



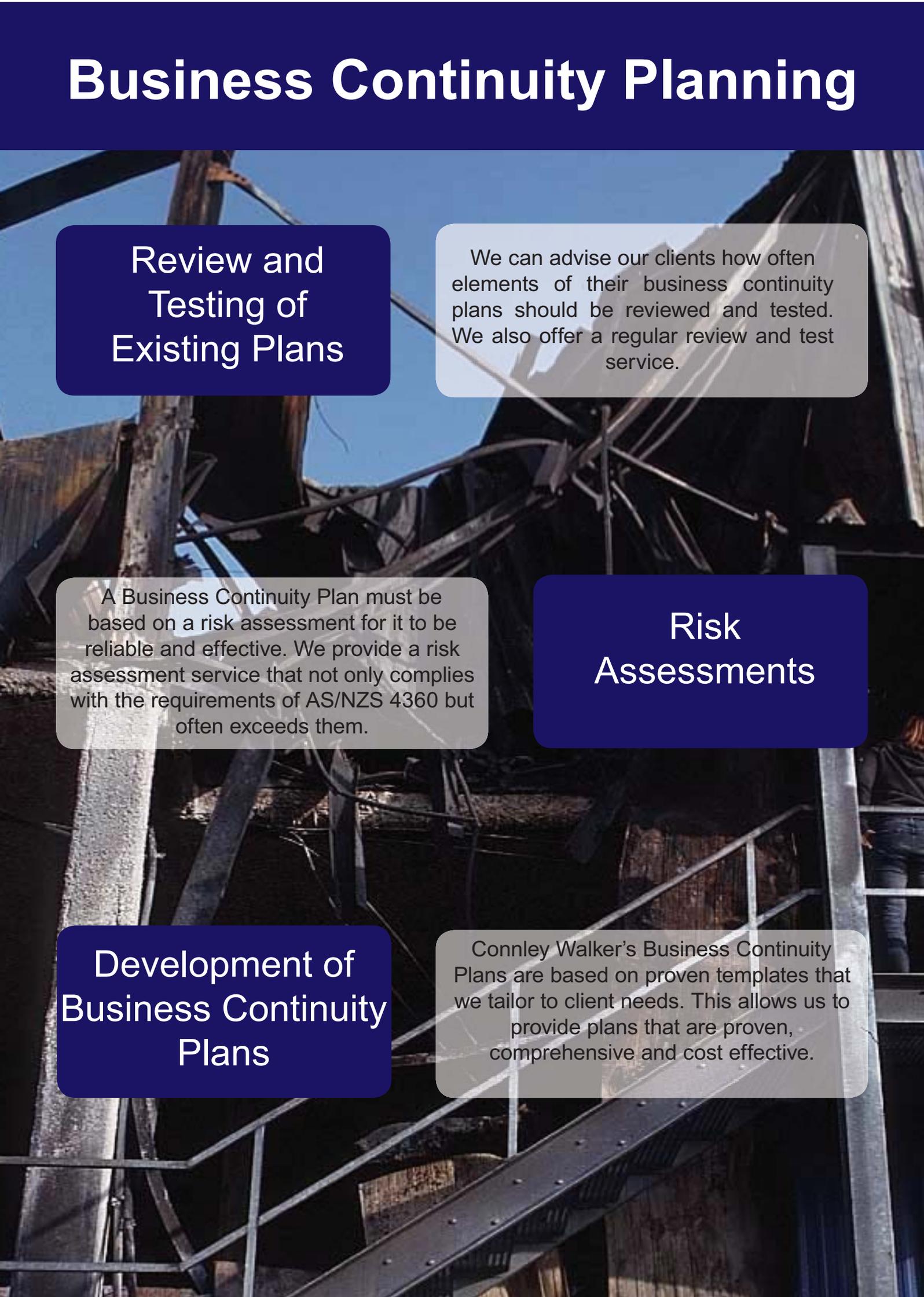
Business Continuity Planning



**Connley
Walker**

Independent Consulting Engineers

Business Continuity Planning



Review and Testing of Existing Plans

We can advise our clients how often elements of their business continuity plans should be reviewed and tested. We also offer a regular review and test service.

A Business Continuity Plan must be based on a risk assessment for it to be reliable and effective. We provide a risk assessment service that not only complies with the requirements of AS/NZS 4360 but often exceeds them.

Risk Assessments

Development of Business Continuity Plans

Connley Walker's Business Continuity Plans are based on proven templates that we tailor to client needs. This allows us to provide plans that are proven, comprehensive and cost effective.

Our Approach

An effective business continuity plan will provide a complete overview of all procedures and resources that are to be put into place should a major incident occur. These will be designed to ensure that damages to certain areas of the organisation are minimised.

These areas include:

- Safety of personnel
- Security of assets
- Maintenance of services
- Regulatory reporting requirements

Safety of personnel is an area of concern if the major incident is for example an explosion.

The business continuity plan will outline procedures that will ensure that the risk to personnel is minimised during and after any major incident. These procedures will normally deal with such issues as personnel evacuation, accounting for any missing personnel and their relocation to alternative accommodation.

Security of assets is often an important consideration. Where a building may need to be evacuated, the security of the assets within it needs to be maintained. For example, if a building is evacuated due to it partially collapsing, it may still contain significant physical and intellectual property assets. The security of these assets needs to be addressed both while the building is being evacuated and during any period of repairs.

Maintenance of services is an area of business continuity planning that deals with ensuring that the organisation is still able to provide its clients with the services that they require. In this area, both the organisation's services and its own service providers are examined.

The regulatory reporting requirements of any organisation need to be maintained in a business continuity plan. This area deals with ensuring that the records of transactions continue without interruption and that accounting information is not lost.

A business continuity plan will define the roles and responsibilities of persons within an organisation during and after a major incident. It will document what resources will be made available to them, authority levels and priorities.

To provide an effective business continuity plan, it is first necessary to carry out a risk assessment of all of the organisation's activities. This is to determine which activities are critical and to provide a hierarchy of priorities for the organisation's activities.

The steps in developing a business continuity plan can be summarised as:

- Identify all of the organisation's activities
- Identify all of the major resources required for the activities to take place
- Carry out an organisation impact analysis should any resources become unavailable
- Develop a priority list of the organisation's activities
- Identify alternative arrangements that will allow the activities to continue
- Develop remedial plans for the reinstatement of lost resources
- Organise business continuity teams to implement the plans
- Document and communicate the plans
- Test the plans



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