

# BUSINESS IMPACT ANALYSIS PROCEDURE (TIER 2)

## Document Control

Reference: BCMS DOC 8.2

Issue No: 1

Issue Date:

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## 1. Scope

This procedure applies to all activities/processes within the scope of the BCMS.

## 2. Responsibilities

- 2.1 Business Continuity Manager is responsible for carrying out the business impact analysis (BIA), using the BIA Tool (BCMS REC 8.2).
- 2.2 All Manager/Executive (generic/line) are responsible for identifying services / activities / processes that fall within the scope of the BCMS and providing the input for them to be analysed in line with the requirements of this procedure.

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## 3. Procedure

- 3.1 Organisation Name conducts business impact analysis [annually] or whenever significant changes in the business continuity landscape occur, as determined by the Business Continuity Manager.
- 3.2 Using the BIA Tool (BCMS REC 8.2), specify:
  - 3.2.1 [];
  - 3.2.2 [];
  - 3.2.3 [];
  - 3.2.4 [].
  - 3.2.5 [].
- 3.3 Complete the 'Data\_Entry' sheet with the relevant information for the business impact analysis.
  - 3.3.1 Identify all the key activities and processes that are carried out across the business divisions; departments; sections and location(s) that are within the scope of the BCMS.
  - 3.3.2 For all activities select the relevant impact level (1 = lowest impact and 5 = highest impact) from the drop-down list at each point on the timeline.
  - 3.3.3 []
  - 3.3.4 []

Organisation Name

Classification\_1

Insert  
Company  
Logo

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3.3.5 []

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## Document Owner and Approval

The Business Continuity Manager is the owner of this document and is responsible for ensuring that this work instruction is reviewed in line with the review requirements of the BCMS.

The current version of this document is available to [all/specified] members of staff on the [corporate intranet] and is published [describe other/hardcopy availability].

This document is approved by the Head of Risk on the issue date shown and is issued on a version controlled basis under his/her signature.

Signature:

Date:

## Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	<Manager>	Xx/yy/zz

Organisation Name

Classification\_1

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