

Minimum requirements

Guidance Notes

In this row you need to consider what is the bare minimum that you require in order to carry on your critical functions.



Staff

Minimum staff and skills required

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Premises

Where do you work from?

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ICT/ Data

What ICT & key records/ documents do you need?

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Suppliers/Customers

Who do you rely on? Who relies on you?

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Resources

What equipment/stock/ vehicles do you require?

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Minimum requirements

Example workarounds and considerations

This row contains guidance and advice to consider to help you fill out the row below.



- Recruit via agency?
- Reciprocal arrangements
- Rotas
- Ex staff - can they help?
- Record staff details - see overleaf
- Do you have alternative contact details?

- Local Risks - assess and mitigate against if possible
- Could you function without premises?
- Work from home or alternate premises?
- Can you function online?
- Reciprocal arrangements

- Do you frequently back up data?
- Cloud-based?
- Do you keep copies of key documents off site/scan to electronic version?
- External ICT supplier?

- Do your suppliers have BC plans?
- Do you have alternative suppliers just in case?
- Record customer and supplier details - see overleaf

- Make sure resources are stored safely and securely
- Can you work without equipment? Is there a manual work-around?
- Is equipment owned, can it be replaced? (e.g. hire)
- Maintain a stock of old equipment as a back up
- Reciprocal arrangements

Example workarounds and considerations

What are your alternatives

Use this row to identify alternatives that would help you continue your critical functions after an incident



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What are your alternatives