

BUSINESS BACKUP & RECOVERY WORKSHEET

Six practical questions to review with your IT team

Business / Team: _____ Review date: _____ Review lead: _____

CHECKPOINT	YES / NO / UNKNOWN	EVIDENCE / DATE	RESPONSIBLE PERSON	NEXT ACTION
1. Critical coverage Are required systems, files, apps and cloud data included?	☐ Y ☐ N ☐ ?			
2. Usable recovery point Do you know when the last usable backup was made?	☐ Y ☐ N ☐ ?			
3. Protected backup copies Are copies secured against loss, deletion and attack?	☐ Y ☐ N ☐ ?			
4. Restore-test evidence Is there a dated, successful controlled restore test?	☐ Y ☐ N ☐ ?			
5. Recovery-time target Is target RTO compared with actual test results?	☐ Y ☐ N ☐ ?			
6. Named recovery owner Is someone assigned to monitor, test and follow up?	☐ Y ☐ N ☐ ?			

Next review date: _____ Escalation / follow-up contact: _____

Keep recovery instructions and contact details accessible if normal systems are unavailable.

Do NOT record passwords, recovery keys or other credentials on this worksheet. Plan restore tests with responsible IT staff in an approved isolated setting.