# Business Continuity Management Checklist

The responses to the following list of 12 questions will give a reasonable indication of the extent to which an organisation has adopted and embedded the principals of Business Continuity Management (BCM). The key factor to remember is that BCM is about the planning and not the plan and that the existence of a document does not in itself evidence the presence of a BCM culture.

|   |   | Y/N | Action Required |
|---|---|-----|-----------------|
| 1 | Is there clear ownership of the process at senior management level and a named individual responsible for the implementation, management and maintenance of the process? | | |
| 2 | Is there a documented BCM policy which clearly states the objectives and goals of the process? | | |
| 3 | Are all staff aware of the BCM policy and what specifically is required of them both day to day and in the event of an interruption to the business? | | |
| 4 | Is there documented evidence that the organisation has undertaken a formal business impact analysis? | | |
| 5 | Has a threat analysis been completed which identifies the potential threats to the business (and single points of failure) and has a mitigation plan been developed to address these threats? | | |
| 6 | Are there clear recovery solutions (plans) for those aspects of the business that have been deemed (as a result of the BIA) to be critical or important to the continuity of the business? | | |
| 7 | Is there a documented plan which provides key information to be used in the event of a crisis or interruption to the business? | | |
| 8 | Is there a team in place with designated roles and responsibilities to be adopted in the event that the Business Continuity or Crisis Management plans are actuated? | | |

| | | | |
|---|---|---|---|
| 9 | Is there a plan for dealing with stakeholder communications, in particular the interface with all the various forms of the media (including social)? | | |
| 10 | Is there a regular programme of testing and exercise to ensure that the team has the appropriate knowledge and experience to respond effectively to a business disruption? | | |
| 11 | Have post-exercise reports been produced and have the remedial actions identified been addressed and closed out? | | |
| 12 | Are there clear procedures with defined timescales for review, maintenance and audit of the BCM process? | | |

Further information and guidance on this subject is available from:

- The Health and Safety Executive - https://www.hse.gov.uk/
- The Fire Protection Association - https://www.thefpa.co.uk/
- Other trade bodies

**For clarification or further information please contact –**

*Protector Insurance UK Risk Management Team*

Risk@protectorinsurance.co.uk

**PROTECTOR**
insurance

Disclaimer:

Please note that the Information contained herein has been provided to you for general information purposes only and is considered confidential and/or privileged information, which you must not distribute to any third party, in whole or part, without Protector's express written permission. Whilst all reasonable care has been taken to ensure that the information in this document is comprehensive and accurate, Protector makes no representation, warranty or undertaking, express or implied, as to the accuracy, reliability, completeness or reasonableness of the Information. Any assumptions, opinions and estimates expressed in this document constitute Protector's judgment as of the date thereof and are subject to change without notice. Any projections and/or proposed risk mitigating solutions contained in this document are based on a number of assumptions as to existing risk conditions and there can be no guarantee that any projected outcomes will be achieved, nor that no other risks exist. Protector does not accept any liability for any direct, consequential or other loss arising from reliance on the contents of this document, and provides no guarantee that recommended remediation measures supersede, or replaces any statutory obligations.

**PROTECTOR**
insurance