**[Company name]**

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# IT Backup Checklist

*A recurring check that backups ran, are stored safely, and can actually be restored.*

## 1. Checklist details

| | |
|---|---|
| **Backup period covered by this checklist** | [Backup period covered by this checklist] |
| **Person completing this checklist** | [Full name of the person completing this checklist] |
| **Role of the person completing this checklist** | [Job title of the person completing this checklist] |
| **Date this checklist was completed** | [Date this checklist was completed] |
| **Backup system or service in use** | [Name of the backup system or service in use] |

## 2. Scope: what must be backed up

| | |
|---|---|
| ☐ | Every system and data store that the business depends on is listed in the backup scope, including file storage, email, databases, and any hosted services. |
| ☐ | Each item in scope has a named owner who is responsible for confirming its backups. |
| ☐ | New systems added since the last review have been added to the backup scope before this checklist was signed off. |
| ☐ | Systems no longer in use have been removed from the scope and their old backups handled under the retention rules. |
| ☐ | The backup scope covers data held by outside providers as well as data held on local equipment, where that applies. |

## 3. Daily checks

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|---|---|
| ☐ | The most recent scheduled backup job completed without errors, or every error has been recorded in section 6. |
| ☐ | The size and duration of the most recent backup are consistent with recent backups, and any unusual change has been investigated. |
| ☐ | Backup failure alerts are switched on and were received by the person on duty, not only recorded in a log nobody reads. |
| ☐ | Storage used by backups is within capacity, with enough free space for the next scheduled backup. |
| ☐ | Any backup job that was skipped, paused, or run manually is noted, with the reason, in section 5. |

## 4. Weekly checks

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|---|---|
| ☐ | At least one backup copy is held away from the main site or in a separate hosted location, so a single site problem cannot destroy both the original data and its backup. |
| ☐ | Backup copies are protected so that only authorised people can read, change, or delete them. |

| | |
|---|---|
| | Encryption is switched on for backup copies that hold sensitive information, and the recovery keys are stored separately from the backups themselves. |
| | Retention rules have been applied: backups older than the agreed retention period have been deleted or archived as the rules require. |
| | The backup schedule still matches how often each system changes, and the recovery point objective for each critical system is still achievable. |

## 5. Restore testing

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|---|---|
| | A restore has been tested in this period from a recent backup, not only from the backup software's own success message. |
| | The restored data was opened and checked, and the check confirmed it was complete and usable. |
| | The time taken to restore was recorded and compared with the recovery time objective for that system. |
| | Any restore that failed, or took longer than the objective, has an agreed fix and a retest date in section 6. |
| | The restore test covered a different system or data set from the previous test, so testing rotates across the estate over time. |

## 6. Backup log

Record each backup job in this period. Add or remove rows to fit the number of jobs.

| Date of the backup | System or data backed up | Type of backup performed | Result of the backup job | Checked by |
|---|---|---|---|---|
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## 7. Failure and follow-up log

Record every failure, missed job, or restore problem, the action taken, and the date it was closed.

| Date the problem was found | System affected | Description of the problem | Action taken | Date closed |
|---|---|---|---|---|
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## 8. Sign-off

By signing, the person below confirms the checks above were actually carried out, and that every open failure in section 7 has an owner and a date for closure.

| | |
|---|---|
| **Checker name** | [Full name of the checker] |
| **Reviewer name** | [Full name of the reviewer] |
| **Checker signature** | [Signature of the checker] |
| **Reviewer signature** | [Signature of the reviewer] |
| **Date of sign-off** | [Date of sign-off] |