

Checklist ISO 22301 – Business Continuity Management System



Use our checklist to quickly and easily find out whether your company is already sufficiently prepared for ISO 22301 certification for a comprehensive Business Continuity Management System (BCMS).

ISO 22301 - Assess your risk management correctly!

The following questions are arranged according to the basic structure of management system standards. If you can answer a question with yes, mark it with a check. That way

you can see instantly which areas of your company already comply with ISO 22301 certification requirements, and which areas require more work.

Context of the organization

You have identified and documented all internal and external factors and their possible effects in the event of an accident.

You have identified and documented all links between the business continuity strategy and your company's goals and other policies.

You have determined your company's willingness to take risks and worked out appropriate risk criteria.

You have defined the purpose of BCMS for your company.

You have defined all relevant interest groups in connection with your BCMS and documented their requirements.

Management

You have clearly defined and documented all guidelines and goals with reference to the BCMS.

You have integrated the BCMS requirements into your company's business processes.

You are able to communicate the importance of an effective Business Continuity Management and to meet the requirements of the BCMS.

You have ensured that the responsibilities and authorizations for the relevant roles within your company are assigned and communicated.

Planning

You have defined and documented potential risks and opportunities for your BCMS.

You have drawn up an action plan to manage risks and opportunities.

You have documented options for integrating, implementing, and evaluating these measures in your BCMS processes.

You have ensured that the objectives of business continuity for the relevant functions and levels within your company are defined, documented and communicated.

Support

You have defined and provided the resources required to set up, implement, maintain and continuously improve the BCMS.

You have determined and documented the competencies of all relevant employees.

You have ensured that all responsible employees have been adequately trained and educated.

You have training documents for the BCMS and proof of your employees' participation in the relevant training measures.

You have informed all employees about the relevance of the BCMS and clearly defined their responsibilities.

You have determined the need for internal and external communication that is relevant for BCMS and implemented a suitable communication system.

You have comprehensive documentation on your BCMS in accordance with ISO 22301 and its effectiveness for your company.

Operation

You have documented the planning, implementation and control of all processes required to implement the BCMS.

You have ensured that all outsourced processes are controlled and documented.

You have performed and documented a Business Impact Analysis (BIA).

You have carried out and documented a risk assessment.

Based on the results of the BIA and risk assessment, you have defined and documented a suitable business continuity strategy.

Based on your company's requirements, you have created and documented the following business recovery plans:

- Disaster management plan
- Critical business recovery plans for relevant business units
- IT disaster recovery plan

You have implemented and documented a regular check program based on the BIA.

If you have any questions about the certification process of your Business Continuity Management System according to ISO 22301, we will be happy to support you.

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