

Recovery test record

Blank template / Isolated restore exercise

Record the recovery targets, the restore checks and the measured result.

Check	Evidence to collect	Result
Restore database	Start and finish times	To record
Check latest records	Recovered record timestamp	To record
Open invoice & files	Correct totals and usable attachments	To record

RPO / RTO targets

To agree for the project before the exercise.

Measured recovery

Record actual data loss and time to usable service, then compare with both targets.

A recovery owner reviews the result and assigns any follow-up actions. This template contains no completed test results.

Illustrative only. No client data or completed audit.