

# Daily Database Backup Procedures Template

Date:

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Prepared By:

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## Backup Checklist

Step	Description	Completed (âœ“)	Comments
1	Verify database connection and availability		
2	Initiate backup process (manual or scheduled)		
3	Confirm successful completion of backup		
4	Store backup files in designated location		
5	Verify backup file integrity		
6	Document any issues or errors encountered		

## Backup Details

Database Name	Backup Time	Backup Type	File Name/Location	Status	Notes

## Remarks / Issues

Time/Step	Description	Action Taken

Reviewed By:

Date:

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