

Supplier/Vendor Questionnaire

Class Description	Yes	No	N/A	Action Needed
1. Does your company have continuity plans in place that includes top management, a thorough risk assessment, and regular testing and review to ensure its effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do plans include the recovery of both business functions as well as IT applications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Is there any third-party verification of the plan's effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Who is responsible for the business continuity planning in the organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do you rely on any single source suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. How long would it take to replace these suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Do you have backup suppliers pre-qualified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Are there contingency plans to run production machinery with reduced staff, if full staffing is not possible temporarily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Are there multiple geographic locations that would allow for production/work to be moved to an unaffected/less affected location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are there production equipment redundancies at multiple locations, or do you have backup suppliers that can be used in the event of a work-stoppage event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Do you have excess product stored at offsite locations such that you can continue to distribute product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Do you have multiple product transportation providers, or multiple locations where your own vehicles are located, so you can continue to transport goods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Has a business impact analysis been completed to identify critical business/IT functions and the associated recovery time objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Is there a cybersecurity plan in place, and do you have a robust testing and continual upgrade plan in place to prevent cyber intrusion, hacking, or the compromise of sensitive data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Are there trained emergency response teams around the key exposures that would impact operations, such as fire, earthquake, hurricane, or tsunami?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Are there prearranged agreements with disaster restoration companies to move you to the "front of the line" in the event of a widespread emergency event? Does this include access to generators and water pumping equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17. Have recovery strategies been developed to meet established recovery time objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Has your company established a crisis communications plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. Does the plan include provisions for pandemics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20. Are the plans reviewed and tested at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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