

Business Interruption and Contingency Planning Worksheet

Business Interruption

- Are the plants/companies stand-alone or do they rely on each other for WIP or share work? (loss at one plant would affect another plant)
- If there was an incident at one of the plants, could the other plants help make up any loss in production?
- What are the normal operating hours? Is there any time at the plant to make up production? (off shifts or weekends)
- Do you have qualified subcontractors on a retainer (or other formal relationship)?
- Do you currently use subcontractors to perform manufacturing or another aspect of the operations on a regular basis?

Suppliers

- What are the major raw materials?
- How many suppliers do you have for each?
- Do you do any type of audit of your suppliers?
- Have you ever had an interruption to production due to a supplier?
- How many days of supplies/ raw materials do you keep on hand?

Customers

- What is the size of your customer base?
- Do you have one or two key customers that would cripple the operation if they were lost?
- What is the length of a typical contract?

Transportation

- How are raw materials received (truck, train, etc.)?
- Are there alternate means available?
- How is the finished product shipped (truck, train, etc.)?
- Are there alternate means available?

Key Production Equipment

- What is the key production equipment at each facility?
- Are there critical spares on site for key equipment?

- What type of preventative maintenance program do you have on the key equipment? (i.e. vibration analysis, regular lubrication, scheduled rebuilds, etc.)
- What is the lead time to obtain a new piece of equipment?
- Does purchasing/maintenance/engineering research the sale of used/refurbished equipment?
- Is key equipment subject to common loss or incident?
- Is storage separate from manufacturing? (fire walls)

Building Maintenance and Preventative Maintenance

- Is fire sprinkler protection provided? Is it adequate for occupancy?
- Are sprinkler systems tested and maintained per NFPA 25?
- Do you contact your insurance carrier with all changes in construction, occupancy, or protection?
This will ensure that Risk Management is incorporated into the project and protection remains adequate.
- Are roofs repaired/replaced as needed?
- Are electrical systems tested and inspected (i.e. infrared testing, transformer oil testing, operating circuit breakers, short circuit diagram completed for major renovations, etc.)?
- Are Hot Work Permits used to monitor cutting, welding, soldering, etc. (heat- or spark-producing operations)?
- Is an electrical lockout/tag-out program used?

Natural Catastrophe and Disaster Planning

- Are any of the plants exposed by floodwater (Zone A or B)? Is a flood emergency program in effect where applicable?
- Are any of the plants exposed by surface water or runoff?
- Would a major flood affect flow of raw material and/or shipments?
- Are any of the plants exposed by windstorms?
- Are any of the plants exposed by earthquakes?
- Are any of the plants exposed by snow loading? Roof elevation differences? Problems in the past?
- Is there a Plant Emergency Organization to deal with fires, spills, etc.? Is training provided and up to date?

Utilities

- How many electric feeds are provided to each plant?
- How reliable is the electric service?
- Is extra steam capacity available? (2 boilers present and only 1 needed)
- If no, are there provisions in place for a mobile unit?
- Is extra compressed air capacity available? (multiple air compressors, with only one needed)
- For climate controlled areas, is there backup air conditioning capacity available, etc.?

Exhaust, Volatile Organic Compounds (VOC), Etc.

- What type of fume system is being used? (carbon bed absorber, scrubbers, etc.)
- Can you operate under your current permits without VOC reduction in place?
- Is there a backup system in place?

Security

- Are there guards or a watch service at the plants?
- Are recorded rounds made?
- Are fire sprinkler control valves locked?
- Are there any monitored intrusion alarms?
- How are visitors signed in, monitored, and controlled?
- If someone sees a person walking around the plant, are they approached and questioned?

Contractor Control

- What type of procedures are in place to monitor contractors?
- Are certificates of insurance on file?
- Is safety/training orientation given?
- Do contractors follow all in-house safety procedures? (hot work, impairment handling, electrical lockout/tag-out, evacuation, etc.)
- Are contractors escorted while in the plant?