**Backup Restore Verification Form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Responsible person** | | | | | |  | | | | | | | | | | | | | | | | | | |
| **Location** | | | | | |  | | | | | | | | | **Date** DD/MM/YY | | | | | ………………/………………/………………. | | | | |
| **Start Time** | |  | | | | **End Time** | | |  | | | | | | **Restoration Status** | | | | | | | | Successful □ | Unsuccessful □ |
| **Reason**  **For Restore** | HW Failure | | | | SQL Failure | | OS Failure | | | Verification/ Validation | | | | | Audit | | | | Test | | | Other | | |
|  | | | |  | |  | | |  | | | | |  | | | |  | | |  | | |
| **Restored** | Operating System | | | | SQL Database | | Patches | | | | Mail Box | | | User Account | | | File/ Folder | | | | Other | | | |
|  | | | |  | |  | | | |  | | |  | | |  | | | |  | | | |
| **Media** | | | HDD □ | | | Tape □ | | DVD □ | | | | | Cloud □ | | | | | Other □ | | | | | | |
| **Verification/ Validation** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Department 1** | | | |  | | | | | Successful | | | | | | | Comments | | | | | | | | |
| Checked By. | | | |  | | | | | Y □ | | | N □ | | | |  | | | | | | | | |
| Scenario 1 | | | |  | | | | | | | | | | | |
| Scenario 2 | | | |  | | | | | | | | | | | |
| Scenario 3 | | | |  | | | | | | | | | | | |
| Date/ Signature | | | |  | | | | | | | | | | | |
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| **Department 2** | | | |  | | | | | Successful | | | | | | | Comments | | | | | | | | |
| Checked By. | | | |  | | | | | Y □ | | | N □ | | | |  | | | | | | | | |
| Scenario 1 | | | |  | | | | | | | | | | | |
| Scenario 2 | | | |  | | | | | | | | | | | |
| Scenario 3 | | | |  | | | | | | | | | | | |
| Date/ Signature | | | |  | | | | | | | | | | | |
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| **Department 3** | | | |  | | | | | Successful | | | | | | | Comments | | | | | | | | |
| Checked By. | | | |  | | | | | Y □ | | | N □ | | | |  | | | | | | | | |
| Scenario 1 | | | |  | | | | | | | | | | | |
| Scenario 2 | | | |  | | | | | | | | | | | |
| Scenario 3 | | | |  | | | | | | | | | | | |
| Date/ Signature | | | |  | | | | | | | | | | | |
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| **Department 4** | | | |  | | | | | Successful | | | | | | | Comments | | | | | | | | |
| Checked By. | | | |  | | | | | Y □ | | | N □ | | | |  | | | | | | | | |
| Scenario 1 | | | |  | | | | | | | | | | | |
| Scenario 2 | | | |  | | | | | | | | | | | |
| Scenario 3 | | | |  | | | | | | | | | | | |
| Date/ Signature | | | |  | | | | | | | | | | | |
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| **Department 5** | | | |  | | | | | Successful | | | | | | | Comments | | | | | | | | |
| Checked By. | | | |  | | | | | Y □ | | | N □ | | | |  | | | | | | | | |
| Scenario 1 | | | |  | | | | | | | | | | | |
| Scenario 2 | | | |  | | | | | | | | | | | |
| Scenario 3 | | | |  | | | | | | | | | | | |
| Date/ Signature | | | |  | | | | | | | | | | | |
| **Remarks:** | | | | | | | | | | | | | | | | | | | | | | | | |
| IT Manager’s Certification Signature | | | | | | Comments | | | | | | | | | | | | | | | | | | |
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| Date | | | | | |
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