

GETBA Crime Reduction Strategy Project - Business Continuity Analysis

INSTRUCTIONS - Enter 1 under Yes or No in answer to each question. The spreadsheet will calculate your score. Save a copy to your desktop

Occupational Risk

	If Yes	Yes	No	Weighting	Score	Total	Comments	Action	Completed
Processes									
Have you identified your key processes?	+			3	0				
Have you identified key customers?	+			3	0				
Have you identified key suppliers?	+			3	0				
Have you identified key machinery?	+			2	0	0			

Stock

Is stock easily sold off market?				2	0				
Are there alternate NZ based sources?	+			1	0				
Can you clear damaged stock quickly?	+			1	0				
Can you replace stock quickly?	+			2	0	0			

Neighbourhood

Could you be closed through a neighbours event?	-			2	0				
Can emergency vehicles get full access to your site?	+			1	0	0			

Environment Risk

Land contour

Are you on filled land?	-			2	0				
Could you be buried by mud debris?	-			2	0				

Any structures on poles?	-			1	0	0			
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Local infrastructure

Can you operate without electric power?	+			2	0				
Can you operate without gas?	+			1	0				
Can you operate without telephones?	+			3	0				
Can you operate without email?	+			2	0				
Can you operate with 30% staff absent?	+			2	0	0			

Storm Damage

Can you be affected by wind?	-			1	0				
Could large trees fall on your buildings?	-			1	0	0			

Water damage

Are you subject to flood?	-			3	0				
Could street flooding impact on you?	-			2	0				
Do you have internal roof gutters?	-			1	0				
Is all of your stock off the floor?	+			1	0	0			

Zoning and Council/Government Compliance

Are you fully compliant with local zoning?	+			2	0				
Could you be closed by a Govt agency?	-			1	0				
Are you subject to special licences -e.g Liquor?	-			1	0				

Do you hold a Hazardous Substances approval?	+			1	0	0			
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Local crime patterns

Do local patterns impact on you?	-			1	0				
Are you subject to graffiti?	-			1	0				
Have you been broken into in the past 3 months?	-			3	0				
Have you been broken into in the past 12 months?	-			2	0				
No break ins for more than a year	+			1	0	0			

Staff Risk

Theft and fraud

Could staff steal enough to really hurt your business?	-			2	0				
Do you have fraud 'red flag' warnings in place?	+			2	0				
Have you had an investigative audit in past year?	+			1	0				
Are your gross profit margins dropping?	-			1	0				
Are there unexpected losses in stock?	-			1	0	0			

Staff retention and dependency

Do you have staff who will not take leave?	-			2	0				
Are any staff critical to you?	-			3	0				
Do you employ casuals?	-			2	0				
Do you employ temporary staff?	-			2	0				
Do you have a 'crimestopper' line?	+			3	0	0			

Threatening incidents

Are the management team well trained?	+			3	0				
Are the staff trained well?	+			3	0	0			

Management Risk

Key Dependencies - personnel

Any key managers?	-			3	0				
Any key staff?	-			2	0				
Do you have an action plan to reduce risks?	+			2	0	0			

Key Dependencies - machinery

Any machines that will stop you dead?	-			3	0				
Any machines that you could not replace?	-			2	0				
Any production shortfall due to machines?	-			1	0	0			

Key Dependencies - suppliers

Any suppliers that provide more than 25% of all stock?	-			3	0				
Any suppliers you have no alternates for?	-			3	0	0			

Key Dependencies - customers

Any customer who buys more than 25% of your annual sales?	-			3	0				
Any key customer who refers large volumes to you?	-			2	0	0			

Theft and fraud by senior staff/Mgt.

Have you identified level of fraud that would hurt?	-			2	0				
Do you have two person authorisations in place?	+			2	0				
Are all new accounts verified?	+			2	0				
Are all bank account statements checked?	+			2	0	0			

Access Control

Is this strictly controlled?	+			3	0				
Does authorised access match responsibilities?	+			2	0				
Are all 'old' access rights deleted?	+			1	0				
Is access rights protocol audited by senior mgt annually?	+			1	0				
Does access rights match alarm code aithorities?	+			2	0	0			

Cash and valuables

Is cash secured as far as practicable?	+			2	0				
Are valuable items secured adequately?	+			2	0				
Is secure area under CCTV coverage?	+			2	0				
Are weekly spot checks completed?	+			2	0	0			

Threatening incidents

Are supervisors trained in incident management?	+			2	0				
Are staff in threat location trained within last 12 months?	+			2	0				

Are there counselling services set up ready to respond?	+			2	0				
Have you reviewed all pro-active measures to reduce risk?	+			1	0	0			

Alarm response protocols

Have you a written procedure for alarm activation?	+			2	0				
Are all key holders aware of their responsibilities?	+			2	0				
Does your patrol company know what they are to do?	+			2	0				
Does your patrol company have keys for the site?	+			1	0	0			

Liability and Compliance Risk

Exports

Do you have broadform liability covers in place?	+			3	0				
Has your Broker checked your export covers?	+			2	0				
Are you subject to MAF audit inspections?	+			1	0	0			

Imports

Have you had issues with Customs in the past year?	-			2	0				
Do you control all imports from origin to you?	-			1	0				
Do you re-pack imports before local distribution?	+			2	0				
Are you subject to MAF audit inspections?	-			1	0	0			

Change in Regulatory requirements

Is your business able to change with regulations?	+			3	0				
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Is your business dependent on current political power?	-			2	0				
Is your industry in the process of major changes?	-			3	0	0			

Tort action against you

Are you subject to current tort action?	-			2	0				
Are you considering tort action against another?	-			2	0				
Are you subject to Union or staff legal action?	-			1	0	0			

Regulatory close down

Could your business be closed by 'the regulators' ?	-			2	0				
Is that closedown implemented in less than 90 days?	-			2	0	0			

Occupational Health and Safety (OHS)

Accident Compensation Commission

Are you up to date with all payments?	+			2	0				
Are you subject to any legal action by ACC now?	-			3	0				
Do you have any disputed staff injuries?	-			2	0	0			

Dept of Labour

Are you subject to any OHS prosecution action?	-			3	0				
Are you able to show current 'work practice' records?	+			2	0				
Can you demonstrate training for all staff in OHS?	+			2	0	0			

Food Regulations (where applicable)

Are you compliant now?	+			2	0				
If not - will you be compliant within 90 days?	+			2	0	0			

Serious injury or fatality management

Are your leaders trained to handle serious incidents?	+			1	0				
Do you have a current Workplace First Aider on all shifts?	+			1	0				
Do you have a 'Company Doctor' contract in place?	+			1	0	0			

Reputation Management

Media Plan

Do you have a media plan?	+			3	0				
Do you have a media adviser in place now?	+			2	0				
Has your business spokesman been trained?	+			2	0	0			

Business Continuity Plan

Do you have a current tested plan?	+			3	0				
Do you have a n approved capital works plan for BCP?	+			2	0				
Have you tested the BCP in the past 18 months?	+			2	0	0			

Crisis Management Plan

Do you run a Crisis Management Team?	+			3	0				
Have you been trained and tested as a team?	+			1	0				

Have you an alternate meeting place for the CMT?	+			1	0				
Is that room set up with all gear required?	+			1	0	0			