**SOUTH WALES FIRE & RESCUE SERVICE**



Business Continuity Audit Report

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| --- | --- |
| Audit Title  |  |
| Audit date  |  |
| Author / Auditor |  |
| Reviewed by |  |
| Authorised by |  |

## Version history

| Version | Status | Author | Reason for issue / changes from previous version | Date |
| --- | --- | --- | --- | --- |
| 0.1 |  |  | N/A |  |

## Distribution list

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| --- | --- | --- | --- |
| Copy | Name | Designation | Method of issue |
|  |  |  |  |

# Audit type and summary

| Audit Title - Business Continuity Capabilities Of Suppliers Questionnaire |
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| It is important for an organisation to implement a process of supply chain continuity management as there are occasions where the organisation relies on key suppliers to deliver critical products/services on time. This audit evaluates the continuity management within the organisations supply chain, including obtaining assurance of suppliers’ own continuity arrangements. |

Roles in scope

| Role/s in scope  |
| --- |
| Internal Communication Software |

Audit Analysis:

The following questions are designed to analyse the current practice and performance of the business continuity management system in respect of the role/s in scope. It is important that you are able to evidence your supply chain continuity and capability to respond effectively to business disruptions and recovery of activities and services.

**Audit sections reflect the BCM lifecycle as contained in the Business Continuity Institute Guidelines (GPG) 2018**

| Business Continuity Management Lifecycle | Comments | Status |
| --- | --- | --- |
| **Policy & Programme Management** |  |  |
| Do you have a formal business continuity programme? |  |  |
| Does your organisation have a business continuity policy?  |  |  |
| Does your organisation have a business continuity plan?  |  |  |
| Does your plan clearly define roles and responsibilities? |  |  |
| Does your organisation seek BC assurances from your critical suppliers? |  |  |
| **Embedding Business Continuity** |  |  |
| Have all staff been made aware of BC arrangements? |  |  |
| How do you ensure appropriate levels of training and awareness are in place with regard to BCM? |  |  |
| **Analysis** |  |  |
| Has a Business Impact Analysis been conducted? |  |  |
| What maximum tolerable periods of disruption (MTPD’s) have been identified? |  |  |
| **Design** |  |  |
| What continuity or recovery strategies do you have in place for critical functions identified for People, Premises and Resources? |  |  |
| **Implementation** |  |  |
| How would you notify us of a BC event that had an effect on ourselves? |  |  |
| **Validation** |  |  |
| Do you have an exercise program in place? |  |  |
| What is the frequency and type of exercise program in place? |  |  |
| Over all audit status |  |  |

# Audit observations and recommendations

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## Participants

| Name  | Role/s | Completed |
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