

ROSCAN

ELECTRONICS

MEETING OUR RECOVERY POINT OBJECTIVE/RECOVERY TIME OBJECTIVE

TIME FRAME

Roscan Electronics Ltd. believes that two weeks is acceptable and realistic to recover to adequate, partial operation post-disaster. Included in this time frame is a possible relocation to a temporary or new location. Full operational recovery is to 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 a disaster. Server data is backed-up to both a raid array and a cloud backup facility based in the UK. If the server array was not accessible, data is available via the cloud backup instantly.

PERSONNEL

Personnel cover to complete essential tasks is recoverable within two working days. At least two members of staff can carry out all essential tasks. Periodic training continues to ensure that this realisation. All policies and procedures are digital as well as in hard copy. These policies and procedures are clear and understandable, readily followed by the reader.

COMMUNICATION

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

Communication between Members of Staff - Telephone numbers are kept by directors for all staff members to maintain open communication post-disaster.

INFRASTRUCTURE

Roscan Electronics operates from two separate industrial units. If a disaster makes one unit unavailable, the second unit will continue production within three days.

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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

