ASSURED DIGITAL

MANUFACTURING / IT & INFRASTRUCTURE

Recovery acceptance record

ERP order release and carrier booking

COMPLETED PRACTICE RECORD

1	**Restore** Recovery owner	Database restored. The test order matched the approved control record.
2	**Prove access** Identity owner	Authorised operator signed in and opened the controlled order.
3	**Fix the break** Integration owner	Carrier authentication failed. The approved credentials were restored.
4	**Retest and sign** Operations owner	Carrier booking reference captured. IT verified the connection and Operations approved restart.

Before calling it recovered, ask the authorised operator to complete the real task and record the result.

USE IT ON YOUR NEXT JOB

Which step remains blocked?

_____

What proves the task works again?

_____

Owner _____ Evidence reference _____

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Your working record

Type in the shaded fields or print a copy for your team.

01 Critical task and business acceptance owner

Name the operator, task and person authorised to sign it off.

02 Recovery targets and actual times

Record the target restoration time and acceptable data loss, then actual start and completion.

03 Dependencies and fallback route

Include identity, access, external integration and the approved route if normal sign-in fails.

04 Test result and evidence

Record who ran the test, what worked and a reference to the approved evidence.

05 Failure, corrective action and retest

Record the first failed dependency, who owns the fix and the retest result.

06 Go or no-go, signed by

Name the decision maker, date and any limits on returning to normal.

Keep sensitive material in approved systems. Record references here.