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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More information and LDMS resources is available at LDMS.org