ECTU Central Office SOP ECTU_IT_25: Disaster Recovery Test

Version No:	2.0
Issue Date:	08 Jul 2024
Effective Date:	22 Jul 2024

Authorship and Approval			
Name and Designation	Author/Reviewer /Approval/ Authorisation	Date	Signature
Tim Duncan, Senior Software Developer	Author	28-Jun-2024	*Tim Duncan.*
Ronnie Harkness, Senior Software Developer	Reviewer	08-Jul-2024	*Ronald Harkess* Ronald Harkess (Jul 8, 2024 10:11 GMT+1)
Kenton D'Mellow, Data Management & Programming Team Lead	Approver	28-Jun-2024	Kenton D'Mellow (Jun 28, 2024 13:57 GMT+1)
Tanya Tharakan QA Manager	QA Authorisation	08-Jul-2024	Tanya Tharakan (Jul 8, 2024 10:53 GMT+1)

Document Revision History		
Version No.	Effective Date	Summary of Revisions
1.0	8th October 2018	Initial creation
2.0	22 Jul 2024	Extensive changes made throughout to detail tasks related to bespoke databases.

The user of this document is responsible for ensuring it is the current version.

1.0 PURPOSE

This Standard Operating Procedure (SOP) describes the process for testing the University of Edinburgh (UoE) disaster recovery process for bespoke databases developed by the Edinburgh Clinical Trials Unit (ECTU).

2.0 SCOPE

This SOP applies to all University of Edinburgh staff employed within ECTU that develop bespoke databases.

3.0 RESPONSIBILITIES

This SOP is applicable to all ECTU Software Developers who are involved in bespoke database management.

4.0 PROCEDURE

4.1 Preparing for a Disaster Recovery Test

4.1.1 A disaster recovery process test must be performed every 2 years.

4.1.2 Contact the WGH IT team to agree a testing date

4.2 Performing the Disaster Recovery Test

4.2.1 With the support of the WGH IT Team, a copy of the selected project database and Webapp are made.

4.2.2 The WGH IT prepares a blank database to restore the back up into. After restoring the backup, it is then compared to the live database. An exact match is expected between the schemas.

4.2.3 When comparing the data, any differences will be investigated to confirm they are due to changes that occurred after backup. The audit trails could be used for this purpose.

4.2.4 Configure the recovery Webapp to point to the recovered database. Perform a brief review to confirm accuracy.

4.2.5 Perform a file comparison between the recovery Webapp folder and the live Webapp folder, to confirm that they are identical (apart from the change to the configuration files).

4.3 Successful Test Outcome

4.3.1 If section 4.2 has been completed successfully, inform the WGH IT team to remove the recovery Webapp and database.

The user of this document is responsible for ensuring it is the current version.

4.3.2 Record the successful test outcome, with supporting evidence, the output from the database comparison and webapp file comparison, in [Disaster Recovery Test](#) folder on the shared drive

4.4 Unsuccessful Test Outcome

4.4.1 If any of the following occur then the test is considered unsuccessful -
- The recovery process fails,
- Database Schema comparison fails,
- Data comparison fails, and difference cannot be attributed to changes since backup,
- File comparison of the Webapp folder fails.

If any of the above occur, then repeat steps from section 4.2

4.4.3 If the test is now successful, record the outcome on the IT008 Disaster Recovery Test template and follow the steps for a successful test outcome

4.4.4 If the test is unsuccessful, contact the WGH IT team and inform them an investigation must be carried out to determine the reason for the failed test.

4.4.5 Once WGH IT have rectified the fault, perform a new disaster recovery test following the steps described in this SOP.

5.0 RELEVANT DOCUMENTS AND REFERENCES

- **IT008 ECTU Disaster Recovery Test Template** ([on shared drive](#))

The user of this document is responsible for ensuring it is the current version.

ECTU_SOP_IT_25 Disaster Recovery Test v2.0

Final Audit Report   2024-07-08

Created:	2024-06-28 (British Summer Time)
By:	Tanya Tharakan (tanya.tharakan@ed.ac.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnV4hETOxrt2s2t5IEh0mHKck0GCgsV7r

"ECTU_SOP_IT_25 Disaster Recovery Test v2.0" History

🗎 Document created by Tanya Tharakan (tanya.tharakan@ed.ac.uk)
2024-06-28 - 13:52:36 GMT+1- IP address: 192.41.114.230

✉ Document emailed to Tim Duncan (tim.duncan@ed.ac.uk) for signature
2024-06-28 - 13:56:52 GMT+1

✉ Document emailed to Ronald Harkess (rharkess@exseed.ed.ac.uk) for signature
2024-06-28 - 13:56:52 GMT+1

✉ Document emailed to Kenton D'Mellow (Kenton.D'Mellow@ed.ac.uk) for signature
2024-06-28 - 13:56:52 GMT+1

✉ Document emailed to Tanya Tharakan (tanya.tharakan@ed.ac.uk) for signature
2024-06-28 - 13:56:52 GMT+1

🗎 Email viewed by Kenton D'Mellow (Kenton.D'Mellow@ed.ac.uk)
2024-06-28 - 13:57:24 GMT+1- IP address: 104.47.11.62

✍ Document e-signed by Kenton D'Mellow (Kenton.D'Mellow@ed.ac.uk)
Signature Date: 2024-06-28 - 13:57:39 GMT+1 - Time Source: server- IP address: 192.41.114.224

🗎 Email viewed by Tim Duncan (tim.duncan@ed.ac.uk)
2024-06-28 - 14:57:46 GMT+1- IP address: 104.47.11.126

✍ Document e-signed by Tim Duncan (tim.duncan@ed.ac.uk)
Signature Date: 2024-06-28 - 15:04:40 GMT+1 - Time Source: server- IP address: 82.12.80.193

🗎 Email viewed by Tanya Tharakan (tanya.tharakan@ed.ac.uk)
2024-07-01 - 14:22:40 GMT+1- IP address: 192.41.114.230

🗎 Email viewed by Tanya Tharakan (tanya.tharakan@ed.ac.uk)
2024-07-04 - 15:21:06 GMT+1- IP address: 192.41.114.230

Email viewed by Tanya Tharakan (tanya.tharakan@ed.ac.uk)
2024-07-08 - 09:07:55 GMT+1- IP address: 192.41.114.230

Email viewed by Ronald Harkess (rharkess@exseed.ed.ac.uk)
2024-07-08 - 10:08:20 GMT+1- IP address: 192.41.114.230

Document e-signed by Ronald Harkess (rharkess@exseed.ed.ac.uk)
Signature Date: 2024-07-08 - 10:11:38 GMT+1 - Time Source: server- IP address: 192.41.114.230

Document e-signed by Tanya Tharakan (tanya.tharakan@ed.ac.uk)
Signature Date: 2024-07-08 - 10:53:43 GMT+1 - Time Source: server- IP address: 192.41.114.230

Agreement completed.
2024-07-08 - 10:53:43 GMT+1