

Business Continuity Plan Annual Test

Company Name: Structural Repair Solutions Ltd

Location: 46 The Arches, Alma Rd, Windsor, SL4 1QZ

Test Date: 28/06/2024

Prepared By: Neil Smuts

Review Date: 28/08/2024

1. Test Details

- **Date of Test:** 28/06/2024
- **Time of Test:** 15:00
- **Test Conducted By:** Neil Smuts
- **Participants:** Roger Line, Laura Flynn, Lynette Johnson, Neil Smuts
- **Test Type:** Tabletop exercise

2. Objectives of the Test

- To evaluate the effectiveness of the Business Continuity Plan (BCP).
- To ensure all employees are familiar with their roles and responsibilities during a disruption.
- To identify any gaps or weaknesses in the current BCP.
- To test communication and coordination among departments during an emergency.

3. Scenario

The test scenario involved a simulated cyber-attack that resulted in the loss of IT systems and data, rendering the company's primary operations inoperable. The aim was to activate the Business Continuity Plan and assess the response to restore critical business functions.

4. Pre-Test Preparation



- 1. Notification:**
 - All participants were informed about the upcoming test.
 - Key personnel were briefed on their roles and responsibilities.
- 2. Resources:**
 - Ensured access to the Business Continuity Plan document.
 - Verified availability of backup resources and contact lists.
- 3. Setup:**
 - Established a command centre for coordinating the test.
 - Prepared communication tools and channels.

5. Test Execution

- 1. Activation:**
 - The test was initiated by simulating the cyber-attack at 15:00.
 - The Business Continuity Plan was activated by the Managing Director.
- 2. Communication:**
 - Notifications were sent to all employees about the simulated incident.
 - The communication plan was tested using multiple channels (email, phone, SMS, WhatsApp).
- 3. Incident Response:**
 - The incident management team convened at the command centre.
 - Immediate actions were taken to contain and assess the impact of the cyber-attack.
 - Key personnel executed their roles as defined in the BCP.
- 4. Recovery Operations:**
 - IT department initiated the disaster recovery plan to restore critical IT systems from backups.
 - Alternative work arrangements were made for employees to ensure continuity of essential operations.
 - Coordination with external IT support and cybersecurity experts was established.
- 5. Documentation:**
 - All actions and decisions were documented in real-time.
 - A log of communication and response activities was maintained.

6. Post-Test Review

- 1. Assessment of Objectives:**



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- The effectiveness of the BCP in responding to the simulated cyber-attack was assessed.
 - The roles and responsibilities of key personnel were reviewed and confirmed.
- 2. Observations:**
- Communication was effective, with timely notifications and responses.
 - The IT recovery plan was successfully executed, restoring critical systems within the expected timeframe.
 - Some delays were noted in the coordination between departments, highlighting the need for additional training.
- 3. Feedback:**
- Feedback was gathered from all participants regarding the test process and their experiences.
 - Key strengths and areas for improvement were identified.
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7. Findings and Recommendations

Findings:

- The Business Continuity Plan was generally effective, but some areas need improvement.
- Delays in inter-departmental coordination were observed.
- Not all employees were fully aware of their specific roles during the incident.

Recommendations:

- Conduct additional training sessions focused on inter-departmental coordination and communication.
 - Update the BCP to address any identified gaps and ensure clarity in roles and responsibilities.
 - Schedule regular drills to maintain familiarity with the BCP and improve response times.
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8. Conclusion

The Business Continuity Plan annual test conducted on 28/06/2024 at Structural Repair Solutions Ltd successfully demonstrated the company's capability to respond to a significant disruption. While the overall response was effective, the identified areas for



Improvement will be addressed to enhance the robustness of the Business Continuity Plan.

Approval: Approved

Name: Neil Smuts

Position: Technical Director

Signature: _____

Date: 28/06/2024

Next Review Date: 28/8/2024

