



BCASSURE
Securing your Business Continuity
Resilience through Testing

Business Impact Analysis (BIA) Checklist: Safeguarding the Future of your Organisation

Business Continuity Plan Checklist

1. Preliminary Steps

- ✓ Assign a Business Continuity lead and / or Team
- ✓ Define scope and objectives of the BCP
- ✓ Identify critical business functions and processes
- ✓ Conduct a Business Impact Analysis (BIA)
- ✓ Perform Risk Assessment (natural disasters, cyberattacks, supply chain, etc.)
- ✓ Obtain executive sponsorship and approval

2. Plan Development

- ✓ Document critical operations and dependencies (systems, staff, vendors)
- ✓ Define Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs)
- ✓ Identify backup facilities (alternate office sites, remote work readiness)
- ✓ Document data backup and restoration procedures
- ✓ Establish communication plan (employees, customers, suppliers, regulators)
- ✓ Assign roles and responsibilities during an incident
- ✓ Develop emergency response procedures (evacuation, first aid, safety)
- ✓ Document IT disaster recovery plan (servers, networks, cloud services)

3. Resources

- ✓ Maintain updated employee contact lists
- ✓ Maintain service providers contact information and contracts
- ✓ Ensure backup power sources are available/tested
- ✓ Verify cybersecurity protections and incident response integration
- ✓ Maintain sufficient insurance coverage (property, cyber, liability, business interruption)
- ✓ Stock emergency supplies (if applicable: first aid kits, generators, communication devices)

4. Testing and Training

- ✓ Conduct table top exercises and simulations
- ✓ Test IT backup and recovery procedures regularly
- ✓ Verify alternate site readiness and accessibility
- ✓ Train employees on emergency response and continuity roles
- ✓ Review communication tree for accuracy
- ✓ Document test results and lessons learned

5. Maintenance and Review

- ✓ Schedule periodic reviews and updates of the BCP (at least annually)
- ✓ Update after organisational or infrastructure changes (e.g., new systems, mergers)
- ✓ Track regulatory compliance requirements
- ✓ Distribute updated copies of the BCP to stakeholders
- ✓ Archive older versions for reference

6. Post Incident Actions

- ✓ Conduct a post incident review (root cause, impact, response effectiveness)
- ✓ Update BCP based on lessons learned
- ✓ Communicate recovery status to all stakeholders
- ✓ Restore normal operations and monitor for residual risks

When this checklist is complete, your organisation will have a documented, tested, and regularly updated Business Continuity Plan that supports resilience and recovery

