

Backup and restore procedure

Owner	Tomas Achebe
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Proposed by	Tomas Achebe (reviewer), 17 Sep 2026, 13:01 UTC
Approved by	Priya Venkataram (administrator), 17 Sep 2026, 13:22 UTC
Automatic check	Passed: the rule checks and the AI review found no issue
Next review	17 Sep 2027

Purpose

Shows how backups are made and how to prove they can be restored.

Scope

The production database and file storage.

Steps

1. Backups run every night and are copied to a second region.
2. The platform team checks the job result each morning and fixes any failure the same day.
3. Each quarter an engineer restores the latest backup to a clean environment.
4. The engineer records the time taken, compares record counts with production and files the report.
5. If the restore takes longer than four hours or the data does not match, the Head of Security is told the same day.

Ownership and review

Owner: Tomas Achebe (VP Engineering). Reviewed every 12 months.

Log entry 122 of Verification/events.jsonl

Entry hash (SHA-256) dc608edde4052d4ed160e3f7a09240bb5011ac443bc792832884f59034bab9e3