RECOVERY & CONTINUITY

Backup restore check workbook

A successful backup job alone does not demonstrate recovery. Agree an authorised test plan, safe destination and success criteria. This worksheet records an exercise; it is not a recovery guarantee.

Organisation / reference	Owner / role	Date / review

CHECK TOGETHER. RECORD THE GAPS.

- [ ] **Agree the exercise**
  Name the business owner, included systems, dependencies and required recovery outcomes.
- [ ] **Plan a safe destination**
  Approve an isolated or otherwise controlled test environment. Avoid overwriting production data.
- [ ] **Identify the restore source**
  Record the backup reference, age, required data and configuration; check that authorised access is available.
- [ ] **Restore the agreed scope**
  Follow the approved procedure and record time, dependencies, errors and interventions.
- [ ] **Check usability**
  Ask the owner to validate restored services, data and configuration against the agreed criteria.
- [ ] **Record the result**
  Document actual recovery time and data age against agreed objectives. State what was not tested.
- [ ] **Close and improve**
  Assign remediation, agree a retest and handle test data according to the approved retention process.

Ticked boxes record your review; they do not certify compliance. Do not enter passwords, recovery codes or private configuration here.

DECISIONS, ACTIONS & EVIDENCE

Make the next step clear.

Complete locally in a PDF reader or print for a discussion. Keep the completed copy in your approved private record system.

Scope and success criteria

Systems, dependencies, recovery objectives, business owner and excluded areas.

Test plan and source

Approved destination, backup reference and planned method. Do not record secrets.

Observed result

Start/end, actual recovery time, recovered data age, owner checks and limits of the exercise.

Follow-up and retest

Failure or gap, responsible owner, action date, test-data handling and next exercise.

RELATED POLICY / GUIDANCE

Backup & recovery

Change & release

Service governance

ASD/ACSC: Regular backups