

Business Continuity
Business Impact Analysis (B.I.A.)

FORM BC1

Department

Date Completed

Contact Details

1. Overview –Description of Department Functions:

OFFICIAL

2. Department Critical Function(s)

The impact of a disruption to the Critical Function(s) of this Department, and the impact of time on each of those Functions:

Critical Function	Summary of Activities	Specific Impact of Disruption	Impact over time (H.M.L.)						Justification / Consequences
			1 Hr	3 Hrs	1 Day	3 Days	1 Week	1 Month	
		Loss of Life/ serious injury							
		Criminal activities							
		Legal implications							
		Loss of public confidence							
		Other							
		Support to FMCF's							

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3. Timelines re - Criticality

Time scales by which we should aim to restore the Department Critical Function(s).

Critical Function	Minimum service required	Times within which the minimum level of service is required.	Justification for decision.

4. Key Dependencies.

Critical Function	Internal Dependencies	External Dependencies