

Daily Database Backup Procedures Template

Date:

Prepared By:

Backup Checklist

Step	Description	Completed (✓)	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:
