

# TESTING, MAINTAINING AND RE-ASSESSING BUSINESS CONTINUITY PLANS (TIER 2)

## Document Control

Reference: BCMS DOC 8.5

Issue No: 1

Issue Date:

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## 1. Scope

Organisation Name's entire business continuity management arrangements (its business continuity plans and incident management plans, and all their sub-plans; contingency resources and arrangements with third parties for incident response and recovery) are within the scope of this procedure.

## 2. Responsibilities

- 2.1 The Head of Risk is responsible for ensuring that Organisation Name develops and maintains a programme for testing Organisation Name's business continuity management arrangements.
- 2.2 The Business Continuity Manager is responsible for planning and carrying out testing, maintenance and reassessment of business continuity management arrangements.
- 2.3 [The Information Security Manager is responsible for ensuring that all information security issues have been included and appropriately treated in these business continuity plans and is also responsible for any revised business continuity risk assessments that might be required through the testing process.]
- 2.4 Manager/Executive (generic/line) responsible for key processes are also required to support the testing of the business continuity management plan(s) and ensure that all continuity plans and fallback arrangements for their assets/processes are proven to work.

## 3. Procedure (ISO 22301 clause 8.5)

- 3.1 The Business Continuity Manager will develop exercises to test the BCMS, ensuring that they are consistent with the scope of the BCMS.
- 3.2 The Business Continuity Manager will develop an annual programme (to be approved by the Head of Risk), which ensures that exercises are carried out at planned intervals throughout the course of the year and when significant changes to the BCM arrangements occur.
  - 3.2.1 [].
  - 3.2.2 [].
  - 3.2.3 [].
  - 3.2.4 [].

Organisation Name

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3.3 Changes in business strategy, legislation, and risk (either financial or operational) are notified to the Business Continuity Manager by the Head of Risk as and when they occur, and the business continuity arrangements – and the test programme – are updated to take account of these changes.

3.4 [].

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3.5 [].

3.6 All individuals identified in that part of the plan being tested are required to be involved in the planned test; the Business Continuity Manager keeps an attendance record and minutes for each planned test.

3.7 [].

3.8 The Head of Risk will carry out a post-exercise review of each exercise to assess the achievement of the aims and objectives of the exercise.

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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 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 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
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1	Initial issue	<Manager>	Xx/yy/zz

Organisation Name

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