



# Warehouse WMS Data Backup Checklist Template

## Backup Configuration Review

Verify backup schedule, retention policies, and backup types are appropriately configured within the WMS.

### Backup Frequency (Daily/Weekly/Monthly)

### Last Backup Configuration Review Date

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

- ☐ Full
- ☐ Differential
- ☐ Incremental

### Backup Retention Period (Days/Weeks/Months)

### Description of Backup Strategy

Write something...

### Encryption Status (Enabled/Disabled)

☐ Enabled

☐ Disabled

## Backup Software Validation

Confirm the backup software is installed correctly and is compatible with the WMS and underlying infrastructure.

### Software Version Number

Enter a number...

### Backup Software Type

☐ Native WMS Backup

☐ Third-Party Backup Software

### Last Software Update Date

Enter date...

### Software Configuration Details (e.g., settings, scripts)

Write something...

### Configuration File (Optional)

 Upload File

### Compatibility Status with WMS Version

- ☐ Verified Compatible
- ☐ Compatibility Pending Review
- ☐ Incompatible

## Database Backup Verification

Validate the database backups are complete and consistent, including transaction logs where applicable.

### Last Successful Backup Date

Enter date...

### Backup Start Time

Enter time...

### Backup Size (MB)

Enter a number...

### Backup Type

- ☐ Full
- ☐ Differential
- ☐ Transaction Log

### Backup Destination

- ☐ Local Disk
- ☐ Tape Drive
- ☐ Cloud Storage

### Error Log Details (if applicable)

Write something...

## File System Backup Verification

Ensure any associated file systems (e.g., configuration files, custom reports) are also backed up.

### Number of Configuration Files Verified

Enter a number...

### Last File System Backup Date

Enter date...

### Backup Start Time

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

- ☐ Full
- ☐ Incremental
- ☐ Differential

### Notes on File System Backup

### Screenshot of Backup Completion Log

## Backup Media Integrity

Check the physical condition of backup media (tape, disk) and verify its write capability.

### Media Capacity (GB)

### Media Used (GB)

### Remaining Capacity (GB)

Enter a number...

### Media Type

- ☐ Tape
- ☐ Disk
- ☐ Cloud Storage

### Last Media Rotation Date

Enter date...

### Notes on Media Condition (e.g., scratches, errors)

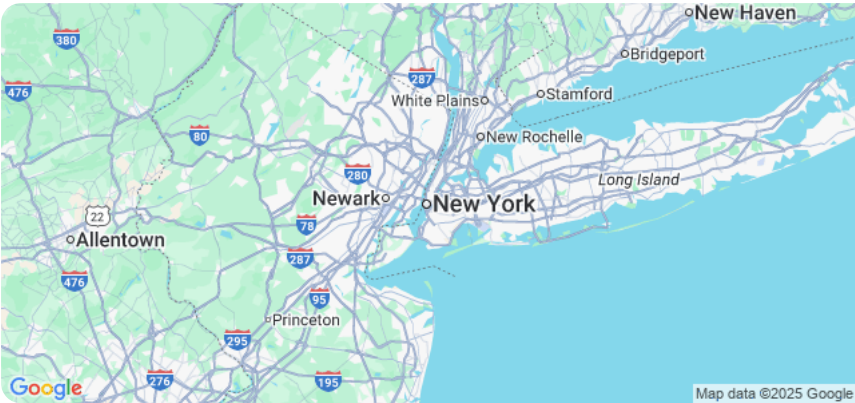
Write something...

## Offsite Storage Verification

Confirm backups are stored in a secure offsite location, adhering to disaster recovery protocols.

Offsite Storage Facility Address

 Set My Current Location



Last Physical Inspection Date

Enter date...

Number of Backup Copies Stored Offsite

Enter a number...

Storage Type (e.g., Cloud, Tape, Disk)

- ☐ Cloud Storage
- ☐ Tape Storage
- ☐ Disk Storage
- ☐ Other

Security Protocol in Place

- ☐ Encryption
- ☐ Physical Security
- ☐ Access Controls
- ☐ All of the Above

# Backup Restoration Testing

Periodically test the restoration process from backups to ensure data integrity and recoverability.

## Restoration Test Start Date

## Restoration Test Start Time

## Database Size (GB) Restored

## Restoration Method

- ☐ Full Restore
- ☐ Partial Restore
- ☐ Point-in-Time Restore

## Detailed Steps Followed for Restoration

## Data Integrity Verification Method

- ☐ Manual Verification
- ☐ Automated Script



### Time to Complete Restoration (Minutes)

Enter a number...

### Errors Encountered (If Any)

Write something...

### Restoration Success?

☐ Yes

☐ No

## Documentation Review

Review and update backup procedures and documentation to reflect current configurations and best practices.

### Summary of Changes Made to Backup Procedures

Write something...

### Date of Last Documentation Update

Enter date...

### Uploaded Version of Backup Procedure Document

 Upload File

### Version Number of Backup Procedure Document

Enter a number...

### Review Status

- ☐ Not Reviewed
- ☐ Reviewed
- ☐ Approved

### Next Review Date

Enter date...

## Access Control Verification

Ensure restricted access to backup data and procedures.

### Backup Administrator Roles Defined?

- ☐ Yes
- ☐ No
- ☐ N/A

### Which user groups have backup access?

- ☐ WMS Administrators
- ☐ IT Support
- ☐ Database Administrators
- ☐ Management
- ☐ Other

### Two-Factor Authentication Enabled for Backup Access?

- ☐ Yes
- ☐ No
- ☐ N/A

### Describe Backup Access Control Procedures

Write something...

### Number of Users with Backup Access

Enter a number...

## Monitoring & Alerting

Confirm that backup processes are monitored, and alerts are triggered upon failure.

### Last Successful Backup Completion Code

Enter a number...

### Backup Failure Alert Method

- ☐ Email
- ☐ SMS
- ☐ System Log
- ☐ Pager

**Last Alert Verification Date**

Enter date...

**Scheduled Backup Monitoring Check Time**

Enter time...

**Notes/Observations regarding monitoring and alerting**

Write something...