

PILLAR 1: PREPAREDNESS (PREVENTATIVE MEASURES)

SECTION 1: MSME SELF-CHECK ASSESSMENT

STEP 1: RISK IDENTIFICATION

POSSIBLE DISRUPTION	COULD THIS AFFECT YOUR BUSINESS?		HOW WOULD IT AFFECT OPERATIONS?
Cyclone or severe weather	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Flooding	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Power outage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Supply chain disruption	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cyber or IT disruption	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Staff shortages	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Water cuts	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Transport disruptions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other disruption	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

STEP 2: IDENTIFY KEY BUSINESS ASSETS

BUSINESS ASSET	WHY IT IS IMPORTANT	HOW IT CAN BE PROTECTED
Equipment		
Inventory or stock		
Business records		
Customer contacts		
Supplier contacts		
Digital data		

STEP 3: IDENTIFY COMMON PROBLEMS

COMMON PROBLEM	PRACTICAL SOLUTION
Stock damaged during flooding	Store goods above ground level
Power outages affecting operations	Backup generator or alternative operating hours
Loss of important documents	Keep digital copies or store documents safely
Supplier disruption	Identify at least one alternative supplier
Communication breakdown	Maintain updated staff contact list

STEP 4: RESOURCE AND FUNDING LIMITATIONS

RISK	PREVENTATIVE ACTION	ESTIMATED COST	PRIORITY (HIGH / MEDIUM / LOW)
Flood damage	Raise storage shelves		
Power disruption	Small generator		
Loss of records	Cloud storage / USB backup		

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SECTION 3: BUSINESS CONTINUITY PLAN (BCP) FORM

STEP 1: BUSINESS INFORMATION

INFORMATION	DETAILS
Business Name	
Business Location	
Owner / Manager	
Contact Number	
Email Address	
Number of Employees	
Type of Business	

STEP 2: KEY DISRUPTIONS IDENTIFIED

DISRUPTION	IMPACT ON BUSINESS
Cyclone / severe weather	
Flooding	
Power outage	
Supply chain disruption	
Cyber or IT disruption	
Other	

STEP 3: CRITICAL BUSINESS OPERATIONS

CRITICAL ACTIVITY	PERSON RESPONSIBLE	MAXIMUM ACCEPTABLE DOWNTIME

STEP 4: KEY ASSETS TO PROTECT

ASSET	RISK	PROTECTION ACTION
Equipment		
Inventory / Stock		
Business Records		
IT Systems		

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SECTION 3: BUSINESS CONTINUITY PLAN (BCP) FORM – CONTINUED

STEP 5: EMERGENCY CONTACTS

CONTACT TYPE	NAME / ORGANISATION	PHONE
Staff		
Supplier		
Insurance		
Bank		
Technician / Repair		
Emergency Services		

STEP 6: IMMEDIATE ACTIONS DURING DISRUPTION

ACTION	PERSON RESPONSIBLE
Ensure staff safety	
Secure equipment and premises	
Communicate with employees	
Document damage	

STEP 7: RECOVERY ACTIONS

RECOVERY ACTION	PERSON RESPONSIBLE	PRIORITY
Assess damage		
Contact insurance		
Repair equipment		
Restock supplies		
Resume operations		