Understanding ISO 22301:2012

BUSINESS CONTINUITY MANAGEMENT SYSTEM

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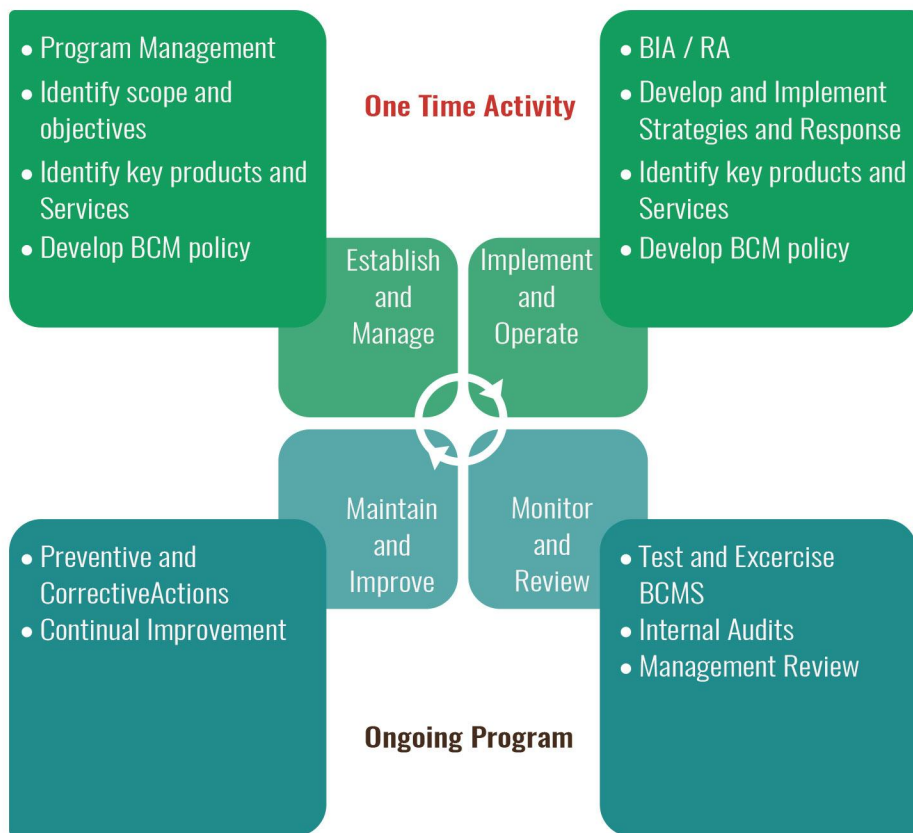# ISO 22301 Business Continuity Management System

ISO 22301, the world's first international standard for Business Continuity Management (BCM), has been developed to help Organizations minimize the risk of such disruptions.

ISO has officially launched an update version of **ISO 22301**, "Societal security - Business continuity management systems – Requirements", the new international Standard for Business Continuity Management System (BCMS).

ISO 22301:2012, "Societal security -- Business continuity management systems --- Requirements", specifies a management system to manage an organization's business continuity arrangements.

SO 22313:2012 does notenforce uniformity in the structure of a BCMS, but guides an organization to design a BCMS that aligns to its own needs as well as those of its interested parties.**ISO 22301:2012**, "Societal security -- Business continuity management systems --- Requirements", specifies a management system to manage an organization's business continuity arrangements.

One Time Activity

- Program Management
- Identify scope and objectives
- Identify key products and Services
- Develop BCM policy

- BIA / RA
- Develop and Implement Strategies and Response
- Identify key products and Services
- Develop BCM policy

Establish and Manage

Implement and Operate

Maintain and Improve

Monitor and Review

- Preventive and CorrectiveActions
- Continual Improvement

- Test and Excercise BCMS
- Internal Audits
- Management Review

Ongoing Program

Key Elements:

- Understand the Organization.
- Selecting Business Continuity Options.
- Developing and Implementing a Business Continuity Response
- Exercise and Testing.
- Business Continuity Programme Management.
- Embedding Competence and Awareness.

