LDMS (Windows) Backup Checklist

Database backups ensure that data from your laboratory will be safe in the effect of a system failure. Use this checklist to help ensure that your laboratory is making LDMS database backups as expected.

Date: _____

Reviewer Name: _____

☐ Verify that the laboratory has a backup method in place.

Backup method: _____

☐ Determine the frequency that the laboratory performs backups

Backup frequency: _____

☐ Determine the person responsible for performing backups.

Contact's name: _____

Alternative contact's name: _____

☐ Identify any laboratory-specific SOPs about the backup process

SOP name(s)/number(s): _____

_____

Date of SOP update/review: _____

☐ Verify the date of the last backup by asking the laboratory to produce the last backup file.

File date of last backup: _____

☐ Verify that the laboratory does not overwrite their last successful backup (check for a second backup)

☐ Verify that the laboratory has a system in place for periodically checking the integrity of the backup process.

Date that the integrity of the backup process was last verified: _____

How was the integrity of the backup process verified? _____

_____

Comments

_____

_____

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