

Control Report

For

Business Continuity Plan

Of

Make Stuff Ltd

Unit 1

Factory Way

Mercerville

Any shire

MA1 2FG

in relation to

The recorded version of this plan is

2008A

The next planned date for its review is

15/02/2009

Plan Status

The recorded status of our plan when this report was produced is as follows

Impact Analysis	Complete
Disaster Prevention	Complete
Plan Details	Complete
Roles & Duties	Complete
Contacts	Complete
Incident Management	Started
Resource Documents	Complete
Facilities	Complete
Safeguard Essentials	Complete
Battle Box	Complete
Plan Testing	Started
Sign Off	Started

Task List

Disaster Prevention

- Risk management program - Oliver Cranfield
- Back-up of critical programs and data - Richard Guy
- Only data successfully restored
- Check business continuity plans of key suppliers

Incident Management

- Acute Phase - Richard Guy
- Identify Emergency Management Location
- Business Recovery Phase
- Identify critical operational functions
- Chemical Spillage
- Denial of Access
- IT and Telecommunications Failure
- Machinery Loss
- Pandemic
- Product Recall

Resource Documents

- Staff Communications Guidelines

Plan Testing

Emergency Management Location access problems

Crisis Team numbers insufficient

Team skill shortfalls

Log of incident

Safety issues

External communications

Reputation outcomes

Impact on operations or production

Sign Off

Test incident management or emergency procedures

Items on Task List not completed

Sign Off

All planning decisions from Impact Analysis incorporated in plan

Yes

Incident management and emergency procedures developed into completed documents

Yes

Incident management and emergency procedures satisfactorily tested

No

Tests are ongoing

Task List items completed

No

People with roles and responsibilities for plan notified and suitably trained

Yes

Plan review procedure established

Yes

Notes on Plan Development

Any user notes recorded in the notes area of the program are reported here.

As with all components of the Control Report, these can be generated as a single report in MS Word or included in a combined report.

This is a useful area to expand on items in the Task List or just for general notes which occur to the user during the planning process.

Impact Analysis

Event	Severity	Probability	Recommendation	Decision
Premises damage	M	M	Required	Include
Denial of access to your premises	M	H	Required	Include
Flood	H	H	Required	Include
Failure of IT or telecommunications systems	M	M	Required	Include
Supplier failure	L	L	Not required	Exclude
Loss of a key person or team	M	H	Required	Include
Loss or breakdown of a key machine	M	L	Recommended	Exclude
Chemical spillage or pollution	L	L	Not required	Exclude
Failure of electricity, gas or water supply	M	M	Required	Include
Product recall	M	M	Required	Include
Terrorist and Bomb Threat	M	M	Required	Include
Influenza pandemic or outbreak of disease	M	L	Recommended	Defer
Breakdown of transport systems	L	L	Not required	Exclude
Another event as specified by you				
Another event as specified by you				
Another event as specified by you				

Disaster Prevention

This is the report following an examination of certain Disaster Prevention measures.

Have you recently undertaken or reviewed a Fire Risk Assessment on your premises and acted on the findings?

Yes

Have you verified your ability to safely evacuate people from your premises?

Yes

Do you operate a system of programmed maintenance to your building and/or key plant and machinery?

Yes

Do you operate an effective risk management program across all critical areas of your organisation?

No - Put this on the Task List

Are you confident in your compliance with Health and Safety and Environmental legislation?

Yes

Have you verified that your process of backing up critical programs and data eliminates the potential for their loss?

No - Put this on the Task List

To what extent have you tested your ability to restore critical programs and data from back-up media?

Only data has been successfully restored to our existing computers

Do you have a suitable plan to guide your team on management of the acute phase of a crisis or disaster?

No - Put it on the Task List for development

Do you have a suitable plan to guide your team on management of the recovery phase of a crisis or disaster?

No - Put it on the Task List for development

What measures have you taken to reduce the impact that seasonal trading peaks could have on business disruption?

The organisation is not subject to seasonal peaks in trading

Have you checked that your key suppliers have adequate business continuity plans or arrangements?

No - Put this on the Task List

Can you confirm that your insurance cover will adequately compensate you for all the costs associated with a disruptive event or disaster?

Yes

Plan Testing

This examination report relates to the following test or rehearsal

Major Fire

Did the incident require the execution of an emergency procedure before any Crisis Team was assembled?

Yes

Was the emergency procedure safely and effectively carried out?

Yes

Was the person with authority to invoke the planned response successfully notified of the incident?

Yes - Within an acceptable timescale

Was a Crisis Manager successfully notified of the incident?

Yes - Within an acceptable timescale

What was the success in assembling a Crisis Team at an Emergency Management Location?

A team was assembled within an acceptable timescale

There were problems in accessing an Emergency Management Location

Describe how well the Crisis Team was resourced to manage the acute phase of the incident.

The team was led by a competent Crisis Manager

There were insufficient people to undertake the task

There were shortfalls in the team's skills

All the expected resources at the EML were available

Did the team make and record a suitable and sufficient assessment of the incident?

Yes

Did the team record a log of each aspect of the incident?

No

Did team members perform their tasks effectively?

Yes

Did the team check for and attend to safety issues promptly and effectively?

No

Did the team attend to staff welfare issues promptly and effectively?

Yes

Did the incident require transfer of the administrative or operational function to an alternative workplace location?

Yes

How successful was the transfer to the alternative location?

The function was successfully transferred to the planned location

Did the team communicate effectively with staff throughout the incident?

Yes

Did the team communicate effectively with media and key stakeholders throughout the incident?

No

Did the team take appropriate steps to minimise damage or disruption arising from the incident?

Yes

Was the process to stand down the Crisis Team effectively carried out?

Yes

On stand-down, did the team report on its actions to appropriate members of management?

Yes

What impact did the team's actions have on the reputation of the organisation?

Their actions caused an adverse effect

What impact did the team's actions have on operations or production?

Negative

Has a review of the Business Continuity Plan been initiated or ordered on the strength of this test?

Yes