

**Business Continuity Management Checklist 企業持續營運管理查檢表**

When unexpected or even catastrophic events occur, businesses must protect their employees and continue critical operations that support their communities. To protect your business, planning is essential. As a business leader, you understand the strategic importance of a solid continuity plan. That's why Business Continuity Planning focuses multiple aspects of your business, making sure you can recover the technology and processes required to operate after an unforeseen failure in normal operations. To help in your preparedness efforts, Cameo Communications, Inc., include subsidiaries companies and affiliated companies (that are so called Cameo) developed the following checklist. The checklist identifies important, specific activities that businesses suppliers and subcontractors that doing business of suppliers, subcontractors and service companies can do now to prepare for an event.

當意外事故甚至災難事件發生時，企業必須保護員工，並繼續支持關鍵業務的社區。為了保護業務持續性，規劃是必要的。作為一個企業，需了解體堅實的連續性的戰略意義 計劃。這就是為什麼業務持續性規劃的重點是多方面的業務，確保恢復必要的技術和流程以處理在不可預見的故障後進行正常操作。因此友勁科技公司，子公司和關係企業(也稱為友勁)制作此查檢表請供應廠商、分包商和服務的公司來核對確定重要的，具體的活動，為事件做好準備。

Classification 分類	No	Checklist Description 查 檢 內 容 說 明	Comple -ted 已完成	In Progress 進行中	Not Started 未開始	Not Available 不適用	Additional Remarks 補充說明
	1	Do you have a business continuity plan (BCP)? 公司有營運持續營運計劃?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2	If yes, have you tested your plan within the last 12 months? 若有，公司在過去的 12 個月內有測試過持續營運計劃?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3	Does your BCP contain triggers or examples of when to activate your plan? 公司的 BCP 包含何時啟動或觸發營運持續計劃例子?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Key Questions 重要問題	4	Do you regularly review your plan? 定期地檢討持續營運作的計劃?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5	Are your staff trained in activating your plan? 在持續營運作計劃中有啟動員工訓練?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	6	Is there board/owner/senior partner commitment to Business Continuity Planning? 董事會/業主/資深合夥人承諾持續營運作計劃?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	7	Is there an identified BC lead in your organization? 組織中有確定負責持續營運的主管?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	8	Is the plan documented clearly and easily accessible to all staff who will be involved in an activation? 有文件清楚的記錄所有的員工將參與的持續營運的啟動計 劃?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General 一般	9	Does the BC plan contain a list of employees' telephone numbers? 持續營運的計劃中有員工的電話號碼?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	10	Does the BC plan contain a list of all key contacts' telephone numbers? 持續營運的計劃中有重要聯絡人的電話?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	11	Are you and your staff familiar with the location of mains switches and valves (ie for electricity, gas and water)? 公司和員工熟悉主要的電源開關交換機和閥門的位置? (例 如電力, 燃氣和水)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	12	Have you checked that all plumbing is in working order? 公司檢查過所有的水管是在正常狀態?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	13	Have you checked that all chemical plumbing is in working order? 公司定期檢查過所有的油料、天然氣和化學管線是在正常狀態?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	14	Do you regularly check that the heating and air conditioning is working on a regular basis? 公司定期檢查過暖氣和空調是在正常運作?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	15	Do you have BC plan contain strike, riots, war, hacking and virus attack? 公司有罷工、暴動、戰爭、駭客入侵和病毒攻擊的營運持續計劃?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	16	Business recovery plan 企業復原計劃	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	17	List of employees with contact details 員工聯絡清單	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	18	Details of IT providers IT 供應商的詳細訊息	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	19	Contact details for clients and suppliers 客戶和供應商詳細的聯絡訊息	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Emergency Pack 急救包	20	Building site 建築配置圖	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	21	Spare keys 備用鑰匙	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	22	Computer prepared for back up tapes/discs 電腦有準備備用磁帶和磁碟	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	23	First aid kit or AED (Automated External Defibrillators) 急救包或自動體外電擊器	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	24	Stationery 文具	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	25	Torch, headlight with spare batteries 手電筒、頭燈和備用電池	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	26	Tape 易撕膠帶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	27	Mobile telephones and chargers 行動電話和充電器	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	28	Dust, N95 and toxic fume masks 防濃煙、N95 和防毒氣頭罩	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	29	Disposable cameras 拍立得相機	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building Facilities 建築設施	30	Do you have fire, earthquake, flood, bomb evacuation procedures for your building(s)? 建築物有火災、水災、地震、爆炸的疏散程序?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	31	Do you have chemical and radioactive materials dumping or leakage vacation procedures for your building? 建築物有化學物質和放射物質灑出洩漏疏散程序?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	32	Do you have energy, power and utility interrupt risk assessment? 公司有能源中斷的風險評估?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	33	Are the fire exits clearly marked? 消防通道有明確的標示?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

