



## BCP Audit Checklist

Collective Normal Company / Department of  
Incident Management / Verity Faron / 15 Feb 2023

**Complete**

Score	<b>0%</b>	Flagged items	<b>0</b>	Actions	<b>1</b>
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### Business Name

Collective Normal Company

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### Department

Department of Incident Management

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### Conducted on

15.02.2023

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### Prepared by

Verity Faron

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### Location

694 Buckingham St,  
Watertown, CT 06779, USA

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**Actions**

1 action

Inspection / BCP Audit Checklist

**All BCP committee and employees are properly trained regarding their roles and responsibilities.**

No

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 10:22 PST | Created by SafetyCulture Staff

Schedule training as soon as possible

Inspection

1 action

## BCP Audit Checklist

1 action

**Risk assessment been carried out to identify potential threats to business continuity.**

Yes

**All BCPs are updated and reflect changes in the business.**

Yes

**All BCP committee and employees are properly trained regarding their roles and responsibilities.**

No

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 10:22 PST | Created by SafetyCulture Staff

Schedule training as soon as possible

**Emergency procedures are tested to see if they're adequate to contain risks and prevent losses.**

Yes

**All emergency equipment are in good condition and are adequate to help restore and recover business functions.**

Yes

**There are adequate backup programs and systems in case of emergencies**

Yes

**Potential business losses have been quantified and presented to BCP committee and management.**

Yes

**Contact details of key personnel, alternates and BCP committee are all updated.**

Yes

**All relevant documentations are kept and updated.**

No

Some of the relevant documentations need updating based on the recent changes.

**Relevant staff know the emergency operations site.**

Yes

**BCPs are audited on a regular basis.**

Yes

**Recommendations from consultants and auditors are documented and implemented.**

Yes

**BCPs of the business are reviewed**

every quarter

**Next schedule for BCP audit**

15.05.2023 10:00 PST

## Completion

**Recommendation for BCP updates**

In every audit, recognize if there are gaps in the current system that need to be addressed and prioritize them as needed.

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