



Use this checklist to quickly assess your manufacturing business's continuity readiness, uncover resilience gaps, and prioritise the actions and tools you need to stay operational through any disruption.

Production and operational resilience planning

| Question | Supporting Notes | Date | Status | Owner/s | Next Steps |
|--|--|------|--------|---------|------------|
| Have you identified your minimum viable company (MVC)? | These are the critical production lines, systems, or processes that must stay online to maintain customer commitments? | | | | |
| Are your continuity plans regularly tested and reviewed? | Look for software that supports version control, audit trails, and automated plan testing to ensure readiness against disruptions such as machinery breakdowns, cyber incidents, or power outages. | | | | |
| Have you mapped key operational dependencies (e.g., ERP/MES systems, specialist machinery, energy supply)? | Dependency mapping helps visualise how disruptions cascade across plants, production lines, and supporting services. | | | | |
| Can plant and operations teams access plans instantly? | Plans must be accessible across shifts, departments, and sites, with mobile-ready formats for fast decision-making during emergencies. | | | | |

Multi-site response co-ordination

| Question | Supporting Notes | Date | Status | Owner/s | Next Steps |
|---|--|------|--------|---------|------------|
| Can you manage continuity planning across all plants, warehouses, and offices from a central dashboard? | Your software should allow for real-time oversight and local plan customisation across multiple facilities. | | | | |
| Are plans standardised but site-specific? | Choose a system that allows templated master plans with flexibility for local risks, equipment, and regulatory requirements. | | | | |
| Do on-site teams have clear roles and ready-to-go playbooks? | Your platform should support site-specific workflows and auto-trigger responses based on incident type or severity. | | | | |

Supply chain resilience and vendor resilience

| Question | Supporting Notes | Date | Status | Owner/s | Next Steps |
|---|---|------|--------|---------|------------|
| Can you track vendor dependencies and alternate sourcing routes? | Effective software should capture supplier details, flag high-risk vendors, and support contingency planning. | | | | |
| Have you simulated scenarios like raw material shortages, logistics delays, or trade disruptions? | The platform should support impact analysis and what-if scenarios to stress-test your resilience. | | | | |
| Are escalation and alerting workflows built-in? | Look for automated notifications to procurement, logistics, and production managers when supply chain issues arise. | | | | |

Workforce readiness

| Question | Supporting Notes | Date | Status | Owner/s | Next Steps |
|--|---|------|--------|---------|------------|
| Are staff aware of their continuity roles and responsibilities? | Assign tasks and maintain training records within the BCM system to ensure clarity and accountability. | | | | |
| Do you have emergency communication channels in place? | Built-in SMS, email, and push notifications ensure rapid communication across shifts and sites. | | | | |
| Have you identified essential production, maintenance, and quality roles for critical scenarios? | The ability to tag critical personnel supports prioritisation and response planning when operating under constraints. | | | | |

Scenario testing and compliance

| Question | Supporting Notes | Date | Status | Owner/s | Next Steps |
|--|---|------|--------|---------|------------|
| Are you running regular simulations and tabletop exercises? | Your platform should support scenario configuration, testing logs, and continuous improvement cycles. | | | | |
| Are continuity plans aligned with industry standards such as ISO 22301, ISO 9001, or sector-specific safety regulations? | Compliance features help track alignment with key manufacturing standards and audit frameworks. | | | | |
| Can you provide audit-ready records for regulators, insurers, or customers? | Ensure your platform automatically logs updates, changes, and response actions for full traceability. | | | | |