

# Testing, Maintaining and Re-Assessing Business Continuity Plans

Reference: BCMS DOC 8.5

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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.

2.5 The Business Continuity Manager is responsible for the evaluation of the business continuity documentation and capabilities.

### 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 This programme or schedule is recorded in the [Business Continuity Assurance Programme](#).

3.2.2 The frequency of tests is determined by the likelihood of the identified threat(s) and the potential impact; the continuity plans for those processes that are most at risk are tested most often and the reasons are set out in the annual test programme.

3.2.3 This programme will include a range of different exercises, based upon appropriate scenarios, that taken together validate the whole of Organisation Name's business continuity arrangements. In particular, exercises will verify that specified RTOs, MBCOs and RPOs can be achieved.

3.2.4 The Business Continuity Manager will plan exercises so that the risk of an incident occurring as a direct result of the exercise is minimised. Each exercise should be planned using the [Business Continuity Management Exercise Report](#).

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 – 3.8 removed for sample purposes >>

### 4. Procedure (ISO 22301 clause 8.6)

4.1 The Business Continuity Manager evaluates the business continuity documentation and capabilities at planned intervals of  
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after an incident or when significant changes occur.

4.2 The assessment includes:

- Review of the suitability, adequacy and effectiveness of its business impact analysis, risk assessment, strategies, solutions, plans and procedures;
- Reviews, analysis, exercises, tests, post-incident reports and performance evaluations;
- Evaluations of the business continuity capabilities of relevant partners and suppliers;
- Reviews of compliance with applicable legal and regulatory requirements, industry best practices, and conformity with its own business continuity policy and objectives; and
- Assessment of documentation being maintained by the document owners in compliance with the [document control procedure](#).

4.3 The results are documented by the Business Continuity Manager and discussed during the management review meeting.

### ***Document owner and approval***

The Business Continuity Manager is the owner of this document and is responsible for ensuring that it is reviewed in line with the requirements of the management system.

The current version of this document is available to

"Specify which members of staff this document is intended for"

and is published

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