

ISO 22301:2019 Business Continuity Management System



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What is ISO 22301:2019?

ISO 22301 mainly describes how to manage business continuity in an organization. This standard is referred to as ISO 22301:2019 Security and Resilience – Business Continuity Management System & is written by leading business experts, providing a proper framework for managing business in an organization.

ISO 22301 business continuity management standard has been developed to protect companies from the risks associated with downtime which can occur due to unexpected disruptions or disasters. Disruptions to your business can result in revenue loss, data risk breakdowns and failure to deliver normal client services as per service level agreements (SLAs). This ISO 22301 standard is designed to ensure that a robust business continuity management system has been established, and that internal staff members are fully aware of their role within the system should an incident occur.

Implementing a strong BCMS will aid your organisation in quickly recovering from a disaster or disruption and also against the reputational damage which can occur from missed deadlines, data leakages, operational, IT outages, industrial actions, disappointed clients or direct financial losses due to the disruption.

ISO 22301 emphasizes the importance of:

- Understanding the organization's needs and the necessity for establishing business continuity policies and objectives;
- Operating and maintaining processes, capabilities and response structures for ensuring the organization will survive disruptions;
- Monitoring and reviewing the performance and effectiveness of the BCMS;
- Continual improvement based on qualitative and quantitative measures.

Who all are eligible for ISO 22301 Certification?

- Any kind of organization – large or small, for profit or non-profit, private or public – can benefit from ISO 22301. The extent of application of these requirements depends on the organization's operating environment and complexity.

What are the Focus Points of ISO 22301:2019 Implementation?

- Setting up system for documentation and records.
- Management information system
- Risk assessment and treatment
- Business continuity strategy
- Business continuity plan
- Business performance and sustainability
- Legal compliance
- Cultural improvement with business continuity management system
- Establishing and maintaining and internal audit program
- Holding management review meetings to evaluate the performance

What are the documents required for ISO 22301 certification?

General documents required for business continuity management systems comprise of:

- The organizations business continuity management systems scope
- The organizations Business Continuity policy and Business Continuity Objectives
- Training and Awareness Manual
- Risk Assessment and Management along with Strategy
- Business Continuity Procedure and Plan
- Records at individual process / department. E.g. Sales, Purchase, Production, Quality Assurance, Maintenance, Customer Service.

How did ISO 22301 evolve throughout the year?

- Year 2012 – 1th Edition of the standard
- Year 2018 – 2th Edition of the standard (10 Clauses and Risk assessment included)

How will ISO 22301 Certification benefit your Organization?

- Strengthen your internal management
- Creating new opportunities due to overall organizational improvement
- Comply with legal requirements
- Prevent large scale damage
- Achieve marketing advantage
- Improve financial performance and reduce disruptions
- Maintain client satisfaction upon agreed service

What is the validity of the ISO 22301 Certification?

- This certification lasts for three years and is subject to mandatory audits every year to ensure that you are compliant. At the end of the three years, you will be required to complete a reassessment audit in order to receive the standard for an additional three years

What are the Reference Standards for ISO 22301:2015

- ISO 22301:2012 – Business continuity management - customer satisfaction - Guidelines for complaint handling in organizations
- ISO 22301:2019 - Business continuity management - Quality of an organization -- