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| **Business Continuity Test Report** |  |

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| **Date of test:** |  | **Conducted by:** |  |
| **Infrastructure and IT***Check that data backup was performed according to procedures**Check security of backup storage**Check integrity of backup* |
| **Outcome:** |
| **Business Continuity Team***Check accuracy of all**contact information**Check that Team can access off-site an up to date copy of the Business Continuity Plan* *Check that Team understand their role in the Plan* |
| **Outcome:** |
| ***Staff contacts****Check accuracy of staff emergency contact details maintained as set out in the Business Continuity Plan. Have new staff been added? Have people left the firm and not deleted? Are there contact numbers missing? If errors are found, the list should be fully updated. Check contact numbers for accuracy.*  |
| **Outcome:** |
| **Suppliers***Check accuracy of supplier contacts. Is the list of suppliers accurate and up to date? Should new suppliers be added or existing suppliers be amended/deleted? Amend details as appropriate* |
| **Outcome:** |
| **Thematic Review***The Business Continuity Manager should complete an annual review of the Business Continuity Plan. A disruption theme or scenario should be chosen and should be varied on each test. This could typically encompass:* * *Is the Plan comprehensive?*
* *Are the scenarios appropriate and the responses effective?*
* *Is the Plan accurate?*
* *Are there new threats that need to be considered*
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| **Outcome:** |

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| **Corrective Actions identified** |
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