Business Continutity Management

Planning Methodology	Plan
IT recovery	DRP
Business Continuity	BCP
Supply Chain	Supply Chain Management
Security	Security
Crisis	Specific Incident

Benefits of ISO 22301:2012 certification:

❖ Optimizing business processes.

❖ Take a proactive approach to minimizing the impact of incident.

❖ Keep critical functions up and running during times of crises.

❖ Minimize down time during incidents and improve recovery time.

❖ Demonstrate resilience to customers, suppliers and for tender request.

We partner with your organization to achieve ISO 22301 certification:

The highly experienced quality management professionals at **Informatics** assist you to design and implement **ISO 22301**. Our dedicated approach to your success and a host of comprehensive services are all aimed towards helping your organization achieve **ISO 22301** certification.

We partner with you through the process of becoming ISO

❖ Conducting an initial gap analysis.

❖ Helping you establish policies and objectives.

❖ Identifying documentation requirements.

❖ Coordinating document preparation, reviews, approvals, and issuance.

❖ Managing implementation schedules, trainings, follow-up actions.

❖ Aiding your selection of a Registrar with the appropriate industry experience.

❖ Achieving successful accreditation.

In addition to consulting (onsite and online), we provide the following trainings:

❖ **ISO 22301** Overview Training

❖ **ISO 22301** Training SME

❖ **ISO 22301** Internal Auditor training

❖ **ISO 22301** Implementation training

Understanding the Organization

Determining BCM Strategy

Developing and Implementing BCM Response

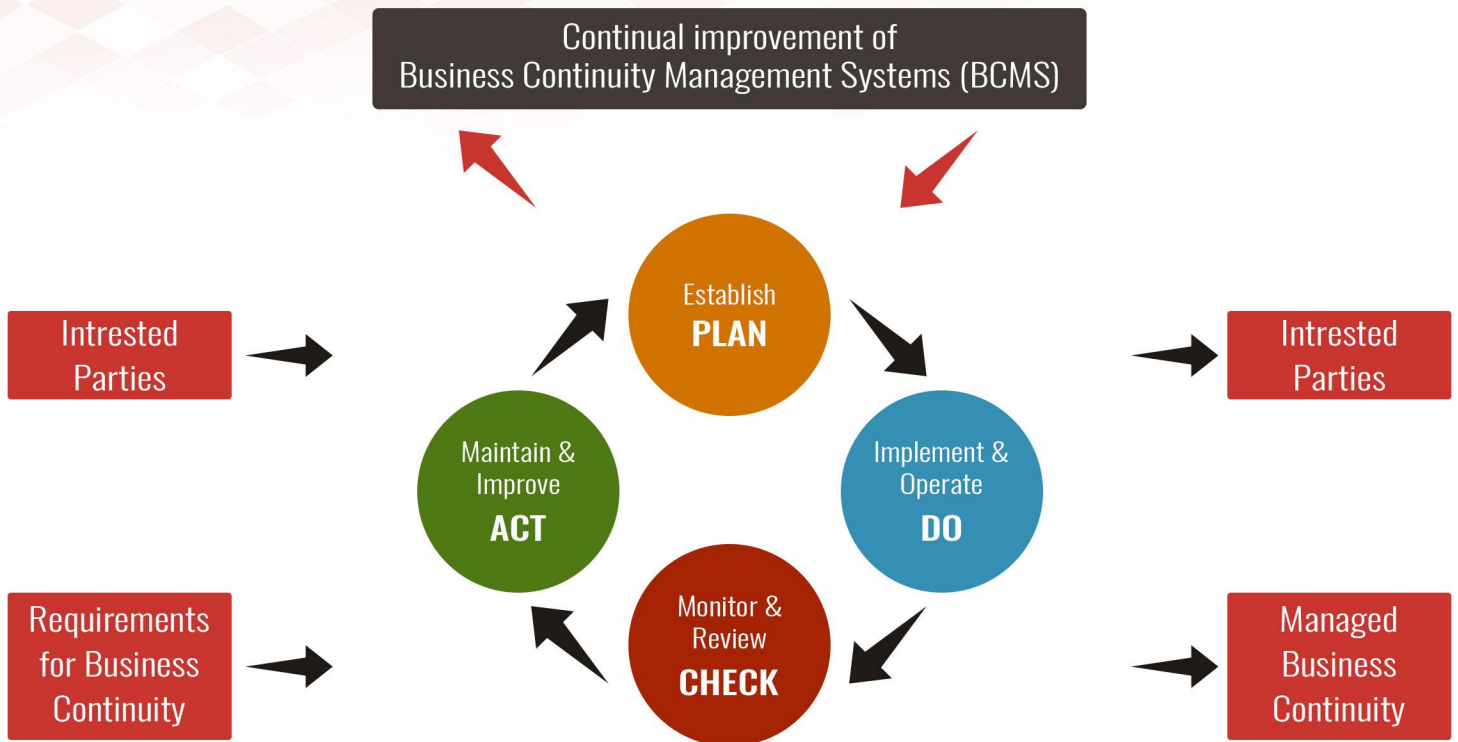Exercising, Maintaining and Reviewing

BCM Programme Management

Build ISO 22301 Competencies:

The decision to implement a business continuity management System based on **ISO 22301** is often a very simple one, as its benefits speak for itself. Most companies now realize that it is not sufficient to implement a generic, "one size fits all" business continuity plan. To effectively maintain operational continuity, such a plan must be customized to specific risks and catastrophic scenarios which could range from major building loss to local system failure. A more difficult task is the compilation of an implementatio.n plan, which balances the requirements of the standard, the business needs and the deadline for certification.

Setting up the Organization for ISO 22301 compliance and certification:

❖ **Implementation of the management system:** Before being audited, a management system must be in operation for a minimum period of 3 months.

❖ **Internal audit and review by top management:** Before a management system can be certified, it must have had atleast one internal audit report and one management review.

