

Business Continuity Management System Plan

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 the [Context of the Organisation Procedure](#).

2. Responsibilities

2.1 The Head of Risk is responsible for identifying BCMS 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 BCMS plans.

2.5 The Head of HR is responsible for including BCMS responsibilities (where appropriate) in job descriptions.

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 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)."

3.2 Identify business activities

These are identified at high level in the [Context of the Organisation Procedure](#) and in detail in the [Business Impact Analysis Tool](#).

3.3 Identify resources

There are two 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](#), in accordance with the [Business Impact Assessment Procedure](#), Organisation Name determines continuity and recovery priorities, objectives and targets.

3.5 Define and apply risk assessment process

The Board of Directors has approved a methodology for conducting a risk assessment, which defines Organisation Name's approach to identifying risk, the scales to be used for calculating and analysing risks, and the levels of risk that are acceptable within this analysis. The resulting risk treatments may include business continuity plans and arrangements, and other controls capable of reducing either likelihood of occurrence of incidents, or the resulting impact ([Risk Register/Treatment Plan](#)).

"You want to include something here about how you do this – it might include a series of brainstorming sessions, it might involve hiring a specialist firm, but you must be able to describe how you manage the process so that you can do it again and again."

3.6 Monitor effectiveness of risk treatment

The [Evaluation of Business Continuity Procedure](#) is used to monitor risks and the evaluation of risk controls effectiveness.

3.7 Develop business continuity strategy

The business continuity strategy ([Business Continuity Strategy](#)) is developed on the basis

of the unacceptable risk scenarios identified in the risk assessment process and the activity recovery requirements identified by the BIA process. The strategy is the general approach to recovering from disruptions with focus on resuming the provision of products and services.

3.8 Develop business continuity procedures and plans

Procedures and plans comprise:

"Incident response structure – people (teams, roles and responsibilities) and process (incident management plans) to ensure competent response and direction in the immediate aftermath of an incident, or during the emergence of slow-moving disruption scenarios. The incident response plans should focus upon containment, welfare, situation assessment and reputational sensitivity in order to enable activation of business continuity (activity recovery) plans at the earliest possible time.

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 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 – 3.11 removed for sample purposes >>

Document owner and approval

The Management System Owner (MSO) 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"

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