

Disaster Recovery Plan

Interprint understands that in the unlikely event of a major disaster, insurance alone cannot ensure business continuity. It has been proven that in the event of a disaster, informed actions based on a properly researched Business Continuity Plan (BCP) can enable a business to resume commercial viability within hours and ensure continuity of service to the customer.

Our BCP combines careful risk assessment, preventive measures, contingency planning and the support of professional business recovery services. By having such a plan in place, the chances of a disaster overtaking our business are removed. At Interprint, we have identified a range of conceivable 'disaster' scenarios, from IT loss to a natural disaster and have strategic plans in place to deal with all such eventualities.

Most importantly, Interprint aims to maintain the continuity of service to our customers in the event of a disaster, achievable in a number of ways depending on the scale of interruption.

Planning for the Worst...

Interprint comprises two separate units. The benefit of which that, in the unlikely event that one unit were out of action, we would still have the remaining units to carry on business operations. In terms of business continuity, this is an advantage which Interprint has over many printing companies.

If specific printing equipment at our site were seriously damaged, we have made reciprocal agreements with other printing companies that they will commit 25% of their operating capacity so that we can ensure continuation of supply and fulfil our customers' requirements. These agreements include provision for both litho, digital and wide format contacts, and will continue until the relevant equipment has either been restored to complete working order or replacement equipment has been installed.

At Interprint, we have identified and recorded vital operations, staff and equipment most critical factors will be prioritised in the event of a disaster scenario comprising our operations. Interprint works in close conjunction with a Disaster Recovery Service Company approved by our insurance broker. Within 24 hours of a disaster, this Company will provide Interprint with a range of services such as replacement IT equipment, data salvage, provisions of hot-sites, and professional equipment restoration and recovery.

As part of our tailored BCP, Interprint has ensured that all company-specific computer data vital to continuous operation is backed up daily and stored in a secure location off-site.

An important outcome of our BCP is the completion of a comprehensive risk assessment, vulnerabilities within the company's operations have been identified with measures taken to rectify and reduce them. The 'Counter Disaster Strategy' ensure that Interprint maintains its most durable and effective operation against occurrences. The risk assessment procedure is ongoing at Interprint.

We continuously strive to improve our ability to react positively to any disaster. In the event of a disaster Interprint recognises the importance of maintaining close communications with you, our customers, as you are the driving force behind our Company. We will ensure you are kept informed of progress at all times during these events.

Computer Failure / Hardware Replacement

The replacement of 90% of Interprint's computer hardware can be sourced within 7 days (fully insured).

Software Replacement

This should not be required as all programmes are backed up and held off site. However most software used by Interprint could be sourced within 24 hours.

Data Back Up

All data on Interprint servers is backed up and stored off site. However it has been noted that it would take up to a week to rebuild the systems and that a maximum of 2 days data could be lost due to timing of any incident. This was felt to be an acceptable risk.

Conclusion

Interprint has natural disaster coverage in having two sites. This has however now been supplemented by arrangements to cover areas not duplicated from factory to factory. Interprint also now has the frame work to work with other suppliers to cover almost all disaster situations that may occur to Interprint.