

Backup Health Check

Can you recover your business when something goes wrong?

Tick each statement you can support with evidence. Leave uncertain answers unticked and note the follow-up action. Use this as a discussion guide with your IT team.

Business: _____ Reviewed by: _____

Date: _____ Next review: _____

Backup Strategy

- ☐ We have more than one backup copy of our critical data.
- ☐ At least one backup is stored off-site or in the cloud.
- ☐ Our backups are automated and run on schedule.
- ☐ Backup jobs are monitored for failures.

Microsoft 365

- ☐ We understand that OneDrive is primarily cloud storage, not a dedicated backup solution.
- ☐ Microsoft 365 mailboxes are protected.
- ☐ SharePoint and Teams data are included in our backup strategy.

Recovery

- ☐ We have successfully tested restoring files.
- ☐ We know approximately how long a full recovery would take.
- ☐ More than one person knows the recovery process.
- ☐ Backup credentials are securely documented.

Evidence to collect

Latest successful backup report, covered workloads, retention settings, last restore-test result and the recovery instructions.

Review the remaining layers

Infrastructure

- ☐ Servers are backed up.
- ☐ NAS devices are included in the backup plan.
- ☐ Critical workstations are protected where necessary.
- ☐ Backup destinations are separate from production storage.

Security

- ☐ Backup storage is protected against ransomware.
- ☐ Backup alerts are enabled.
- ☐ Recovery procedures are documented.
- ☐ Backup health is reviewed regularly.

Your review score: _____ / 19

16-19: many controls recorded | 11-15: several gaps | 6-10: substantial gaps | 0-5: few controls recorded. The score is a rough self-review aid, not proof that recovery will succeed. A missing critical backup or failed restore test matters at any score.

Priority actions

1. Action: _____

Owner: _____ Due date: _____

2. Action: _____

Owner: _____ Due date: _____

3. Action: _____

Owner: _____ Due date: _____

The useful test

A backup earns your trust when you can restore what the business needs. Record the result, the time taken and anything that must be fixed.