01 Governance and ownership

Discuss the agreed scope, accountable sponsor, decision rights and review responsibilities.

Mark one response per question and note evidence or gaps. No readiness score is calculated.

01 **Is a senior sponsor accountable for business continuity, with authority to resolve priorities?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

02 **Are the activities, sites and teams covered by continuity arrangements clearly defined?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

03 **Does each continuity responsibility have a named owner and an available deputy?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

04 **Does management review continuity arrangements when the organisation or its priorities change?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

02 Risks and business impact

Discuss critical activities, disruption scenarios, time-sensitive impacts and existing controls.

Mark one response per question and note evidence or gaps. No readiness score is calculated.

05 **Which operations are essential, and what would disruption mean?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

06 **Have relevant disruption scenarios been considered, including loss of a site, people, utilities, technology or a supplier?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

07 **Is it understood how the impact of an interruption changes over hours, days and longer periods?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

08 **Have existing safeguards and their limitations been reviewed with the people responsible for operations?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

03 People and critical dependencies

Discuss dependency maps, specialist skills, supplier arrangements and realistic alternatives.

Mark one response per question and note evidence or gaps. No readiness score is calculated.

09 **Are critical people, facilities, suppliers, utilities and IT dependencies understood?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

10 **Have single points of failure been identified, including specialist knowledge held by one person?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

11 **Have key suppliers' continuity arrangements and recovery assumptions been discussed and checked?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

12 **Are alternative resources or suppliers feasible, with their availability and limitations understood?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

04 Recovery priorities and arrangements

Discuss agreed recovery objectives, minimum operating needs, workarounds and restoration checks.

Mark one response per question and note evidence or gaps. No readiness score is calculated.

13 **Are recovery priorities and responsibilities clear?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

14 **Have management and operational teams agreed how quickly essential activities need to resume and at what minimum level?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

15 **Are practical workarounds documented for when normal systems, premises or resources are unavailable?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

16 **Have business recovery needs been checked against IT restoration arrangements, including access to required data?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

05 Crisis response and communication

Discuss activation criteria, contact lists, communication channels and decision authority.

Mark one response per question and note evidence or gaps. No readiness score is calculated.

17 **Are response and escalation procedures practical and current?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

18 **Is it clear who can activate the crisis team and make urgent decisions when the usual decision-maker is unavailable?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

19 **Are staff, supplier and other essential contact details accessible if normal systems are down?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

20 **Are communication responsibilities and alternative channels agreed for staff, customers and other relevant stakeholders?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

06 Training and exercises

Discuss exercise records, participant roles, observed gaps and evidence that arrangements work.

Mark one response per question and note evidence or gaps. No readiness score is calculated.

21 **Have decision-making and recovery arrangements been exercised?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

22 **Do people with response or recovery responsibilities understand their roles and know where to find the plans?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

23 **Do exercises test realistic constraints, such as unavailable staff, failed communications or simultaneous disruptions?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

24 **Are relevant operational teams and external partners involved when their actions are essential to recovery?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

07 Follow-up and continuous improvement

Discuss action owners, deadlines, verification of improvements and the next management review.

Mark one response per question and note evidence or gaps. No readiness score is calculated.

25 **Are lessons learned assigned, followed up and reviewed?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

26 **Does each agreed improvement have an owner, a target date and a clear way to confirm completion?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

27 **Are plans and contact details updated after changes, exercises and real incidents?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

28 **Does management review unresolved gaps and decide which actions require resources or further specialist advice?**

☐ In place ☐ Needs attention ☐ Not sure

Evidence / gap:

From discussion to action

Use responses marked Needs attention or Not sure to agree follow-up work. Identify an owner, a target date and the evidence needed to close each action.

Organisation / team: _____

Review date: _____ Next review: _____

Action 1 | Question number: _____

Action / evidence needed:

Owner: _____ Target date: _____

Completion evidence / review: _____

Action 2 | Question number: _____

Action / evidence needed:

Owner: _____ Target date: _____

Completion evidence / review: _____

Action 3 | Question number: _____

Action / evidence needed:

Owner: _____ Target date: _____

Completion evidence / review: _____

How to use this worksheet

Discuss answers with the relevant teams and check supporting evidence. This worksheet is not an audit, certification or assurance of readiness. Keep completed copies in an appropriate internal location.