



Warehouse WMS Disaster Recovery Checklist

Data Backup and Recovery

Verify the frequency, integrity, and accessibility of data backups. Test restoration procedures.

Backup Frequency (Days)

Last Full Backup Date

Scheduled Backup Time

Backup Retention Period (Days)

Backup Storage Location

- ☐ On-site
- ☐ Off-site (Cloud)
- ☐ Off-site (Physical)

Details of Backup Software Used

Write something...

Verification Report (Optional)

 Upload File

System Redundancy

Assess the functionality and failover capabilities of redundant systems and infrastructure.

Failover Time (seconds)

Enter a number...

Redundant System Status

- ☐ Operational
- ☐ Standby
- ☐ Under Maintenance

Description of Redundant System

Write something...

Load Balancing Status

- ☐ Active
- ☐ Passive
- ☐ Disabled

Last Failover Test Date

Enter date...

Notes on Redundant System Performance

Write something...

Network Connectivity

Evaluate alternative network connections and backup communication channels.

Primary Internet Bandwidth (Mbps)

Enter a number...

Secondary Internet Bandwidth (Mbps)

Enter a number...

Primary Connection Provider

- ☐ Provider A
- ☐ Provider B
- ☐ Provider C
- ☐ Other

Secondary Connection Type

- ☐ Fiber
- ☐ DSL
- ☐ Satellite
- ☐ Cellular
- ☐ Other

Last Network Connectivity Test Date

Enter date...

Notes on Network Configuration

Write something...

Hardware and Infrastructure

Check the status of backup servers, storage devices, and other critical hardware components.

Server CPU Utilization (Avg.)

Enter a number...

Server RAM Utilization (Avg.)

Enter a number...

Disk Space Available (GB)

Enter a number...

Power Backup Status

- ☐ Operational
- ☐ Degraded
- ☐ Failed

Last Hardware Maintenance Date

Enter date...

Notes on Hardware Health/Observations

Write something...

Business Continuity Plan Alignment

Ensure WMS recovery aligns with broader business continuity plans and procedures.

Describe the primary business continuity plan (BCP) that the WMS recovery aligns with.

Write something...

Is the WMS recovery process documented within the overarching BCP?

☐ Yes

☐ No

☐ Partially

Estimated downtime permitted according to the BCP (in hours)

Enter a number...

Date of last BCP review and update.

Enter date...

Which departments are involved in the WMS disaster recovery and recovery and are defined in the BCP?

☐ IT

☐ Warehouse Operations

☐ Finance

☐ Logistics

☐ Management

User Access and Authentication

Confirm that user access and authentication methods are functional during a disaster scenario.

Authentication Method(s) in Use

- ☐ Username/Password
- ☐ Multi-Factor Authentication (MFA)
- ☐ Biometrics
- ☐ SSO (Single Sign-On)

Maximum Login Attempts Allowed

Enter a number...

Last Password Policy Review Date

Enter date...

User Account Lockout Policy Enabled?

- ☐ Yes
- ☐ No

Roles with Elevated Permissions

- ☐ Administrator
- ☐ Warehouse Manager
- ☐ Inventory Controller

Documentation of User Access Rights

Write something...

Documentation and Training

Review and update disaster recovery documentation and provide relevant training to personnel.

Description of Disaster Recovery Documentation

Write something...

Copy of Current Disaster Recovery Plan

 Upload File

Last Documentation Review Date

Enter date...

Number of Personnel Trained on DR Procedures

Enter a number...

Training Modules Covered

- ☐ Data Backup & Recovery
- ☐ System Failover
- ☐ Communication Protocols
- ☐ Emergency Contacts

Date of Last Training Session

Enter date...

Vendor Support and Agreements

Verify vendor support agreements and escalation procedures for WMS-related issues.

Summary of Vendor Support Agreement

Write something...

Vendor Support Contract Number

Enter a number...

Support Agreement Start Date

Enter date...

Support Agreement Expiration Date

Enter date...

Primary Vendor Contact Person

- ☐ Contact 1
- ☐ Contact 2
- ☐ Contact 3

Escalation Procedures for Critical Issues

Write something...

Copy of Vendor Support Agreement

 Upload File

Testing and Validation

Document and schedule regular disaster recovery tests to validate the plan's effectiveness.

Date of Last DR Test

Enter date...

Duration of Test (in minutes)

Enter a number...

Test Scenario Description

Write something...

Systems Tested (e.g., Receiving, Picking, Shipping)

- ☐ Receiving
- ☐ Picking
- ☐ Shipping
- ☐ Inventory Management
- ☐ Reporting

Overall Test Result

- ☐ Successful
- ☐ Partially Successful
- ☐ Unsuccessful

Detailed Test Findings & Observations

Write something...

Test Log Files/Screenshots (Optional)

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Post-Disaster Review

Outline procedures for reviewing and improving the disaster recovery plan after an incident.

Date of Disaster Event

Enter date...

Summary of Disaster Event and Impact on WMS

Write something...

Description of Recovery Actions Taken

Write something...

Downtime Duration (in hours)

Enter a number...

Lessons Learned (Select all that apply)

- ☐ Backup Procedures Inadequate
- ☐ Communication Breakdown
- ☐ Lack of User Training
- ☐ Vendor Response Delayed
- ☐ System Redundancy Failed
- ☐ Documentation Outdated

Recommendations for Improvement

Write something...

Reviewer Signature