

Business continuity

Build a continuity plan from a short impact analysis, then record its review and tests.

For any small business

What it is for

A plan that says what you will do if people, premises, systems, a supplier or your records are lost, with its approval, yearly review and tests on record.

How to use it

1 About the firm

On the **Plan** tab say how many people and sites you have. The tier is suggested from your size, and you choose it.

2 Work the Plan

Fill in each part, or mark it not applicable with a reason. The Overview shows what the plan still needs.

3 Impact analysis

List each activity and how fast it must come back. Link the suppliers it depends on.

4 Contacts and documents

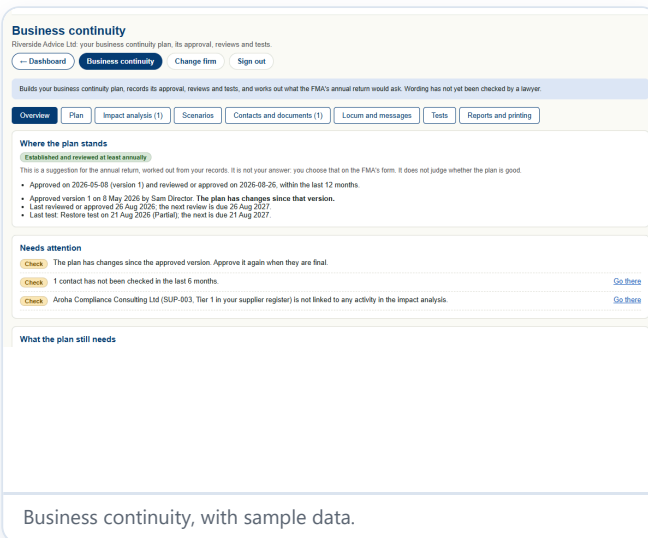
Add who to call and where key documents are kept off-site. Check contacts at least every six months.

5 Approve and review

Record the approval, then review it at least every year. The Overview shows when the next review is due.

6 Test and print

Record each test under **Tests**. Under **Reports and printing** print the plan and a one-page grab sheet.



Business continuity
Riverside Advice Ltd. your business continuity plan, its approval, reviews and tests.

Dashboard Business continuity Change firm Sign out

Builds your business continuity plan, records its approval, reviews and tests, and works out what the FMA's annual return would ask. Wording has not yet been checked by a lawyer.

Overview Plan Impact analysis (1) Scenarios Contacts and documents (1) Locum and messages Tests Reports and printing

Where the plan stands
Established and reviewed at least annually
This is a suggestion for the annual return, worked out from your records. It is not your answer; you choose that on the FMA's form. It does not judge whether the plan is good.

- Approved on 2025-05-08 (version 1) and reviewed or approved on 2025-08-26, within the last 12 months.
- Approved version 1 on 8 May 2026 by Sam Director. The plan has changes since that version.
- Last reviewed or approved: 26 Aug 2026; the next review is due 26 Aug 2027.
- Last test: Restore test on 21 Aug 2026 (Partial); the next is due 21 Aug 2027.

Needs attention

Check	Description	Action
Check	The plan has changes since the approved version. Approve it again when they are final.	Go there
Check	1 contact has not been checked in the last 6 months.	Go there
Check	Aroha Compliance Consulting Ltd (SUP-003, Tier 1 in your supplier register) is not linked to any activity in the impact analysis.	Go there

What the plan still needs

Business continuity, with sample data.

Before you start

- Decide who owns the plan.
- List the activities your business could not do without, and the key contacts.

Good habits

- Print the grab sheet and keep a copy away from your systems.
- Re-approve the plan after significant changes.
- Record every test, including ones that only partly worked.

How you sign in

Opens with a code we email to your administrator, because it holds more sensitive records.