

Business Continuity Checklist

The organisation must take a thoughtful and systematic approach to business continuity should a disaster occur.

This checklist is intended to provide general information to assist you review your risks and help you understand what you need to have to help you get back up and running.

This is not an exhaustive list. A 'Blank' response to any question indicates that further planning and investigation is required to effectively manage risk.

Organisation	
Date	
Address	
Inspector	

BUSINESS CONTINUITY CHECKLIST

	YES	NO	N/A*	ACTIONS REQUIRED	WHO	BY WHEN
Do you have a organisational wide Business Continuity Plan?						
Does the organisation have a flame retardant safe to protect money and important documents?						
Do you have a Data recovery plan?						
Do you have a Disaster Recovery Plan?						
Do you have emergency readiness and response procedures?						
Do you maintain an asset or inventory database that includes photographs and serial numbers?						

* Not Applicable

PROVIDE DETAILS OF ANY IDENTIFYABLE PROBLEMS

If you would like to speak to someone about protecting your buildings or premises email us at info@ansvarrisk.com.au

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