

ISO 22301:2019-10 (E)

Security and resilience - Business continuity management systems - Requirements

| Contents | | Page |
|--------------------|--|-------------|
| Foreword | | v |
| Introduction | | vi |
| 1 | Scope | 1 |
| 2 | Normative references | 1 |
| 3 | Terms and definitions | 1 |
| 4 | Context of the organization | 7 |
| 4.1 | Understanding the organization and its context | 7 |
| 4.2 | Understanding the needs and expectations of interested parties | 7 |
| 4.2.1 | General | 7 |
| 4.2.2 | Legal and regulatory requirements | 7 |
| 4.3 | Determining the scope of the business continuity management system | 7 |
| 4.3.1 | General | 7 |
| 4.3.2 | Scope of the business continuity management system | 8 |
| 4.4 | Business continuity management system | 8 |
| 5 | Leadership | 8 |
| 5.1 | Leadership and commitment | 8 |
| 5.2 | Policy | 8 |
| 5.2.1 | Establishing the business continuity policy | 8 |
| 5.2.2 | Communicating the business continuity policy | 9 |
| 5.3 | Roles, responsibilities and authorities | 9 |
| 6 | Planning | 9 |
| 6.1 | Actions to address risks and opportunities | 9 |
| 6.1.1 | Determining risks and opportunities | 9 |
| 6.1.2 | Addressing risks and opportunities | 9 |
| 6.2 | Business continuity objectives and planning to achieve them | 9 |
| 6.2.1 | Establishing business continuity objectives | 9 |
| 6.2.2 | Determining business continuity objectives | 10 |
| 6.3 | Planning changes to the business continuity management system | 10 |
| 7 | Support | 10 |
| 7.1 | Resources | 10 |
| 7.2 | Competence | 10 |
| 7.3 | Awareness | 11 |
| 7.4 | Communication | 11 |
| 7.5 | Documented information | 11 |
| 7.5.1 | General | 11 |
| 7.5.2 | Creating and updating | 11 |
| 7.5.3 | Control of documented information | 12 |
| 8 | Operation | 12 |
| 8.1 | Operational planning and control | 12 |
| 8.2 | Business impact analysis and risk assessment | 12 |
| 8.2.1 | General | 12 |
| 8.2.2 | Business impact analysis | 13 |
| 8.2.3 | Risk assessment | 13 |

| | | |
|-------|--|----|
| 8.3 | Business continuity strategies and solutions | 13 |
| 8.3.1 | General | 13 |
| 8.3.2 | Identification of strategies and solutions | 13 |
| 8.3.3 | Selection of strategies and solutions | 14 |
| 8.3.4 | Resource requirements | 14 |
| 8.3.5 | Implementation of solutions | 14 |
| 8.4 | Business continuity plans and procedures | 14 |
| 8.4.1 | General | 14 |
| 8.4.2 | Response structure | 15 |
| 8.4.3 | Warning and communication | 15 |
| 8.4.4 | Business continuity plans | 16 |
| 8.4.5 | Recovery | 17 |
| 8.5 | Exercise programme | 17 |
| 8.6 | Evaluation of business continuity documentation and capabilities | 17 |
| 9 | Performance evaluation | 17 |
| 9.1 | Monitoring, measurement, analysis and evaluation | 17 |
| 9.2 | Internal audit | 18 |
| 9.2.1 | General | 18 |
| 9.2.2 | Audit programme(s) | 18 |
| 9.3 | Management review | 18 |
| 9.3.1 | General | 18 |
| 9.3.2 | Management review input | 18 |
| 9.3.3 | Management review outputs | 19 |
| 10 | Improvement | 19 |
| 10.1 | Nonconformity and corrective action | 19 |
| 10.2 | Continual improvement | 20 |
| | Bibliography | 21 |