

Backup and Recovery Review

Choose one business service. Record evidence, an owner and the next action for each question.

Service / system: _____ Review date: _____

Review question	Owner	Next action / date
☐ Recovery priority Which service needs to recover first, and who confirms the priority?		
☐ Backup coverage Which data, configuration and dependencies are included?		
☐ Administrative access Who can change, delete or restore the recovery copies?		
☐ Protected copies Which copy remains available after production administration is compromised?		
☐ Alert ownership Who reviews job failures, deletion events and retention changes?		
☐ Restore evidence When was restoration tested against the service dependencies?		
☐ Recovery decisions Who authorizes isolation, restoration and supplier escalation?		
☐ Open actions What remains unverified, who owns it and when will it be reviewed?		

Priority decision and follow-up

Keep passwords, personal records and confidential technical evidence out of this general checklist.