

# ISO 22301 2019 BUSINESS CONTINUITY AUDIT TOOL

## 7. ASSESS HOW WELL YOU CONFORM TO SUPPORT REQUIREMENTS

### 7.1 ASSESS HOW WELL YOUR ORGANIZATION'S BCMS ACTIVITIES ARE RESOURCED

1	Do you identify the resources that your BCMS needs?	Y	N	
2	Did you identify the resources that are needed to <i>establish</i> your organization's BCMS?	Y	N	
3	Did you identify the resources that are needed to <i>implement</i> your organization's BCMS?	Y	N	
4	Do you identify the resources that are needed to <i>maintain</i> your organization's BCMS?	Y	N	
5	Do you identify the resources that are needed to <i>continually improve</i> your organization's BCMS?	Y	N	
6	Do you provide the resources that your BCMS needs?	Y	N	
7	Did you provide the resources that are needed to <i>establish</i> your organization's BCMS?	Y	N	
8	Did you provide the resources that are needed to <i>implement</i> your organization's BCMS?	Y	N	
9	Do you provide the resources that are needed to <i>maintain</i> your organization's BCMS?	Y	N	
10	Do you provide the resources that are needed to continually improve your organization's BCMS?	Y	N	

### 7.2 ASSESS HOW WELL YOUR ORGANIZATION'S BCMS PERSONNEL PERFORM THEIR ROLES

11	Do you identify the competence requirements of the people under your organization's control who have an impact on its business continuity performance?	Y	N	
12	Do you make sure that these people are competent?	Y	N	
13	Do you ensure that they have the appropriate education, training, and experience?	Y	N	

ORGANIZATION:

YOUR LOCATION:

COMPLETED BY:

DATE COMPLETED:

REVIEWED BY:

DATE REVIEWED:

AUGUST 2020

PLAIN ENGLISH BUSINESS CONTINUITY AUDIT TOOL

EDITION 1.0

PART 7

COPYRIGHT © 2020 BY PRAXIOM RESEARCH GROUP LIMITED. ALL RIGHTS RESERVED.

PAGE 26

## ISO 22301 2019 BUSINESS CONTINUITY AUDIT TOOL

### 7. ASSESS HOW WELL YOU CONFORM TO SUPPORT REQUIREMENTS

14	Do you document the competence of these people?	Y	N	
15	Do you retain your documentation and use it as evidence to demonstrate that your people are in fact competent?	Y	N	
16	Do you control your organization's competence documents?	Y	N	
17	Do you acquire necessary competence whenever current personnel fail to meet your organization's competence requirements?	Y	N	
18	Do you consider helping your current personnel to improve their overall competence?	Y	N	
19	Do you consider providing suitable training?	Y	N	
20	Do you consider offering mentoring services?	Y	N	
21	Do you consider hiring competent people?	Y	N	
22	Do you consider hiring competent employees?	Y	N	
23	Do you consider hiring competent contractors?	Y	N	
24	Do you consider reassigning unsuitable personnel?	Y	N	
25	Do you evaluate the effectiveness of any actions taken to acquire the competence your organization needs?	Y	N	

#### 7.3 ASSESS HOW WELL YOUR ORGANIZATION'S BCMS PERSONNEL UNDERSTAND THEIR ROLES

26	Do you make your organization's personnel aware of their BCMS?	Y	N	
27	Do you identify people working under your organization's control?	Y	N	
28	Do you make sure that they are aware of the business continuity policy?	Y	N	
29	Do you make sure that they understand their approach to continuity?	Y	N	
30	Do you make sure that they understand their own business continuity roles and responsibilities?	Y	N	
31	Do you make sure they understand what they need to do before disruptions occur?	Y	N	

ORGANIZATION:

YOUR LOCATION:

COMPLETED BY:

DATE COMPLETED:

REVIEWED BY:

DATE REVIEWED:

AUGUST 2020

PLAIN ENGLISH BUSINESS CONTINUITY AUDIT TOOL

EDITION 1.0

PART 7

COPYRIGHT © 2020 BY PRAXIOM RESEARCH GROUP LIMITED. ALL RIGHTS RESERVED.

PAGE 27

## ISO 22301 2019 BUSINESS CONTINUITY AUDIT TOOL

### 7. ASSESS HOW WELL YOU CONFORM TO SUPPORT REQUIREMENTS

32		Do you make sure they understand what they need to do while disruptions are occurring?	Y	N	
33		Do you make sure they understand what to do they need after disruptions have occurred?	Y	N	
34		Do you make sure that they understand what could happen if they fail to meet requirements?	Y	N	
35		Do you make sure that they understand how they can help enhance the effectiveness of their BCMS?	Y	N	
36		Do you explain why improving business continuity performance is important to the organization?	Y	N	

#### 7.4 ASSESS HOW WELL YOUR ORGANIZATION'S BCMS COMMUNICATIONS ARE CONTROLLED

37		Do you support your BCMS by managing BCMS communications?	Y	N	
38		Do you support BCMS by establishing BCMS communication systems?	Y	N	
39		Do you figure out how BCMS communications should be carried out?	Y	N	
40		Do you figure out how external communication must be handled?	Y	N	
41		Do you figure out what external communications need to say?	Y	N	
42		Do you figure out when external communication should be done?	Y	N	
43		Do you figure out who should carry out external communications?	Y	N	
44		Do you consider who should receive external communications?	Y	N	
45		Do you figure out how internal communication must be handled?	Y	N	
46		Do you figure out what internal communications need to say?	Y	N	
47		Do you figure out when internal communications should be done?	Y	N	
48		Do you figure out who should carry out internal communications?	Y	N	
49		Do you consider who should receive internal communications?	Y	N	

ORGANIZATION:

YOUR LOCATION:

COMPLETED BY:

DATE COMPLETED:

REVIEWED BY:

DATE REVIEWED:

AUGUST 2020

PLAIN ENGLISH BUSINESS CONTINUITY AUDIT TOOL

EDITION 1.0

PART 7

COPYRIGHT © 2020 BY PRAXIOM RESEARCH GROUP LIMITED. ALL RIGHTS RESERVED.

