

# Critical System Review Form

System: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

## Identify:

Description of this system: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does this system have a Critical element whose failure can cause significant disruption and cost to the operation? Y/N \_\_\_\_ If Yes, then if failure occurs note associated costs below.

## Quantify:

Determine how Critical this system is to the operation ( scale 1 to 10, low to high) \_\_\_\_

- |  |       |                   |
|--|-------|-------------------|
| 1. Will Production be delayed?                                 | Y / N | cost \$ _____     |
| 2. Will Shipping be delayed?                                   | Y / N | cost \$ _____     |
| 3. Will the Quality or value of products be affected?          | Y / N | cost \$ _____     |
| 4. Number of people who cannot work: _____ x \$_____/hr/60 =   |       | cost \$ _____/min |
| 5. Number of other systems or operations affected / associated |       | cost \$ _____/min |

How long will it take to replace / repair major faults to this system?

1. Less than 5 minutes
2. Between 5 minutes and 30 minutes
3. Between 30 minutes and 12 hours
4. 12 hours to several days

## Plan:

1. Are there crucial spare parts in-stock at the facility? \_\_\_\_\_
2. Are these spare parts up-to-date and ready to run? \_\_\_\_\_
3. Is all critical set-up information available for immediate use? \_\_\_\_\_
4. Is there a tested emergency plan in writing? \_\_\_\_\_
5. When was the last emergency back-up test conducted? \_\_\_\_\_
6. Has everyone been trained in back-up procedures? \_\_\_\_\_

Future Status:

What level of continuity is most cost-effective for this system?

Cost Estimates to achieve each level:

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_