34	Do you regularly practice fire drills? 有經常演練消防演習?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Do you have a primary and secondary evacuation points? 有主要和次要的疏散點?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Do you have a emergency response plan to your building? 建築物有緊急應變計劃?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	Does your building(s) require 24 hour 7 days access? 建築物需要 24 小時 7 天進入?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Do you have fire safety procedures in place? 在適當的地方有無消防安全程序?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Do you have generator backup systems in place? Power outage or restriction on electricity use 在適當地方有備用的發電機系統? 停電或限電	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Do you have plan to find water supply souce when a large area without water? 公司有計劃在大區域停水時找到水源?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Do you have a emergency plan to communicable disease/contagious disease, SARS and each Influenza? 公司有針對傳染病、SARS、各類流感病毒發生時有採取緊急應變措施?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Do you have an alternative building to use in an emergency? 在緊急時有另一棟建築物可使用?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Personnel 員工	43	Do you have an up to date and regularly reviewed job description and hierarchy chart for your company? (include temporary and contract workers) 公司有一個最新的，並定期檢討工作內容和組織圖？(包括臨時工和合約工)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	44	Do you have staff personal information on file i.e. communication with next of kin (include temporary and contract workers) 檔案中有員工私人的訊息，例如最近的血親來往(包括臨時工和合約工)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	45	Do you and your staff know what to do in an incident? 員工知道發生事件時要做甚麼？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	46	Do you know where to go for advice/information? 知道去那裡可獲得諮詢和資訊息？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	47	Does your staff know who is in charge in the time of a crisis? 員工知道在緊急的時候誰是負責人？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	48	Has your staff been given specific roles to do in the event of a crisis? 在緊急事件時員工知道被負予的角色？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	49	Have you thought about dealing with people issues – relocation arrangements, etc. 曾想過處理人的爭議-搬遷的安排等	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	50	Do you have members of staff with first aid or medical training? 工作人員有接受急救和醫療訓練？	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	51	Do you have any staff trained in evacuation? 員工有接受過疏散的訓練?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	52	Do you have any particular staff with critical and unique skills? 員工有任何特別重要和獨特的技能?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Security 安全	53	Is there a security system installed? 有建立安全系統?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	54	Do you have a security policy? 有安全政策?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	55	Do you give any advice or training on security? 在安全上有給任何諮詢和訓練?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	56	Do you check references fully? 有做員工完全的背景調查?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	57	Are contractors checked fully (i.e. company as well as each individual)? 分包商背景有完全調查(公司和每一個人)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	58	Do you regularly check the integrity of external fences and doors? 有定期檢查外圍牆和門的完整性?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	59	Do you carry out end of day inspections? I.e. to check everybody has left 有進行了一天結束的巡查? 即檢查時每個員工都已經離開	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	60	Do you make sure that all appliances are switched off? 員工確保所有電器設備都關掉?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	61	Do you check that all doors and windows are locked? 員工檢查所有門窗都上鎖?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	62	Do you make sure that you have a clear desk policy? 員工確定有乾淨的辦公桌政策?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paper and Electronic Documents 紙質和電子文件	63	Do you copy/backup your information? 員工複製/備份資料?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	64	Do you store your paper documents in reinforced containers? 紙張文件儲存在強化的容器中?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	65	Have these plans been reviewed within the last 12 months? 這些計劃已在上次的 12 個月內檢討過?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	66	Do you have copies of your files and accounts at a separate location? 檔案複製和和帳戶的副本是分開位置擺放?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	67	Is someone responsible for the upkeep of your files and accounts? 有負責文件和帳戶的維護人員?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Company Equipment 公司設備	68	Do you have someone accountable for the assets of your company? 有員工負責公司的資產?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	69	Do you have controls over the movements of your company equipment? 公司設備搬動有管制?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	70	Have you completed a recent inventory of your company equipment? 公司最近有完成設備盤點?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



