



Business Management Services LLC



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ISO 22301 Business Continuity Management System (BCMS) Assessment

A **Business Continuity Management System (BCMS)** the emphasis is usually on “The Plan”. That that will tell everyone what to do in an emergency, how to handle a crisis and keep the business running. And it’s right that this should be the main focus; it is, after all, the main deliverable of the whole business continuity idea.

Assessment Question	Yes	No
Context of the Organization		
Have the external and internal issues that affect the BCMS been determined?		
Has your organization identified and documented its activities, products and services and relationships, and the potential impact of a disruptive event on them?		
Has the context been defined, in terms of objectives, risk criteria and appetite, and the purpose of the BCMS?		
Have the interested parties and their requirements been identified?		
Is there a procedure to identify, document and communicate applicable legal and regulatory requirements?		
Does the BCMS take the applicable legal and regulatory requirements into account?		
Has the scope of the BCMS been determined and documented?		
Have exclusions to the scope been documented and explained?		
Is a BCMS in place and being continually improved?		
Leadership		
Does top management demonstrate leadership with respect to the BCMS?		
Is top management commitment evidenced by actions such as providing resources, communicating effectively and setting objectives?		
Has top management allocated responsibility for the BCMS and assigned other relevant BCMS roles?		
Is a documented business continuity policy in place?		
Does it set objectives for the BCMS?		
Does it commit the organization to satisfying requirements and continually improving the BCMS?		
Is it adequately communicated and reviewed?		
Are roles, responsibilities and authorities for the BCMS defined, allocated and communicated?		



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Assessment Question	Yes	No
Planning		
Does the plan for the BCMS take into account the relevant issues and requirements?		
Are all of the relevant risks and opportunities determined?		
Are actions planned to address the identified risks and opportunities?		
Have measurable business continuity objectives been established and communicated?		
Is there a plan to achieve the defined business continuity objectives?		
Is success against the objectives reviewed and updated regularly?		
Are changes to the BCMS carried out in a planned manner?		
Support		
Are BCMS resources determined and provided?		
Are all of the relevant people sufficiently competent to perform their roles?		
Where necessary, is action taken to improve competence and are records kept?		
Are all relevant people aware of the business continuity policy and their role during disruptive incidents?		
Is effective internal and external communication in place?		
Is the availability of communication assured during a disruptive incident?		
Is all of the documented information required by the standard in place?		
Are standards used for documentation such as titles, references, format, review and approval?		
Is the lifecycle of documented information controlled, including that from outside the organization?		
Is documented information adequately protected?		
Operation		
Are all of the processes needed to meet requirements planned, implemented and controlled?		
Are planned changes controlled and the consequences of unplanned changes mitigated?		
Are outsourced processes identified and controlled?		



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Assessment Question	Yes	No
Operation (Cont.)		
Is a formal and documented process in place for business impact analysis and risk assessment?		
Are continuity and recovery priorities, objectives and targets determined using a formal and documented process?		
Are business continuity risks identified, analyzed, evaluated and treated in an appropriate and timely way?		
Have appropriate business continuity strategies been identified?		
Have alternative strategies been identified based on relevant criteria, such as timeframes and impact?		
Has the selection of appropriate strategies been based on the identified requirements, risk appetite and cost/benefit profile?		
Are the resources required for the selected business continuity strategies identified?		
Are the business continuity solutions implemented and available for activation when required?		
Are appropriate business continuity procedures in place to manage a disruptive incident?		
Are the procedures specific, flexible, prioritized and effective?		
Is a management structure defined to respond to a disruptive incident?		
Is the response structure supported by appropriate procedures, resources and communication methods?		
Are procedures in place to detect, monitor and record vital information about an incident?		
Are procedures in place for internal and external communication during an incident?		
Are procedures regularly exercised?		
Do your business continuity plans contain all of the information for details of the actions that teams will take in order to continue or recover prioritized activities in predetermined time frames / monitor the impact of the disruption / the organization's response?		
Does the structure of each business continuity plan followed and include the purpose, scope and objectives? The roles and responsibilities of the team that will implement the plan? And actions taken to implement the solutions? That the supporting information needed to activate (including activation criteria), operate, coordinate and communicate the team's actions. Does the plan include internal and external interdependencies? And the resource and reporting requirements?		



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Assessment Question	Yes	No
Operation (Cont.)		
Are documented procedures in place to return to normal working after an incident?		
Are all plans tested sufficiently to ensure their successful use in an incident?		
Are regular evaluations of business continuity procedures carried out, using a variety of appropriate methods?		
Are post-incident reviews carried out to identify improvements?		
Performance Evaluation		
Are post-incident reviews carried out to identify improvements?		
Are the methods for monitoring, measurement, analysis and evaluation clearly defined and the results documented?		
Are actions taken when monitoring shows up adverse trends?		
Are appropriate internal audits being carried out by suitably qualified and impartial people?		
Are the audit results being communicated to management so that action can be taken?		
Are documented management reviews being held regularly?		
Are the management review input topics covered i.e. status of actions from previous management review's? Changes in external / internal issues? Information on trends in nonconformances and corrective actions? Trends in monitoring / measurement evaluation and audit results? Feedback from interested parties? The need for changes in the BCMS, including policy / objectives? Procedures / resources that could be used in organization to improve the BCMS's performance and effectiveness? The information from the business impact analysis / risk assessment? The output from evaluation of business continuity documentation / capacities? The risks or issues not adequately addressed in previous risk assessments? The lessons learned / actions arising from near-misses / disruptions? The opportunities for continual improvement?		
Do the management review outputs topics covered i.e. variations to the scope of the BCMS? Updates of the business impact analysis, risk assessment, business \ continuity strategies and solutions, and business continuity plans? Modifications of procedures / controls to respond to internal / external issues that may impact the BCMS? How the effectiveness of controls will be measured? Are results of the management review communicated to relevant interested parties? Does the organization take appropriate action relating to those results?		



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Assessment Question	Yes	No
Improvement		
Are nonconformities being identified, documented, evaluated and addressed?		
Is the effectiveness of corrective actions reviewed and the BCMS changed if necessary?		
Is the BCMS being continually improved?		

Business Management Services (BMS) can assess your total results and give you an overall score of assessment.

If any of the above questions are answered (No), Business Management Services BMS can assist you in making it a (Yes).