

WESTCOUNTRY

STORAGE

SOLUTIONS

Ashburton: TEL: 01626 821971 FAX: 01626 821972

Exeter: TEL: 01392 434805 FAX: 01392 436843

Plymouth: TEL: 01752 365740 FAX: 01752 351463

[E-Mail: info@westcountrystoragesolutions.com](mailto:info@westcountrystoragesolutions.com)

[Website: www.westcountrystoragesolutions.com](http://www.westcountrystoragesolutions.com)

The Old Quarry

Caton Cross

Ashburton

Devon

TQ13 7LH

VAT NUMBER: 896 1486 71

Business Continuity Policy

Westcountry Storage Solutions recognises its responsibility to operate and maintain a comprehensive Business Continuity Management System (BCMS) into the Ashburton Site including Exeter and Plymouth. The objective of the system is to develop, test and maintain structured and coherent plans to enable Westcountry Storage Solutions to recover its critical business functions to customers and suppliers as quickly as possible in the event of a disaster or an event that significantly disrupts normal operation to any of its business units or critical business support services.

The BCMS involves management and staff at all levels to ensure that essential and business critical activities are resilient. The system requires that...

- 1- Appropriate risk assessments are carried out by competent personnel to identify where significant damage to the business could materialise.
- 2- At least once a year an exercise will be conducted to test the effectiveness of Westcountry Storage Solutions business continuity arrangements. The performance of which will be reviewed by the BCM team and the Partnership.
- 3- At least twice a year departmental exercises will be conducted to test specific elements of the business continuity arrangements, coordinated by the business continuity and compliance manager.
- 4- All personnel will be made aware of their local plans and of their roles within Westcountry Storage Solutions business continuity plans.
- 5- The BCMS will be reviewed by scheduled audit and annual directors meetings. Where necessary the system will be amended to take into account changing business circumstances and external influences.

Scope of the BCMS

The BCMS applies to the Westcountry Storage Facilities in Ashburton, Exeter and Plymouth and includes all business functions relating to and supporting the business, loading and delivery of Archive material including warehousing and storage and internal and external logistics. January 2012:- Issue – final- review date January 2013

Commitment and resource

Westcountry Storage Solutions has commitment to the BCMS from the company Directors. A Business Continuity Group exists to determine and drive appropriate strategies for the development of business continuity within Westcountry Storage Solutions. To assure that the BCM Programme is robustly driven there will be a requirement to use internal expertise supported by appropriate additional training. The Business Continuity and Compliance manager will coordinate all BCMS activities for Westcountry Storage Solutions and the Business Continuity Group will meet regularly to facilitate the overall coordination of the BCM programme.

Training, Exercising and Review

All Business Continuity Plans will be reviewed by the owning departments at least every 12 (twelve) months. The Directors may request interim reviews where required.

Policy Approval and Review

This policy applies from the 1st January 2014 and is reviewed annually.