PAGE 28

## ISO 22301 2019 BUSINESS CONTINUITY AUDIT TOOL

### 7. ASSESS HOW WELL YOU CONFORM TO SUPPORT REQUIREMENTS

50	Do you support your BCMS by encouraging effective communication?	Y	N	
51	Do you explain why communication must always be effective?	Y	N	
52	Do you explain why external communication is important?	Y	N	
53	Do you explain why internal communication is important?	Y	N	

#### 7.5 ASSESS HOW WELL YOUR ORGANIZATION'S BCMS DOCUMENTATION IS MANAGED

##### 7.5.1 ASSESS HOW WELL BCMS INFORMATION IS BEING DOCUMENTED

54	Do you figure out how extensive documented BCMS information should be?	Y	N	
55	Do you consider your size when you establish your documents?	Y	N	
56	Do you consider your services when you establish your documents?	Y	N	
57	Do you consider your products when you establish your documents?	Y	N	
58	Do you consider your activities when you establish your documents?	Y	N	
59	Do you consider your resources when you establish your documents?	Y	N	
60	Do you consider your personnel when you establish your documents?	Y	N	
61	Do you consider the competence of your organization's personnel?	Y	N	
62	Do you consider your processes when you establish your documents?	Y	N	
63	Do you consider the complexity of your organization's processes?	Y	N	
64	Do you select all the documented information that your BCMS needs?	Y	N	
65	Do you select all the internal documents that your BCMS needs?	Y	N	
66	Do you include all the documents required by ISO 22301 2019?	Y	N	
67	Do you include information that documents BC policy?	Y	N	
68	Do you include information that documents BCMS scope?	Y	N	

ORGANIZATION:

YOUR LOCATION:

COMPLETED BY:

DATE COMPLETED:

REVIEWED BY:

DATE REVIEWED:

**AUGUST 2020**

**PLAIN ENGLISH BUSINESS CONTINUITY AUDIT TOOL**

**EDITION 1.0**

**PART 7**

**COPYRIGHT © 2020 BY PRAXIOM RESEARCH GROUP LIMITED. ALL RIGHTS RESERVED.**

**PAGE 29**

## ISO 22301 2019 BUSINESS CONTINUITY AUDIT TOOL

### 7. ASSESS HOW WELL YOU CONFORM TO SUPPORT REQUIREMENTS

69		Do you include information that documents BC objectives?	Y	N	
70		Do you include information that documents BC competence?	Y	N	
71		Do you include information that documents BC requirements?	Y	N	
72		Do you include information that defines your legal requirements?	Y	N	
73		Do you include information that defines regulatory requirements?	Y	N	
74		Do you include information that documents BC processes?	Y	N	
75		Do you include information that shows how processes follow plans?	Y	N	
76		Do you include information that documents BC nonconformities?	Y	N	
77		Do you include information that details subsequent actions taken?	Y	N	
78		Do you include docs that describe corrective actions taken?	Y	N	
79		Do you include docs that describe how effective actions are?	Y	N	
80		Do you include docs that describe the results achieved?	Y	N	
81		Do you include information that documents BCMS results?	Y	N	
82		Do you include information that describes measuring results?	Y	N	
83		Do you include information that describes monitoring results?	Y	N	
84		Do you include information that describes analytical results?	Y	N	
85		Do you include information that describes evaluation results?	Y	N	
86		Do you include detail that describes BCMS performance results?	Y	N	
87		Do you include detail that describes how effective BCMS is?	Y	N	

88 Etcetera: this section has 190 questions.

Answer each of the above questions. Two answers are possible: Y (yes) and N (no). Y means you're in compliance while N means you're not in compliance. Y answers require no further action while N answers point to things that need to be done to improve the performance of your business continuity activities. Also, please use the column on the right to record your notes, and in the spaces below, enter the name and location of your organization, who completed this page, who reviewed it, and the dates.

ORGANIZATION:

YOUR LOCATION:

COMPLETED BY:

DATE COMPLETED:

REVIEWED BY:

DATE REVIEWED:

AUGUST 2020

PLAIN ENGLISH BUSINESS CONTINUITY AUDIT TOOL

EDITION 1.0

PART 7

COPYRIGHT © 2020 BY PRAXIOM RESEARCH GROUP LIMITED. ALL RIGHTS RESERVED.

PAGE 30

Now that you've seen a sample of our approach,  
please consider [purchasing our complete audit tool](#):  
*ISO 22301 2019 Business Continuity Audit Tool (Title 41)*.

If you purchase our Plain English Audit Tool, you'll find that it's  
detailed, exhaustive, and easy to understand. We guarantee it.  
Title 41 comes in both docx and pdf file formats and is 70 pages long.

To place an order, please go to <https://www.praxiom.com/addtocart.htm>