
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Backup Audit Procedure	Number: I13-PR-200-001	
	Owner: Jeremy Case	Revision: 0	
	Effective Date: 12/17/2013	Page: 1 of 1	

1.0 Purpose

The purpose of this document is to define the best practices for auditing our backup system.

2.0 Scope

This procedure applies to the Giles Chemical backup system and should be performed weekly.

3.0 Responsibility

IT: will be responsible for performing this procedure.

Management: will be responsible for selecting files to be spot checked.

4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

N/A

6.0 Procedure

Once a week the system summary will be viewed and analyzed. This summary shows how much data (number of files and total backup size) is selected to be backed up and how much is actually being backed up. Any errors (which are usually missed files) will be inspected to ensure the backup is not missing critical data.

In the event that the backup is missing important files, the issue will be promptly fixed.

Also several (5 or more) files should be selected each week either by IT or a member of management to “spot check” our backup. A test restore could be run for these files to not only insure that it is being backed up, but that we can restore the file(s) if needed.

7.0 Reference Documents

N/A

8.0 Change Information

New Document

Controlled Document

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