

# 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