# Steps to your Business Continuity Solution

At QMS, we work with you every step of the way to help you create a tailored continuity solution that fits with your business needs and activities. To show you the road ahead, here's an overview of what to expect.



# Signing up

If you're happy with this quote, we'll send you our New Service Form. You will need to fill this out and pay the fee for the service. Once this is returned to us, we can get the ball rolling!



# **Booking**

Our Booking Team will get in touch to put your first consultation in the calendar. This could be an on-site visit or a remote consultation with one of our experts. To prepare, you may like to find your current continuity documents, but this isn't necessary.



## Consultation

Your consultant will get to grips with your business during your appointment, learning its key functions and processes. Using this information, they will evaluate the gaps in your planning and put the essential information into a gap analysis report.



# **Planning**

Using the information learned from the gap analysis report and the appointment, your consultant will perform a high-level business impact assessment, which will evaluate the outcomes of disruption on your business, as well as a risk assessment.



### Get connected

For easy and secure access, we'll upload your gap analysis report and business impact assessment to our online platform, QMS Connect.



# **Business continuity plan**

Using the reports and information gathered, your consultant will populate your bespoke business continuity plan, which will contain all of the processes your business needs to implement in order to deal with a disruption.



### Follow-up appointment

Once your plan is populated, your consultant will be in touch again to go through the plan and other documentation with you.



## **Optional annual review**

Your business will change over time, so to help you stay on top of your risks, you also have the option of having one of our consultants return each year to conduct a review and/or carry out test exercises. You can discuss this with your sales rep.



