



Business Impact Analysis Template

conducted for

R&R Co.

Business unit/ Department

Operations

Prepared by

Rodger Liam

Conducted on

01 Feb 2019

Location

275 Willow St., Reidsville, NC 27320

Completed on

06 Feb 2019 12:33 PM

Score

0/0.0 - 0.00%

Inspection

Question	Response	Details
Business Impact Analysis		
Add BIA details & business function		
Function 1		
Event	Fire in Customer Area (Bay E); computers and relevant documents completely damaged.	
Business activity affected	Customer requests won't be processed and we would need to contact our suppliers for the orders to be cancelled while we re-confirm requests.	
Potential financial loss	\$4500/3 hours	
Preventive action	<ul style="list-style-type: none"> - Ensure that fire extinguishers are accessible and charged at all times - Relevant documents must be encoded online or stored somewhere safe (metal cabinets in storage room) 	
Minimum recovery time	8 hours	
Function 2		
Event	Earthquake; caused a part of the office to collapse	
Business activity affected	Entire business operations and equipment would be affected. Even entrance not possible; worst case scenario is nothing (equipment or machinery) was saved.	
Potential financial loss	\$20,000/3 hours	
Preventive action	<ul style="list-style-type: none"> - All the data must be backed up in the alternate operations center - Earthquake drills must be done regularly; everyone in the team must be involved - Evacuation plans must be posted on the walls of the office; must be visible 	
Minimum recovery time	6 hours, 8 hours (maximum)	

Question	Response	Details
Completion		
Completed by (Full Name & Signature)	Rodger Liam	06 Feb 2019 12:32 PM
		