

January 2022

Disaster Recovery Policy Statement

- Pulp Friction Limited has developed a comprehensive Depot & IT disaster recovery plan.
- A formal risk assessment has been undertaken to determine the requirements for the plan.
- The plan covers all essential and critical depot & IT elements, systems and networks in accordance with key business activities.
- This plan must be tested periodically in a simulated environment to ensure it can be fully and effectively implemented in an emergency. This must also be done to ensure management and staff understand how it will be executed.
- All staff members must be made aware of this plan and their own respective roles in carrying it out.
- This disaster recovery plan must be kept up to date by Special Projects Dept. to take changing circumstances into account.

Objectives

The principal objective is to develop, test and document a well-structured and easily understood plan which will help the company recover as quickly and effectively as possible from an unforeseen disaster and emerge from the disaster fully able to provide 24 hour services to all customers and suppliers.

Special Projects Department

11th January 2022

Pulp Friction Limited Disaster Recovery plan

Potential Disaster	Prob Rating	Impact Rating	Brief description of potential consequences and Remedial actions
Fire	5	5	Depot closure loss of stock
Flood	1	1	Depot closure loss of stock
Act of Terrorism	1	1	Temp closure of depot
Act of Sabotage	1	1	Temp closure of depot
Electric power failure	3	1	Back up generator kicks in
Loss of communications Network services	4	2	Back up server of Synet office

1 = Low probability or impact

5 = High probability or impact

Disaster Recovery Team**contact****information**

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