

BUSINESS CONTINUITY MANAGEMENT SYSTEM PLAN (TIER 2)

Document Control

Reference: BCMS DOC 6

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1. Scope

This plan applies to all business continuity management system planning in Organisation Name and will be conducted in line with MSS DOC 4.1.

2. Responsibilities

- 2.1 The Head of Risk is responsible for identifying business continuity management system risks, and for the development, testing and maintenance of plans to manage those risks.
- 2.2 The Business Continuity Manager is responsible for managing business continuity on a day-to-day basis, and is also responsible for carrying out the risk assessments on which information security management system planning depends.
- 2.3 Manager/Executive (generic/line) who are the owners of key processes, are responsible for identifying and implementing the steps necessary for their continuity.
- 2.4 The Company Secretary is responsible for insurance, financial, accounting and legal aspects of the information security management system plans.
- 2.5 The Head of HR is responsible for including information security management system responsibilities (where appropriate) in job descriptions.

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3. Business continuity management system plan

- 3.1 Identify objectives and reasons/drivers for the BCMS
[This should be reflected in the Context of the Organisation Procedure (MSS DOC 4.1) and inform policy and strategy. Two key policy and strategy themes might be:
 - a. Minimise financial impact resulting from any incident or disruption (typical for commodity businesses)
 - b. Maintain customer/client satisfaction (typical for B2B, relationship, organisations)]

Organisation Name

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- 3.2 Identify business activities
[These are identified at high level in the Context of the Organisation Procedure (MSS DOC 4.1) and in detail in the BIA tool (BCMS REC 8.2).]
- 3.3 Identify resources
[There are 2 types:
- a. Business activity resources, identified in the BIA tool at 'contingency' levels, required to support resumption of activities to the minimum acceptable level (minimum business continuity objective, MBCO).
 - b. Response, recovery and invocation resources; not normally in use and required specifically to support the response and activity recovery process. [These are identified/listed in BCMS REC x.x]]
- 3.4 Conduct business impact analysis
Using the business impact analysis tool (BCMS REC 8.2), in accordance with the Business Impact Assessment Procedure (BCMS DOC 8.2), Organisation Name determines continuity and recovery priorities, objectives and targets.
- 3.5 Define and apply risk assessment process
[].

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- 3.6 Monitor effectiveness of risk treatment
The Evaluation of Business Continuity Procedure (BCMS DOC 9.1.2) is used to monitor risks and the evaluation of risk controls effectiveness.
- 3.7 Develop business continuity strategy
[]
- 3.8 Develop business continuity procedures and plans
Procedures and plans comprise:
[].
- [Warning and communication – arrangements for incident detection, notification, escalation and communication with relevant interested parties and authorities. These procedures should be based upon known availability of response, recovery and invocation resources as defined in 3.3 b) above and relevant response roles defined in [(BCMS DOC x.x)].

Business continuity plans – activity recovery plans describing objectives and arrangements for the resumption of (prioritised) affected business activities, and based upon known availability of the resources required to achieve MBCO levels of

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activity or output. Certain activities may have been selected as non-critical in the BIA process and will therefore not be covered by any plan or arrangements.]

3.9 Evaluate the effectiveness of the business continuity procedures and plans
[].

3.10 BCMS assurance
[]

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[]:

[].

Evaluation of business continuity procedures – through 'desktop' review of procedures and related arrangements by competent persons, additional assurance is provided as to the fitness for purpose of the procedures.

Internal audit – the internal audit, defined in the assurance programme (BCMS REC 9.1) utilizes competent auditors to ensure, on the basis of samples, that:

- The BCMS is designed as required by ISO22301
- The BCMS processes continue to be operated as required by:
 - ISO22301
 - The BCMS
 - Applicable legal, regulatory or contractual requirements

[].

3.11 Continual improvement

The improvement process features nonconformities (NC) and opportunities for improvement (OFI) which are the principal source of information resulting in improvements being made to the BCMS and related arrangements, capabilities and performance. NCs and OFIs may be identified in many ways, including:

- Internal audit
- Management review
- Exercise and test
- []
- []
- []
- []
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Document Owner and Approval

The Management System Owner (MSO) is the owner of this document and is responsible for ensuring that this procedure 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 Board of Directors 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

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