# CONTINUITY AUDIT

Identify the functions that are too dependent on one person - including you.

| Critical function | Primary person | Backup | Instructions? | Access? | Risk if absent |
|---|---|---|---|---|---|
| | | | ☐ Y ☐ N | ☐ Y ☐ N | |
| | | | ☐ Y ☐ N | ☐ Y ☐ N | |
| | | | ☐ Y ☐ N | ☐ Y ☐ N | |
| | | | ☐ Y ☐ N | ☐ Y ☐ N | |
| | | | ☐ Y ☐ N | ☐ Y ☐ N | |

## Where are we most exposed?

Three functions currently dependent on one person:

1.
2.
3.

## My own role

Five things I currently do that the business depends on me to do:

1.
2.
3.
4.
5.

Which of these actually require me?