



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