



**This scorecard has been designed to assess the readiness of a business in the event of a Business Continuity (BC) situation.**

An unexpected event can be a situation such as a power outage, hardware failure, virus, fire, or other natural disaster. It can also be failure from the supply-chain that affects the businesses ability to deliver the product or service to clients.

**How to complete this form:**

Work through the questions below, each response will be given a score dependant on the answer:

	5 points	0 points	0 points
<b>Business Continuity Arrangements</b>	YES	NO	Unsure
1. Do you have regularly updated Business Continuity Arrangements that include your incident management process, notification procedures, recovery strategy / procedures and the estimated recovery time for your products, services and works?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Has the business established its Maximum Tolerable Period for Disruption (MTPD) that the business can accept before it affects their customers/clients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you put in place Business Continuity Arrangements that allow you to recover your delivery of products/services within your MTPD?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you identified the critical activities and resources (internal and external) required to maintain and resume the production of products/ supply of service by way of conducting a Business Impact Analysis (BIA)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has the business defined its Business Continuity Objectives based on its MTPD and BIA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have Business Continuity Strategies that achieve your Business Continuity Objectives been agreed within the business that includes people, premises, technology, information, suppliers and stakeholders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you taken the necessary actions to protect your business (based on the BIA) both in terms of risk reduction to assets and resources and measures to recover their operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Is all critical data backed up and readily available offsite?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do allocated actions and activities in your Business Continuity Planning, have appropriate ownership of these tasks? (E.g. a Business Continuity Management Team)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you identify and mitigate risks or threats to the business operations from specific events such as warnings of heavy weather or localised flooding, power outages etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you have in place monitoring and testing procedures to ensure that your Business Continuity Arrangements are in place and operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you have a strategy or plan for exercising the Business Continuity Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you consulted your suppliers, service and utilities providers during the preparation of plans, and regularly confirmed that they will be able to continue service to you, even in the event of their having an incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you have a method to communicate with your internal key staff and external stakeholders during a service disruption, during any given period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Are you prepared to respond to the public and your customers within a short timeframe during a service disruption, to help maintain brand integrity (This could be pre-defined scripts and communications plans)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Has the business identified all the resources (including physical resources, information and data) it would need in the initial stages of an Incident and put in place arrangements so that these are readily available now?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Once completed, return this form to your local Arch Insurance branch, who will support your business to get set up on Arch Business Protection.**

**TOTAL**



### HIGH RISK: 0 – 25

The Business is at significant risk of total loss and, will be unable to respond adequately to a disruptive event.

### MEDIUM RISK: 30 – 60

The Business should improve Business Continuity capability and ability to respond to a disruptive event.

### LOW RISK: 65 – 80

The Business has robust Business Continuity Arrangements in place.

Term	Definition
<b>Business Continuity Arrangements</b>	<p><b>These would include:-</b></p> <ul style="list-style-type: none"> <li>• Risk protections that minimise the likelihood of loss, recovery measures that allow business functionality or Assets/Resources to be “recovered” (i.e. data back, spares of critical parts, dual suppliers)</li> <li>• Incident Response Plan</li> <li>• Resources you would need to manage the initial Incident Response assuming a loss of primary infrastructure</li> </ul>
<b>Business Continuity Strategy</b>	An approach selected by an organisation to ensure its recovery and continuity in the face of a disaster or other business disruption. This might include having duplicated sites, standby facilities (such as a DR Centre), outsourcing capability, buffer stocks or insurance.
<b>Business Impact Analysis</b>	Process of analysing the business activities, its Tolerance for Disruption, the effect of the loss of key Assets and Resources and the effect that a business disruption might have.
<b>Maximum Tolerable Period of Disruption (MTPD)</b>	The time it would take for adverse impacts, which might arise as a result of not providing a product/service or performing an activity, to become unacceptable.
<b>Business Continuity Objective(s)</b>	These are goals set by the Business that the Business Continuity Plan has to achieve and will generally be specific objectives that relate to the reinstatement of business functionality within timeframes. <b>As an example:</b> Reinstatement of 50% manufacturing capability within 3 weeks, 75% within 6 weeks.
<b>Business Continuity Management Team</b>	A group of individuals functionally responsible for directing the development and execution of the business continuity plan, as well as responsible for declaring a disaster and providing direction during the recovery process, both pre-disaster and post-disaster.