✅ ChecklistGuro

Data Backup and Recovery Testing Checklist

Scope Definition & Documentation

Defining the systems and data within scope for backup and recovery testing. Documenting the test plan and assumptions.

Define Systems in Scope

Write something...

Define Data Types in Scope (e.g., Database, Files, Logs)

Write something...

Backup Methods to be Tested (Select all that apply)

- ☐ Full Backup
- ☐ Incremental Backup
- ☐ Differential Backup
- ☐ Cloud Backup
- ☐ On-site Backup

Number of Concurrent Users to Simulate (for Recovery Testing)

Enter a number...

Date of Test Plan Approval

Enter date...

Primary Contact for Test Execution

Assumptions and Limitations of Testing

Write something...

Backup Verification

Verifying that backups are being created as scheduled and contain the expected data.

Backup Frequency (per day)

Enter a number...

Backup Type (Full, Incremental, Differential)

☐ Full

☐ Incremental

☐ Differential

Last Successful Backup Date

Enter date...

Backup Log Review Summary (Check for Errors)

Write something...

Backup Media Type (Disk, Tape, Cloud)

☐ Disk

☐ Tape

☐ Cloud

Backup Size (in GB)

Enter a number...

Verification Method (Automated, Manual)

☐ Automated

☐ Manual

Restore Functionality Testing

Testing the ability to restore data from backups to a designated recovery environment.

Backup Type Restored (Full, Incremental, Differential)

☐ Full Backup

☐ Incremental Backup

☐ Differential Backup

Restore Destination (Test Environment, Standalone Server)

☐ Test Environment

☐ Standalone Server

Total Data Restored (GB)

Enter a number...

Start Time of Restore

End Time of Restore

Restore Duration (Minutes)

Enter a number...

Detailed Observations During Restore Process

Write something...

Successful Restore?

☐ Yes

☐ No

Data Integrity Validation

Ensuring the integrity and accuracy of data after a restore.

Describe the data integrity checks performed after restore.

Write something...

Number of records validated in key tables (e.g., orders, shipments).

Enter a number...

Which data integrity checks were performed? (Select all that apply)

☐ Record Counts

☐ Checksum Verification

☐ Data Type Validation

☐ Referential Integrity Checks

☐ Business Rule Validation

☐ Critical Field Comparison (Before/After)

Number of discrepancies found during data integrity checks.

Enter a number...

Describe any discrepancies found and corrective actions taken.

Write something...

Overall Data Integrity Assessment (After Restore)

- [ ] Excellent
- [ ] Good
- [ ] Fair
- [ ] Poor

Recovery Time Objective (RTO) Testing

Measuring the time it takes to fully restore operations after a simulated data loss event.

Simulated Outage Duration

Enter a number...

Start Time of Recovery Process

End Time of Recovery Process

Total Recovery Time (minutes)

Enter a number...

Recovery Method Used

☐ Automated

☐ Manual

☐ Hybrid

Observed Issues During RTO Testing

Write something...

RTO met?

☐ Yes

☐ No

☐ Partially

Corrective Actions Recommended (if RTO not met)

Write something...

Recovery Point Objective (RPO) Testing

Validating the maximum acceptable data loss based on the frequency of backups.

Maximum acceptable data loss (in hours)

Enter a number...

Date of last full backup

Enter date...

Last backup completion time

Backup Type for RPO Validation

☐ Full Backup

☐ Differential Backup

☐ Incremental Backup

Time elapsed since last backup (hours)

Enter a number...

Observed data loss compared to RPO

Write something...

RPO Met?

☐ Yes

☐ No

☐ Partial

Explanation of RPO test result (if not met)

Write something...

Disaster Recovery Environment Validation

Testing the functionality of the disaster recovery environment to ensure it supports the restored data and applications.

DR Environment Provisioning Status

☐ Fully Provisioned

☐ Partially Provisioned

☐ Not Provisioned

Network Bandwidth to DR Site (Mbps)

Enter a number...

DR Environment Configuration Notes

Write something...

Critical Application Availability in DR

☐ Fully Operational

☐ Limited Functionality

☐ Not Operational

Dependent Systems Accessible from DR?

- ☐ Database Server
- ☐ Middleware
- ☐ External APIs
- ☐ Network Services

Last DR Environment Verification Date

Enter date...

Any issues found during testing?

Write something...

Documentation & Reporting

Documenting test results, identifying gaps, and updating procedures.

Test Plan Summary & Objectives

Write something...

Detailed Test Results (including failures and successes)

Write something...

Recovery Time Achieved (in minutes)

Enter a number...

Data Loss (estimated, in minutes/hours)

Enter a number...

Overall Test Result (Pass/Fail)

☐ Pass

☐ Fail

☐ Partial Pass

Recommendations for Improvement

Write something...

Date of Test Execution

Enter date...

Screenshot Evidence (if applicable)

⬆ Upload File