

Business Continuity Planning service

Create Business Continuity Plan to reduce risk and promote recovery of your business whilst satisfying your insurance company and meeting customer expectations

The Business Continuity Planning service from BPIF Business is offered to help printers plan effectively to cope with disasters.

Printers have used this support service to satisfy their need for risk management and recovery planning. Such plans are also an increasingly important requirement for insurers and professional print buyers.

Indications are that one in three businesses will encounter some form of business disruption and one in five a significant disruption or 'disaster' in a five year period. With around 38,000 fires per annum in commercial type buildings, it becomes clearer why these statistics apply – and fire is just one of a multitude of risks. Unfortunately the outcome may be that some 40% of businesses fail outright and a further 40% fail to fully recover within 18 months.

The BPIF Business Continuity Planning service provides a structured approach to help deal with these challenges.

Key benefits

Our Business Continuity Planning service can help your organisation:

- Plan to keep the business going should disaster strike
- Satisfy insurance requirements
- Meet customer requirements
- Eliminate, reduce or manage risks
- Develop recovery strategies for key processes and your business as a whole
- Raise overall awareness so that future change processes consider risk impact
- Ensure effective review processes exist
- Institute 'best practice'
- Win more tenders



What is involved?

The BPIF Business Continuity expert can:

- Conduct a review of the site
- Create an initial briefing document to raise awareness and discussion
- Conduct a Risk Analysis and a Business Impact Analysis
- Identify aspects which might increase the possibility of business interruption or might prevent or significantly impeded business recovery
- Develop with your team, appropriate strategies to promote recovery
- Ensure a training plan is in place to support your staff
- Produce a report of prioritised actions and risks critical to recovery

- Create a written Business Continuity Plan
- Undertake regular follow-up onsite audits to ensure plans remain relevant

Each Business Continuity Plan is developed with the specific needs of print organisation in mind, whilst leveraging elements of good practice from across the print industry.

How long does it take?

The time taken depends on the size and nature of your organisation and is typically between 4 and 8 days spread over a period of usually not less than 3 weeks.

How to find out more

To arrange to speak to or meet with one of our experts please e-mail gil.reid-robbins@bpif.org.uk or call on 020 7915 8345.

Can we help you further?

The BPIF and ViP offer a wide range of customised support services, programmes and courses for printers, designed and delivered by print industry specialists. If you would like to know more about any of these, please tick those you are interested in and fax this to Gil Reid-Robbins, Head of BPIF Business on 020 7405 7784, or call her on 020 7915 8345 or email gil.reid-robbins@bpif.org.uk.

SUPPORT FROM BPIF BUSINESS

Health, safety and environment

- Health & Safety Healthcheck
- Health & Safety Management Schemes
- Standards Gap Analyses & Improvement Programmes for
 - ISO 14001 (Environment)
 - OHSAS 18001 (Health & Safety)
 - FSC Chain of Custody
- Environmental Healthcheck
- Integrated Management Systems Support
- Noise Surveys
- Occupational Health Management Schemes
- Interim Health & Safety Managers
- Business Continuity Planning

Technical

- Technology Healthcheck
- Design and Print Unit Reviews for In-plants
- Workflow and Pre-press Reviews
- Digital Business Development
- Press and Post-press Investment Support
- Management Information Systems Support
- ISO 12647: Colour Management Support
- ISO 7799: Security Support
- Dispute Resolution and Expert Witnesses

Business development

- Standards Gap Analyses & Improvement Programmes for:
 - ISO 9001 (Quality)
 - PAS 75 (Customer Service)
- Cost Rates Reviews
- Financial Management
- Business Planning
- Sales Development
- Market Research and Development
- Marketing Planning and Implementation
- Interim Management and Mentoring
- Factory Layout and Planning
- Purchasing and Supply Chain Management
- Website Development and Internet Marketing

BUYING AND SELLING FROM BPIF MCINNES CORPORATE

- Acquisitions and Mergers
- Grooming for Sale
- Business Valuations

LEGAL SERVICES FROM BPIF LEGAL

- Mediation

SHORT COURSES FROM BPIF BUSINESS

Courses can be open or delivered in-house:

For a complete list of all the courses we offer visit:

www.britishprint.com/shortcourses

Health, safety and environment

- Health & Safety for Managers and Supervisors
- Environmental Briefing for Managers
- Manual Handling Training
- IOSH Managing Safely
- CoSHH Assessment
- Risk Assessment Training, inc Fire
- Occupational Health Awareness

Technical

- Introduction to Print Processes
- Introduction to Print Technology (3 Days)
- Print Production Planning
- Introduction to Print Estimating

Business development

- Getting the Sale
- Advanced Sales Management Skills
- Digital Sales Solutions
- Sales and Marketing
- Customer Service
- The Supervisor Role

HR SUPPORT FROM BPIF

- HR Healthchecks
- HR Policy and Documentation
- HR Management Schemes
- Organisational Restructuring
- Absence Management Workshops

WORK-BASED TRAINING FROM BPIF TRAINING

- NVQs
- Apprenticeships
- Professional Certificate in Print Management
- Technical Certificate

PROCESS IMPROVEMENT FROM VIP

- Premier Snapshot (diagnostic)
- Modular Improvement Programme (10-25 staff)
- Kickstart (26-50 staff)
- Masterclass (50+ staff)
- Office and Pre-press Change Cycle
- Team Leader Training with BPIF Training
- Materials Waste Reduction

Your name _____

Job title _____

Company name _____

Address _____

Telephone _____

E-mail _____