Continuity and Cross Training Plan

OM-07 | Chapter 17 | Owner and Manager | Version 1.0

Plan one essential job at a time. A backup should know the safe limits of the role and when a specialist must take over.

Write in the spaces or click a blank field to type in Word.

Essential job or process	Review date

Item	Plan
1. Person who owns the job	
2. Trained backup who can keep it running safely	
3. Written procedure and where it is kept	
4. Access, equipment, and contacts required	
5. Point where a manager or outside specialist takes over	

Practice or handoff activity	Trainer and backup	Date and result

If the role becomes vacant, what will be reduced, delayed, reassigned, or hired out?

Next coverage test, responsible person, and date

Record where credentials are securely managed, not the passwords themselves. Training for routine coverage does not authorize electrical, mechanical, or other specialist work.

© 2026 by R. V. Hicks