



# Supply Chain Business Continuity Checklist

## Risk Identification & Assessment

Identify potential disruptions and assess their impact and likelihood.

**Describe potential natural disaster risks (e.g., flood, earthquake)**

Write something...

**Geopolitical Risk Level (Country/Region)**

- ☐ Low
- ☐ Moderate
- ☐ High
- ☐ Very High

**Estimated Financial Impact of a Major Supplier Failure (USD)**

Enter a number...

### Potential Cyber Security Risks

- ☐ Ransomware
- ☐ Phishing
- ☐ Data Breach
- ☐ Malware

### Last Risk Assessment Review Date

Enter date...

### Description of critical infrastructure dependencies

Write something...

## Critical Function Analysis

Determine the most vital functions for continued operations.

### Critical Function: Order Processing

- ☐ Yes, High Priority
- ☐ Yes, Medium Priority
- ☐ No, Low Priority

### Critical Function: Inventory Management

- ☐ Yes, High Priority
- ☐ Yes, Medium Priority
- ☐ No, Low Priority

### Critical Function: Logistics & Transportation

- ☐ Yes, High Priority
- ☐ Yes, Medium Priority
- ☐ No, Low Priority

### Estimated Downtime Tolerance (Hours)

Enter a number...

### Rationale for Criticality Assessment

Write something...

### Date of Last Function Assessment

Enter date...

### Dependencies on other Functions

- ☐ High
- ☐ Medium
- ☐ Low
- ☐ None

## Alternative Sourcing & Production

Evaluate and establish backup suppliers and production locations.

### Backup Supplier Tier 1 Availability

- ☐ Fully Available
- ☐ Partially Available
- ☐ Not Available

### Estimated Lead Time (Days) - Backup Supplier

Enter a number...

### Backup Production Location Status

- ☐ Operational
- ☐ Available - Needs Setup
- ☐ Not Available

### Notes on Backup Production Capacity

Write something...

### Backup Supplier Contracts (if applicable)

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### Last Backup Supplier Performance Review Date

Enter date...

## Logistics & Distribution Contingency

Plan for disruptions in transportation and delivery networks.

### Primary Transportation Mode Contingency

- ☐ Road
- ☐ Rail
- ☐ Air
- ☐ Sea
- ☐ Intermodal

### Maximum Delay Acceptable (Days)

Enter a number...

### Alternative Distribution Centers

- ☐ DC A
- ☐ DC B
- ☐ DC C
- ☐ DC D

### Detailed Route Contingency Plans

Write something...

### Last Route Review Date

Enter date...

## Supporting Documentation (Route Maps, Contracts)

 Upload File

# Communication & Coordination

Outline communication protocols and stakeholder coordination during a crisis.

## Emergency Communication Plan Description

Write something...

## Primary Communication Method (During Disruption)

- ☐ Email
- ☐ Phone
- ☐ SMS
- ☐ Instant Messaging (e.g., Slack, Teams)

## Number of Key Contacts

Enter a number...

## Communication Channels to be Utilized

- ☐ Internal Website
- ☐ Social Media
- ☐ Press Release
- ☐ Customer Service Hotline

### Stakeholder Communication Matrix (Who needs to know what?)

Write something...

### Last Communication Plan Review Date

Enter date...

## Technology & Data Backup

Ensure data security and system redundancy to prevent data loss.

### Last Successful Backup Timestamp (Unix Epoch)

Enter a number...

### Backup Type (Full, Incremental, Differential)

- ☐ Full
- ☐ Incremental
- ☐ Differential

### Data Backup Frequency (Days)

Enter a number...

### Description of Data Backup Location(s)

Write something...

### Data Encryption Method (if applicable)

- ☐ AES
- ☐ RSA
- ☐ None
- ☐ Other

### Backup Verification Report (Optional)

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### Last Data Recovery Test Date

Enter date...

## Employee Safety & Wellbeing

Address employee safety, training, and support during disruptions.

### Emergency Evacuation Route Familiarity

- ☐ Yes, all employees trained
- ☐ Yes, some employees trained
- ☐ No, training needed

### Number of Employees Trained in First Aid/CPR

Enter a number...

### Date of Last Safety Training Session

Enter date...



### Specific Safety Protocols for Remote Work (if applicable)

Write something...

### Mental Health Support Resources Available?

- ☐ Yes, comprehensive program
- ☐ Yes, limited resources
- ☐ No, resources needed

### Attach Employee Safety Training Materials

 Upload File

### Communication plan for employee wellbeing during disruptions

Write something...

## Recovery Procedures

Define steps to restore operations and resume normal business functions.

### Estimated Recovery Start Date

Enter date...

### Estimated Time to Full Recovery

### Estimated Financial Impact (Post-Disruption)

Enter a number...

### Detailed Steps for System Restoration

Write something...

### Affected Systems Requiring Restoration (Select All)

- ☐ ERP System
- ☐ Warehouse Management System
- ☐ Transportation Management System
- ☐ Customer Relationship Management (CRM)
- ☐ Supply Chain Visibility Platform

### Supporting Documentation (Recovery Plans, Contact Lists)

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### Primary Contact for Recovery Efforts

- ☐ John Doe
- ☐ Jane Smith
- ☐ Other

## Testing & Training

Regularly test the plan and train employees on their roles.

### Last Drill Simulation Date

Enter date...

### Number of Employees Trained

Enter a number...

### Simulation Scenario Used

- ☐ Supplier Disruption
- ☐ Transportation Failure
- ☐ Natural Disaster
- ☐ Cyberattack

### Areas of Plan Tested

- ☐ Sourcing
- ☐ Logistics
- ☐ Communication
- ☐ IT Systems

### Key Findings from Simulation

Write something...

### Recommendations for Plan Improvement (Based on Test)

Write something...

### Next Scheduled Training/Testing Date

Enter date...

## Plan Review & Update

Periodically review and update the plan to reflect changing risks and circumstances.

### Last Review Date

Enter date...

### Summary of Review Findings

Write something...

### Areas Updated (Select All That Apply)

- ☐ Risk Assessment
- ☐ Sourcing
- ☐ Logistics
- ☐ Communication
- ☐ Technology
- ☐ Employee Safety
- ☐ Recovery Procedures
- ☐ None

### Frequency of Review (in months)

Enter a number...

**Next Scheduled Review Date**

Enter date...

**Reviewer Signature**