

# Self-inspection checklist



## Business continuity planning for small businesses

Please note: This is a Vero Insurance sample template only.

Company/Division:	
Performed by:	
Location	
Date:	

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

<b>Risk:</b> <b>When you're running a small business, things don't always go to plan. Preparing your business for these events will help you recover as soon as possible if an incident or crisis does happen.</b> <b>A business continuity plan will help you to:</b> <ul style="list-style-type: none"><li>• identify and reduce risks where possible</li><li>• prepare your business for risks that you can't control</li><li>• respond and recover if an incident or crisis occurs.</li></ul> <b>You may not be able to predict every kind of incident that could threaten your business, but you can develop a plan that covers a range of incidents. Refer to the addendum for examples of incidents or crises that could occur.</b>						
		Yes	No	N/A	Comments	Completed (date)
	A business continuity plan is in place wherein we have identified and reduced risks where possible and can respond and recover if an incident or crisis occurs. We test this plan yearly at least	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Specifically, the plan;					
	<ul style="list-style-type: none"><li>• focuses on what matters most to our business (e.g. critical business activities, critical equipment and services such as electrical supply and refrigeration, product and services suppliers, information technology, point of sales systems, credit card transaction processing, council requirements, key staff members, records, etc.)</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"><li>• considers maximum acceptable outage times (refer to 'Machinery breakdown risk assessment - example risk matrix')</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"><li>• includes any alternatives or redundancies (e.g. power generator or back-up of IT services)</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"><li>• includes a list of (up to date) key services and suppliers contact details in a secure off-site location (e.g. electrical supplier, refrigeration and air-conditioning providers, key equipment providers, information technology providers, bank, insurance broker and insurance company, employees etc.)</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"><li>• includes a list of key emergency contact details in a secure off-site location (e.g. state emergency, police, fire brigade, ambulance)</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"><li>• includes a list of key suppliers and alternatives</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"><li>• includes emergency evacuation procedures which are practiced at least yearly</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"><li>• includes an emergency kit incorporating key</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

## Business continuity planning for small businesses

Please note: This is a Vero Insurance sample template only.

	documents (e.g. insurance papers), phone numbers, torch, first-aid kit, plastic bags and spare batteries. It is kept in a prominent place, easy to get to and is updated yearly					
	• includes an emergency action team with responsibilities of communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

### Addendum:

Examples of different types of incidents or crises that could occur include:

- **natural disasters** - floods, storms, bushfires or drought
- **technology** - computer network failures, hardware failure or problems associated with using outdated equipment
- **work health and safety** - accidents caused by the materials, equipment, or location of your work
- **economic and financial** - global financial events, interest rate increases, cash flow shortages, customers not paying, rapid growth or rising costs
- **staffing** - industrial relations issues, human error, conflict management or difficulty filling vacancies
- **suppliers** - failure or interruptions to your supply chain for products or raw materials
- **environmental** – impacts from air-borne, ground surface, noise etc. emissions from the premise.

The information contained in this Checklist is general in nature only and does not take into account your specific risks and hazards, nor does it imply insurance coverage. No representation or warranty, express or implied, is made as to the completeness of this Checklist and you should consider whether it adequately covers all of your hazards and risks. AAI Limited ABN 48 005 297 807, trading as Vero Insurance ("Vero") does not accept any legal responsibility or liability for negligence or otherwise to you or anyone else who seeks to rely on this Checklist. This includes, without limitation, loss arising from a possible failure of the Checklist to incorporate any applicable Australian Standards or identify any regulatory or statutory requirements or other risks or hazards beyond those mentioned in the Checklist.