✅ ChecklistGuro

Insurance Business Continuity Planning Checklist

Risk Identification & Assessment

Identify potential threats and vulnerabilities impacting insurance operations.

Describe potential natural disaster risks (e.g., hurricanes, floods)

Write something...

Describe potential cybersecurity risks (e.g., ransomware, data breaches)

Write something...

Describe potential operational risks (e.g., system failures, human error)

Write something...

Estimated financial impact of a major system outage (in USD)

Enter a number...

Primary Regulatory Compliance Risk

☐ GDPR

☐ CCPA

☐ HIPAA

☐ Other

Potential Sources of Risk

☐ Internal Systems

☐ External Vendors

☐ Human Error

☐ Natural Disasters

Date of last risk assessment review

Enter date...

BCP Strategy & Scope

Define the scope, objectives, and strategies for business continuity.

BCP Objectives Statement

Write something...

Maximum Tolerable Downtime (MTD) - Hours

Enter a number...

Scope of BCP - Geographic Regions

☐ All Regions

☐ Specific Regions - Please Specify

Justification for Scope Selection

Write something...

BCP Plan Implementation Date

Enter date...

Critical Business Processes Included in Scope

☐ Claims Processing

☐ Policy Issuance

☐ Underwriting

☐ Customer Service

☐ Accounting

Critical Business Functions

List and prioritize essential functions and their dependencies.

Claims Processing

☐ Fully Recoverable

☐ Partially Recoverable

☐ Not Recoverable

Maximum Downtime Allowed (Hours)

Enter a number...

Detailed Steps for Claims Processing Recovery

Write something...

Policy Issuance

☐ Fully Recoverable

☐ Partially Recoverable

☐ Not Recoverable

Last Policy Issuance Verification Date

Enter date...

Customer Service

☐ Fully Recoverable

☐ Partially Recoverable

☐ Not Recoverable

Specific Customer Service Recovery Procedures

Write something...

IT Disaster Recovery

Outline procedures for restoring IT systems and data.

Recovery Time Objective (RTO) in Hours

Enter a number...

Recovery Point Objective (RPO) in Hours

Enter a number...

Backup Type (Full, Incremental, Differential)

- [ ] Full
- [ ] Incremental
- [ ] Differential

Last Successful Backup Date

Enter date...

Replication Methods Used

- [ ] Synchronous
- [ ] Asynchronous

Detailed Steps for System Restoration

Write something...

System Configuration Files (Backup)

⬆ Upload File

Communication Plan

Define methods for communicating with employees, customers, and stakeholders during a disruption.

Primary Communication Method Description

Write something...

Communication Channels (Select all that apply)

☐ Email

☐ Phone

☐ SMS

☐ Company Intranet

☐ Social Media

Number of emergency contact updates needed after event

Enter a number...

Pre-Drafted Communication Templates (Example: Employee Notification)

Write something...

Date of last communication plan review

Enter date...

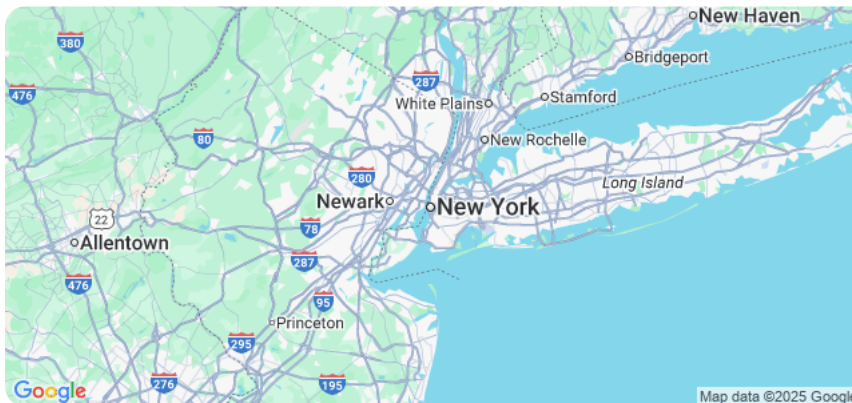**Designated Communication Spokesperson(s)**

☐ Name 1

☐ Name 1

☐ Name 1

Alternate Work Locations

Identify and prepare alternative work arrangements.

Primary Alternate Work Location Address

📍 Set My Current Location

Primary Alternate Work Location Description (Capacity, Amenities)

Write something...

Estimated Capacity of Primary Alternate Location (Number of Employees)

Enter a number...

Date of Last Inspection/Verification of Primary Alternate Location

Enter date...

Is Remote Work Permitted as an Alternate Location?

☐ Yes

☐ No

☐ Limited

Remote Work Policy Details (If Applicable)

Write something...

Data Backup & Recovery

Confirm data backup schedules and recovery procedures are in place.

Backup Frequency (Daily/Weekly/Monthly)

Enter a number...

Backup Storage Type

☐ On-site

☐ Off-site

☐ Cloud

Backup Retention Period (Days)

Enter a number...

Last Successful Backup Date

Enter date...

Description of Backup Software Used

Write something...

Recovery Point Objective (RPO)

☐ < 1 hour

☐ 1-4 hours

☐ 4-8 hours

☐ 8-24 hours

Recovery Time Objective (RTO)

- [ ] < 1 hour
- [ ] 1-4 hours
- [ ] 4-8 hours
- [ ] 8-24 hours

Vendor Management

Assess the business continuity capabilities of critical vendors.

Vendor Tier (Critical, Important, Routine)

- [ ] Critical
- [ ] Important
- [ ] Routine

Vendor Name

Write something...

Description of Services Provided

Write something...

Vendor BCP Plan Availability

- [ ] Yes
- [ ] No
- [ ] Not Applicable

Vendor BCP Plan (if available)

⬆ Upload File

Vendor Contact Person - Direct Phone Number

Enter a number...

Last BCP Plan Review Date

Enter date...

Training & Awareness

Ensure employees are trained on BCP procedures and their roles.

Number of Employees Trained

Enter a number...

Training Delivery Method

☐ Online Module

☐ Instructor-Led Workshop

☐ Combination of Both

Last Training Session Date

Enter date...

Summary of Training Content Covered

Write something...

Topics Covered in Training (Select All That Apply)

- ☐ BCP Procedures
- ☐ Communication Protocols
- ☐ Data Recovery
- ☐ Role-Specific Responsibilities

Training Material Effectiveness Rating (1-5)

- ☐ 1 (Poor)
- ☐ 2 (Fair)
- ☐ 3 (Average)
- ☐ 4 (Good)
- ☐ 5 (Excellent)

Testing & Maintenance

Schedule and conduct regular BCP tests and maintain the plan.

Last BCP Test Date

Enter date...

Number of Participants in Last Test

Enter a number...

Summary of Test Results & Findings

Write something...

Corrective Actions Taken (if any)

Write something...

Date of Next Scheduled BCP Test

Enter date...

Type of Test Conducted

☐ Tabletop Exercise

☐ Simulation

☐ Full-Scale Test

Areas Tested (Select All That Apply)

☐ IT Systems

☐ Communication Plan

☐ Alternate Work Locations

☐ Vendor Coordination