IT 資訊技術	71	Are your IT systems critical to the running of your business? IT 系統對公司運作是重要的?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	72	Do you have a tested IT disaster recovery plan? 公司有測試過 IT 災難恢復計劃?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	73	Is your computer anti-virus software up to date? 公司電腦反病毒軟體有更新?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	74	Are the level of information security incidents distinguished into five degree? 0, 1, 2, 3, 4 grades 公司資訊安全事件有分 5 個等級?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	75	Are computer errors and logs adequately monitored? 公司電腦錯誤和記錄有充份的監控?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	76	Are documented IT security policies and procedures in place? 有適當的 IT 安全政策和程序的文件?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	77	Are all computer users fully aware of e-mail and internet usage policies? 是否所有的計算機用戶都知道的電子郵件和互聯網使用政策?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	78	Do you know how many platforms/servers/applications or operating systems support critical business functions? 你知道有多少平台/服務器/應用程序或操作系統支持關鍵營運功能?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	79	Is your company system part of a larger network? 公司 IT 系統是較大網路的部份?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	80	11. Do you have vital computer information stored on off-site Backup or Remote back up disks or tape? 重要的電腦資料儲存在異地備份或異地備援的磁碟陣列或磁帶中?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	81	Do you know how long it would take to recover IT functions? 公司恢復 IT 功能需要多久時間?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suppliers 供應商	82	Do your key suppliers have a business continuity plan? Second source 公司主要供應商有營運持續計劃? 如第二供應商	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	83	Do your key suppliers have a business continuity plan for material shortage? e.g. rare earth and minerals' sources 公司主要供應商有缺料時營運持續計劃? 如稀土和礦物供應來源	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customers 客戶	84	Do you have the correct contact details for all your customers? 所有公司客戶都有詳細的聯絡方式?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	85	Do you have any key customers who you will need to be in constant contact with during a crisis? 有任何重要客戶在危機的期間需要時常聯絡	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	86	Would it affect your business if one of your key customers went out of business? 如果公司主要客戶之一倒閉會影響公司的營運?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	87	Do your customers require that you have a BCP? 客戶需要公司營運持續計劃 BCP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	88	Do your customers have a BCP? 公司客戶有營運持續計劃 BCP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Location 位置	89	Have you thought about the types of risk that might occur due to the actions/operations of other businesses near to you? I.e. sewage works and risk of pollution 公司有沒有想過由於可能發生於其他企業的措施/作業接近公司的風險類型? 即污水處理廠和污染風險	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	90	Have you thought about the types of risk associated with environment? Eg. Water, climate, forestry etc. 公司有想過各種和環境有關的風險類型? 即水, 氣候和林業等.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insurance 保險	91	Do you have sufficient insurance to pay for disruption to business, cost of repairs, hiring temporary employees, leasing temporary accommodation and equipment. 公司是否有足夠的保險, 以支付業務中斷, 修理費用, 僱用臨時員工, 租賃臨時住宿和設備。	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	92	Do you have your insurance company's details in order to contact them immediately at the time of the incident? 公司有詳細的保險公司聯絡訊息以便在緊急事件時立刻聯絡他們?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

授權查核簽名 Authorized signature:

茲證明負責人或授權代表執行這個企業持續營運查核, 並在收到後 10 個工作天內以勾選或補充說明回覆各項目查檢問題。

The undersigned hereby certifies that be the authorized representative of the company with whole power to execute this BCM and return to Cameo within 10 working days of receipt by tick  or give additional remarks.

公司名稱(Company Name): \_\_\_\_\_

授權代表職稱(Authorized Representative Job Title) : \_\_\_\_\_

簽名(Signature): \_\_\_\_\_

