

## Business Continuity Plan (BCP) Complete Audit Checklist

No	Procedures	Status	Notes
1	Determine examination scope and objectives for reviewing the Business Continuity Plan (BCP) program.		
2	Determine the existence of an appropriate enterprisewide Business Continuity Plan (BCP).		
3	Determine the quality of Business Continuity Plan (BCP) oversight and support provided by the board of directors and senior management.		
4	Determine whether an adequate Business Impact Analysis (BIA) and risk assessment have been completed.		
5	Determine whether appropriate risk management over the Business Continuity Plan (BCP) process is in place.		
6	Determine whether the Business Continuity Plan (BCP) include appropriate testing to ensure the business process will be maintained, resumed, and/or recovered as intended.		
7	Determine whether the IT environment has a properly documented Business Continuity plan that complements the enterprise-wide and other departmental Business Continuity plans.		
8	Determine whether the Business Continuity Plan (BCP) include appropriate hardware backup and recovery.		
9	Determine whether the Business Continuity process includes appropriate data and application software backup and recovery.		
10	Determine whether the Business Continuity Plan (BCP) include appropriate preparation to ensure the data center recovery processes will work as intended.		
11	Determine whether the Business Continuity Plan (BCP) include appropriate security procedures.		
12	Determine whether the Business Continuity Plan (BCP) address critical outsourced activities.		
13	Discuss corrective action and communicate findings.		