**Backup Audit Standard Operating Procedure (SOP)**

**Objective :**

To ensure the integrity, reliability, and security of backup systems through regular audits and gather comprehensive backup information.

**Scope :** This SOP applies to all backup systems, processes, and data within the organization. It includes on-premises and cloud solutions. We have a master audit sheet which covers all important backup fields.

**Frequency :**

Every 6 months Team will perform audits for all Backup Partners.

**Sample Audit Template**

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**Audit Location**

All audit reports should be saved in Audit folder under Respective Client folder at **ProVal Technologies Inc\NOC Team (ProVal Tech) – Documents\** **Backup Audits**

**Audit Finding :** We will review current backup setup, identifying potential gaps, deviation and providing recommendations for improvements.

* Backup Solution Version
* Backup jobs and frequency
* Un Protected volume
* Offsite is pending for any machine
* Free space on backup targets
* Local and offsite retention.
* Legacy OS and backup solutions
* Other points if any

**Reporting :**

Review Audit report and note deviations as comments

Share the audit finding with client on **Autotask** and discuss Key items during the Client call.

Create recurring ticket on **Autotask** to ensure it is not missed.

**Send an Email to client with Subject:** Half yearly Backup Infrastructure Audit Results from Autotask