

Business Continuity Management (BCM) – The Twenty Minute Check List

General Assessment:	Yes	No	Unsure
Do you have a Business Continuity Management (BCM) Plan?			
Is the BCM plan easily accessible – both during and outside of normal working hours?			
Have you exercised your BCM plan within the last 12 months?			
Do you know how and when to activate your BCM plan?			
Do you regularly review and update your BCM plan?			
Are your employees trained in activating and operating your BCM plan?			
Is there someone in your organisation who has overall responsibility for maintaining and updating your BCM plan?			
Does your BCM plan contain or have access to all key contacts' telephone numbers?			
Have you prepared an emergency pack that you can use away from the normal business premises in an emergency?			

Insurance:	Yes	No	Unsure
Do you have sufficient insurance to pay for disruption to business, e.g. costs of repairs, leasing premises / equipment, etc?			
Do you have a copy of the insurance company's details and policy held on and off site?			

Location:	Yes	No	Unsure
Have you considered the risks from your surrounding area and businesses (e.g. flood risk, chemical plants, etc.)?			

Paper and Electronic Documents:	Yes	No	N/A	Unsure
Do you regularly copy / back up your information and systems?				
Are your critical documents adequately protected?				
Do you have copies / back-ups of your critical records at a separate location?				
Do you have a method for restoring electronic records if your main IT equipment is destroyed?				

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Building Facilities:	Yes	No	N/A	Unsure
Do you have emergency evacuation procedures for your building (including fire, bomb threat, flooding)?				
Are the emergency exits clearly marked?				
Do you regularly practise emergency drills?				
Do you have both a primary and secondary evacuation assembly point?				
Do you have access to your building at all times?				
Do you have fire safety procedures in place?				
Have you familiarised yourself and your staff with the location of the mains switches and valves?				
Do you regularly check all plumbing is in working order?				
Do you regularly check that any heating and air conditioning is working?				
Do you have a site plan of the premises showing the location of any main switches, valves and stopcocks?				
Does this also contain the location of any hazardous materials on site?				
Is this site plan immediately accessible to the emergency services if they attend an incident at your premises?				
Do you have access to an alternative workspace to use in an emergency?				
Have you thought about dealing with people issues – relocation arrangements etc?				

Physical Security:	Yes	No	N/A	Unsure
Do you have an appropriate and regularly maintained security system?				
Do you give 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?				
Do you carry out end of day inspections (e.g. to check everybody has left, doors are locked, etc)?				

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Personnel:	Yes	No	N/A	Unsure
Do you have staff personal information on file e.g. staff contact details (include temporary and contract)?				
Are up to date and accessible copies of this information stored off site?				
Do your employees and contractors know what to do in an emergency?				
Do your employees and contractors know where to get advice / information/guidance in an emergency?				
Do your employees and contractors know who is in charge in the time of an emergency?				
Have your employees and contractors been given specific roles to do in the event of an emergency?				
Do you have members of staff with first aid training?				
Are all employees and contractors trained in evacuation?				
Do you have arrangements to cover losing staff with critical and unique skills?				
Do you know which activities you would prioritise if you had widespread staff absence due to illness or transport issues?				
Do you check references fully?				

Company Equipment:	Yes	No	N/A	Unsure
Have you identified your key equipment including vehicles and communications?				
Do you regularly update an inventory of your company equipment?				
Do you have controls over the movements of your company equipment?				
Do you have contingency plans in place to cater for the loss or failure of key equipment?				
Could you arrange repairs of your equipment quickly enough to continue operating the business?				
Can you purchase replacement equipment quickly enough to continue operating the business?				
Do you know which activities you would prioritise if there was a disruption in the supply of petrol / diesel?				
Do you have multiple methods of communications if one was to fail / be disrupted?				

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IT:	Yes	No	N/A	Unsure
Have you identified the critical IT systems, software, hardware, applications and data for your business?				
Do you have a method for restoring electronic records if your main IT equipment is destroyed?				
Do you have an IT recovery plan documenting these methods?				
Do you know how long it would take to recover IT functions?				
Are relevant staff members trained and / or aware of the IT recovery plan?				
Do you rehearse or exercise the IT recovery plan at least annually?				
Are documented IT security policies and procedures in place?				
Are all staff members aware of IT security policies and procedures?				

Suppliers:	Yes	No	N/A	Unsure
Have you identified who your key suppliers are?				
Do your key suppliers have a business continuity management (BCM) plan which is consistent with yours?				
Have you identified alternative sources for key suppliers?				
Do you have sufficient stock in place to continue the business if a supplier failed to deliver?				
Do you have the up to date contact details for all your suppliers?				

Customers:	Yes	No	N/A	Unsure
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?				

Other Stakeholders:	Yes	No	N/A	Unsure
Do you have up to date contact details for other key stakeholders (e.g. investors, regulators, partner organisations)?				