

### Contents

	Foreword
	Introduction
1	Scope
2	Normative references
3	Terms and definitions
4	Prerequisites
4.1	General
4.2	Interested parties
4.3	Identify approved business continuity strategies and solutions
4.4	Business continuity plan development, roles and competencies
4.5	Resources for developing and maintaining business continuity plans and procedures
5	Response
5.1	General
5.2	Response structure
5.3	Competence of team members
6	Types of business continuity team plans and procedures
6.1	General
6.2	Strategic team plan
6.2.1	Purpose
6.2.2	Team composition
6.2.3	Owner
6.3	Tactical teams' plans
6.3.1	Purpose
6.3.2	Team composition
6.3.3	Owner
6.4	Operational teams' plans
6.4.1	Purpose
6.4.2	Team composition
6.4.3	Owner
7	Content of business continuity plan and procedures
7.1	General
7.2	Common sections
7.2.1	Purpose
7.2.2	Objectives
7.2.3	Assumptions
7.2.4	Activating and assembling the team
7.2.5	Team member roles and responsibilities
7.2.6	Tasks
7.2.7	Communications
7.2.8	Interrelationships with other plans
7.2.9	Standing down the team
7.2.10	Resource information
7.2.11	Contact information
7.2.12	Appendices
7.2.13	Version control

- 7.2.14 Plan control and distribution
- 7.3 Specific procedures
- 7.3.1 Emergency response procedures
- 7.3.2 Communications procedures
- 7.3.3 Information and Communication Technology (ICT) procedures
- 7.3.4 Alternative facilities setup procedures
- 7.3.5 Alternative resource procedures
- 8 Plans for response to specific disruptions
  - 8.1 General
  - 8.2 Pandemic (global) and epidemic (regional)
  - 8.3 Cyber-attack
- 9 Guidance on documenting plans
  - 9.1 Clarity
  - 9.2 Clarity
  - 9.3 Completeness
- 10 Plan controls, storage and availability
- 11 Next steps after documenting business continuity plans and procedures
  - 11.1 Awareness
  - 11.2 Exercising and testing
- 12 Monitoring and reviewing business continuity plans and procedures
  - 12.1 Performance review
  - 12.2 Maintenance
  - 12.3 Management review
- Annex A (informative) Procedures for maintenance of a business continuity capability
  - A.1 General
  - A.2 Skills cross-training
  - A.3 Outsourcing
  - A.4 Manual workarounds
  - A.5 ICT change management
  - A.6 Alternative workplace
  - A.7 Supplier management
    - A.7.1 Suppliers that form part of production
    - A.7.2 Suppliers of recovery services
  - A.8 Incident response facilities

Page count: 20