickly these business functions need to resume and what resources are required to achieve this?	
Are procedures defined to quickly identify and notify management that a major incident has occurred?	
Is there a documented Crisis Management procedure to handle the immediate impact of a crisis?	
<p>Have you made arrangements for emergency supply of :</p> <ul style="list-style-type: none"> • Computer Hardware and Software • Telecommunications Services • Office/Building Space • Production Equipment/Spares • Stationery and Consumables 	
Is there a BCP document which details the key actions and responsibilities following an incident?	
<p>Does this BCP cover all the following :</p> <ul style="list-style-type: none"> • Staff Contact, Welfare and Safety • IT Systems and Data Recovery • Buildings and Equipment Recovery • Customer and Supplier Management • Financial Management/Cash Flow • Media Handling/Public Relations • Recovery of Critical Business Functions • Return to Normal Business 	
Can the BCP document be read and understood within 30 minutes?	
Has your BCP been tested at least once in the last 12 months?	
Are all staff and management aware of the content of the BCP and their roles in it?	
Have you checked whether your key suppliers have their own BCP and have tested it?	