

ROSCAN

ELECTRONICS

MEETING OUR RECOVERY POINT OBJECTIVE/RECOVERY TIME OBJECTIVE

TIME FRAME

Roscan Electronics Ltd. believes that two weeks is an acceptable and realistic time in which to recover to adequate, partial operation post disaster. This includes possible relocation to a temporary or new location.

Full operational recovery should be achieved within four working weeks post disaster.

DATA

Roscan Electronics Ltd. has deemed one working day to be an acceptable period of data to lose in the event of disaster.

We do not have offsite data protection.

Therefore: Essential data is automatically backed up to a removable drive each day. This removable drive is stored in a fire proof safe each night. Any data that has not been copied will be recovered by requesting any data sent by/to suppliers and customers from this period.

PERSONNEL

Personnel cover to complete essential tasks should be recovered within two working days. At least two members of staff are trained to carry out essential tasks. Periodic training is carried out to ensure that this can be achieved.

All policies and procedures are stored digitally as well as in hard copy. These policies and procedures are clear and understandable, easily followed by the reader.

COMMUNICATION

Roscan Electronics Ltd. has deemed two working days as an acceptable amount of time to re-establish lines of communication post disaster. This includes for repair to existing systems used or diversion to temporary or replacement communicative measures.

Communication between Members of Staff

Telephone numbers are kept by directors for all members of staff, so as to be able to keep communication open post disaster.

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PREVENTATIVE/PROTECTIVE MEASURES

To limit damage and loss in the event of a natural or human induced disaster, Roscan Electronics Ltd. has introduced the following preventative/protective measures:

- Surge Protectors on all essential pieces of electrical equipment
- Fire Prevention
 - Alarm
 - Accessible Fire Extinguishers
 - Appointed Fire Marshal
- Anti Virus Software on Computers
- Back up of essential digital data
- Insurance Coverage
- Hard Copies as well as Digital Data stored for essential records
- Up to date Health & Safety Policies
- Appointed First Aider
- Appointed Health & Safety Officer
- Risk Assessments carried out as appropriate, including Fire Risk Assessments



Nathan Martyn
MANAGING DIRECTOR