

SCHEDULE 15 BUSINESS CONTINUITY PLAN**1. Introduction**

- 1.1 In accordance with clause 10 (Business Continuity), the Contractor shall comply with its obligations as set out in this Schedule 15.
- 1.2 The Authority may at all reasonable times inspect and satisfy itself as to the adequacy of the Business Continuity Plan.
- 1.3 The Contractor shall produce its Business Continuity Plan by Service Commencement Date, which shall be an Annex to this Schedule 15.

2. Business Continuity Plan

- 2.1 The Business Continuity Plan shall provide for three major scenarios:
 - (a) support to the Establishment in the event of an incident at an Establishment;
 - (b) continuation of the Training Services in the event of failures in the Contractor's business or availability of SQEP; and
 - (c) continuity of Training Services during the transition to the Follow-On Contractor.

3. Support to an Establishment Incident

- 3.1 The Business Continuity Plan shall be compatible with and, where practicable, actively support the Authority's business continuity plans for each Establishment. The Contractor shall participate in Authority initiated business continuity exercises initiated on Establishments, amending the relevant procedures detailed in the Deliverable Quality Plan as necessary to reflect lessons learnt.
- 3.2 Where an incident occurs that has a major impact on Establishment operations, the Contractor shall support the Authority in the execution of its business continuity plan and the subsequent restoration of normal services.

4. Continuation of Training Services

- 4.1 The Business Continuity Plan shall include provisions for maintaining the Training Services where support is provided from the Contractor or Sub-Contractor's premises. The Business Continuity Plan shall include, as a minimum, responses to the following situations:
 - (a) a key Sub-Contractor fails to deliver its contracted outputs;
 - (b) the TAFMIS (or replacement) fails;
 - (c) Contractor Employees who are critical to the delivery of the Contract are unexpectedly absent for a prolonged period; and
 - (d) physical incidents such as fire or theft at the Contractor's premises.
- 4.2 At least one scenario in the Contractor's Business Continuity Plan shall be exercised annually at each major Establishment; Collingwood, Raleigh and

BRNC Dartmouth, and the results shall be reported to the Level 3 Chairman within four weeks of completion.

5. Continuity of Services during the Transition to another Provider

- 5.1 In accordance with clause 70 (Co-operation on Expiry or Termination of Contract), clause 73 (Exit Plan) and Schedule 5 (Transition), the Contractor shall co-operate fully with the transfer of responsibility for provision of the Training Services (or any part) from the Contractor to a Follow-On Contractor or to the Authority as so directed by the Authority upon expiry or termination of the Contract.

ANNEX A BUSINESS CONTINUITY PLAN