



ACTION PLAN FOR MACHINERY BREAKDOWN – GUIDE

The purpose of an action plan is to assist in the event of a claim where your machinery is unusable due to a natural disaster or forced outage. An action plan assists in terms of suggestions for the best response process and also assists with steps to help get the business back into an operational mode as soon as safe and practical to do so.

Any plan should be reviewed periodically (say every 6 months) to make sure it is still relevant and achievable.

We have developed up a draft sample plan for a business that relies on machinery to operate. As each business is unique, we recommend you prepare your own specific action plan for your business. Depending on the size of your business and the processes involved, an action plan may cover a specific department or the business as a whole. We have included some sample text in places to help you get started. Please replace with your relevant information.

Once you have prepared your plan, make sure you test it through to ensure you have all the relevant details that you need if you experience machinery breakdown.

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ACTION PLAN FOR MACHINERY BREAKDOWN:

Business Name: _____

Business Location: _____

Name of person responsible for action plan: _____

Contact Details of all key personnel:

NAME	CONTACT DETAILS EMAIL, HOME ADDRESS AND PHONE

INITIAL ASSESSMENT:

Identify business critical processes and equipment. For each, consider the potential risks to the business if they were unavailable without warning. This may include the breakdown of critical equipment such as a piece of equipment in an industrial plant that stops the business processing or manufacturing the items.

RANK	CRITICAL BUSINESS AREAS	IMPACT IF FAILED	CURRENT PROTECTION STRATEGIES

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RISK ASSESSMENT:

For each of the areas identified above provide further detail on the specifics in the event of a disaster or breakdown.

BUSINESS RISK	IMPACT	LIKELIHOOD	MITIGATION STRATEGY	CONTINGENCY PLAN
Computer crashing/ breaking / getting lost	High	Unlikely	All program and software files have been backed periodically (at least once a month) on external hard drive that is kept off premises All document files are stored in the cloud on dropbox All software is cloud based and not reliant on local applications.	Access offsite spare computer and log in using credentials provided below.

BUSINESS RISK	IMPACT	LIKELIHOOD	MITIGATION STRATEGY	CONTINGENCY PLAN

IN THE EVENT OF A BREAKDOWN OR CLAIM EVENT

In the event of a breakdown or claim event:

1. Contact emergency services if required on 000
2. Ensure employee safety
3. Secure the location
4. Turn off power to the equipment
5. If possible, move refrigerated stock to another location to avoid deterioration
6. Contact your insurance broker to notify them of the claim (see contact details below)
7. Contact the appropriate service repair person

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INSURANCE DETAILS

For ease of reference keep your insurance details up to date and accurate.

ITEM	ENTER DETAILS
Insurance Type	
Insurance Provider and Contact Details (Claims)	
Policy Number	
Policy Coverage and Exclusions Include Reference to any Endorsements	
Broker Contact	
Next Renewal Date	

KEY PIECES OF INFORMATION

List details of items such as location of spare keys, location of documents, back up disks, external hard drives, paperwork for machinery, logins to systems, passwords (or who has the passwords) etc

OBJECT	CHECKED/ REVIEWED DATE	PERSON RESPONSIBLE

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SUPPLIER INFORMATION CALL LIST

List all your qualified service providers and repairers

TYPE	DESCRIPTION OF EQUIPMENT	SUPPLIER	DATE PURCHASED	CONTACT	WARRANTY DETAILS

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