SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Business Continuity Plan Checklist

Best practice: no regulation governs this procedure, so none is cited.

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Life safety first: run the evacuation or sheltering SOP until everyone is accounted for	
☐	Continuity lead declares the disruption and activates the call tree	
☐	Pull the printed playbook for the scenario and work it; do not improvise	
☐	Staff Tier 1 functions first: committed orders ship before anything else resumes	
☐	Log every decision, notification, and time from the first hour on	
☐	Customer updates come from the communication owner only, on the promised schedule	
☐	Stand down formally, reconcile manual records, and route every gap into CAPA	

2. Compliance checks

Tick each item that is in place.

DONE	CHECK	NOTES
☐	The plan is written, current, and kept in printed copies at the locations it names, including at least one copy off site, so it survives the disruptions it covers	
☐	The risk register covers the realistic scenarios for this site, and every covered function has an impact tier and a recovery time objective consistent with customer commitments	
☐	Every continuity role has a named primary and alternate, and the call tree carries two contact methods per person and has been verified within the last quarter	
☐	Each register scenario has a playbook with its site-specific facts filled in, and any scenario without a real arrangement is recorded as an open gap with an owner, not papered over	
☐	The customer notification matrix reflects the notice deadlines in current contracts, and a log of notifications is kept during any disruption	
☐	Cross-training depth gives every Tier 1 function at least two capable people per shift, verified against the current cross-training matrix	
☐	Off-site backups exist for the critical systems and records the plan names, and a restore test has been completed and evidenced within the last year	

☐	The annual tabletop exercise was held, its findings were routed into the CAPA system with owners and due dates, and the plan was revised as actions closed	
☐	The plan has been reviewed after every actual disruption and every review trigger event, with the change recorded in the version history	

WARNINGS

Never start continuity actions while the life safety response is still running or anyone is unaccounted for

Never let anyone but the assigned communication owner give customers status, estimates, or promises

Never leave the plan, the call tree, or the manual forms living only on the network they are meant to survive

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE