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

**Objective:** To ensure that backup systems are functioning correctly, and that data can be successfully restored in case of a data Disaster event.

**Scope:** This SOP applies to ensuring Completion of Backup Testing for all clients.

**Backup Testing :**

* We will perform Boot Test for all managed servers every Quarter.
* Virtual Boot performed with latest backup.
* Virtual Boot performed without NIC connected.
* If we see any boot issue we assign ticket to client for new backup chain if needed.
* Backup testing report will be share last week of every Quarter.

**Backup Testing Result Presentation:**

**Total Virtual Boot:**

**Completed:**

**Pending:**

**Email template:**

**Subject:** Quarterly Virtual boot testing report.

**Documentation and Reporting:**

1. Create one Quarterly recurring Ticket on Autotask.
2. Share the test report with relevant stakeholders over the email/CW/Meetings on Completion
3. Once done update it in Internal Autotask ticket.
4. Update client about task completion on Client meeting