

# Business Continuity Review Document Checklist

Use this checklist to select and send the most relevant documents for the review **Package Chosen**. If a document does not exist, the nearest equivalent can usually be substituted.

## Basic – Continuity Snapshot

Please provide up to **3** documents:

- BCM policy, continuity framework, or top-level business continuity plan
- One current business continuity plan for a critical business area or service
- Most recent exercise report, test report, or post-incident review

This package is designed to give a concise independent view of current continuity material, with priority findings and practical next steps.

## Standard – Resilience Review + Call

Please provide up to **6** documents:

- BCM policy, continuity framework, or top-level business continuity plan
- Current enterprise risk register, with continuity or disruption risks if available
- Latest BCM risk assessment, if separate from the enterprise risk register
- One completed and approved BIA for a critical business unit or service
- One current business continuity plan for a critical business area or service
- Crisis or incident management plan with contact list

If available, exercise reports may also be included where they are more informative than a separate BCM risk assessment.

This package supports a more structured review of continuity and resilience arrangements, with key gaps, strengths, recommended actions, and a 30-minute advisory call.

## Premium – Capability Review + Call

Please provide up to **9** documents:

- BCM policy, continuity framework, or top-level business continuity plan
- Current enterprise risk register, with continuity or disruption risks if available
- Latest BCM risk assessment, if separate
- Completed and approved BIA for a critical business unit or service
- Documented continuity strategies or recovery strategy summary
- One current business continuity plan for a critical business area or service
- Crisis or incident management plan with contact list
- Last 2–3 exercise reports, test reports, or action logs
- Latest BCM audit report, independent review, or management review minutes

If available, a post-incident review from the last 2–3 years may be included in place of one exercise report.

This package supports a broader view of continuity and resilience capability, with written findings and a 60-minute advisory call.

## Notes

- PDF, Word, Excel, and PowerPoint files are all acceptable.
- Draft documents can be provided, but approved versions are preferred.
- Redaction of sensitive names, contacts, or commercial details is acceptable.
- If unsure, send the closest equivalent and note what it is.