

CHECKLIST

Backup restore test checklist and sign-off sheet

From our guide: Backup restore test checklist: a quarterly plan and sign-off sheet. Read the full guide, with the reasoning and official sources, at www.missanglobal.com/resources/backup-restore-test-checklist/

Organisation _____

Completed by _____

Date _____

Before you test

- ☐ RPO (data you can lose) agreed with the business for each important system.
- ☐ RTO (time you can be down) agreed with the business for each important system.
- ☐ Isolated test location or network ready, so nothing is restored over a live system.

Quarterly plan

- ☐ Every month: restore a handful of files and one mailbox folder to a test location; open them and check dates.
- ☐ Quarter 1: full restore of the file server or main SharePoint sites, plus a Microsoft 365 mailbox and a OneDrive.
- ☐ Quarter 2: full restore of the ERP or accounting database to an isolated test server; finance checks a known figure.
- ☐ Quarter 3: restore a whole server from the off-site or cloud copy, not the local one.
- ☐ Quarter 4: tabletop exercise of a full outage, plus a restore of whichever system failed or ran slowest.

What to test

- ☐ Files: a folder from yesterday and one from the oldest point you keep; permissions came back; new shares are in scope.
- ☐ Mailboxes: a single email, a folder and a full mailbox, including a leaver's mailbox.

- ☐ Microsoft 365: a OneDrive folder, a SharePoint library and a Teams channel's files; backup uses its own credentials.
- ☐ Servers: whole machine restored to an isolated network; boots, services start, a user can do a normal task.
- ☐ Servers: at least once a year from the off-site or immutable copy.
- ☐ ERP database: restored with the application at the production version; finance checks against a known figure.
- ☐ Note every dependency: licence files, encryption keys, vendor portal, a person's memory.

Sign-off sheet (one per test)

- ☐ System and data restored: _____
- ☐ Backup copy used (local / off-site / cloud / immutable) and its date: _____
- ☐ RPO target _____ achieved _____
- ☐ RTO target _____ achieved _____
- ☐ Result: pass / pass with issues / fail
- ☐ Problems found: _____
- ☐ Fix, owner and due date: _____
- ☐ Data checked by (business user): _____ Date: _____
- ☐ Run by (engineer): _____ Accepted by (manager): _____ Date: _____

Want a second pair of eyes on this?

Our engineers can walk through this checklist with you and tell you which gaps to close first. Call **+971 6 562 6006** or write to us at www.missanglobal.com/contact-missan/. We reply within one business day.

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General information for planning, not legal or tax advice. Confirm the current position with the official sources linked in the guide.