OperationsIP

OIP-SEC-007 · Version 1.0 · Effective 1 December 2026

Backup, Business Continuity and Disaster Recovery Plan

This plan explains how OperationsIP is backed up and how we recover from a major outage.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-SEC-007	1.0	1 December 2026	Director	December 2027

Plan · Security

Legal and standards basis

- ISO/IEC 27001:2022 Annex A 5.29, 5.30 and 8.13
- ISO 22301 (guidance)

1. Backups

- Daily backups of the database, plus point-in-time recovery
- Backups are encrypted and kept for up to 30 days, then overwritten
- We test a restore at least every 6 months

2. Recovery targets

Measure	Target
Recovery time (back online)	8 hours for a major outage
Recovery point (data lost at most)	1 hour

3. If a provider has an outage

1. We confirm the cause and post an update on the status page

2. We tell affected Owners by email
3. We restore service from backup or a different region if the outage is long
4. We review and improve the plan after

4. Customers' own continuity

Businesses can export timesheets to CSV at any time. We recommend exporting before each pay run.

OperationsIP by Filo Cleano Services Pty Ltd · operationsip.com · Printed copies are uncontrolled. The current version is always online.