❖ **Selection of the certification body (registrar):** Each organization can select the certification body (registrar) of its choice.

❖ **Pre-assessment Audit (optional):** An organization can choose to do a pre-audit assessment to identify any possible gap between Its current management system and the requirements of the standard.

❖ **Stage 1 ofAudit:** A conformity review of the design of the management system is done to verify that it is designed to meet the requirements of the standard(s) and the objectives of the organization. It is recommended that at least some portion of the Stage 1 audit be performed on-site at the organization's premises.

❖ **Stage 2 of Audit (On-site visit):** The declared management systemis audited to ensure it (a) conforms to all requirements of the standard, (b) is actually being implemented in the organization and (c) can support the Organization in achieving its objectives. Stage 2 takes place at the site(s) of the organization's sites(s) where the management system is implemented.

❖ **Follow-up audit (optional):** If the auditee has non-conformities it requires an additional audit before being certified. The Auditor will perform a follow-up to validate only the action plans linked to the non-conformities.

❖ **Confirmation of registration:** If the organization is compliant with the conditions of the standard, the Registrar confirms the registration and publishes the certificate.

❖ **Continual improvement and surveillance audits:** Once an organization is registered, surveillance activities are conducted by the Certification Body to ensure that the management system still complies with the standard. The surveillance activities must include on-site visits that verify conformity of the certified client's management system and may also include: investigations following a complaint, review of a website, a written request for follow-up, etc.

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Plan - Do - Check - Act

Continual improvement of
Business Continuity Management Systems (BCMS)

Establish
PLAN

Implement &
Operate
DO

Maintain &
Improve
ACT

Monitor &
Review
CHECK

Intrested
Parties

Requirements
for Business
Continuity

Intrested
Parties

Managed
Business
Continuity

With a team of highly qualified consultants and trainers having vast industrial experience, we partner with organizations across the world to implement and achieve **ISO 22301**.

Our consulting approach is highly professional, time bound and effective, resulting in ease of implementation, and adds value to the business processes of the client organization.

Contact us at
info@iso-consultants.com
to get your organization
ISO 22301 Certified.

We Measure our **Success** by **Customer Success..**

And our Customers Make us Feel Very Succesful..

USA, UK, UAE, India, KSA, Kuwait, Africa, Europe, Hong Kong, Australia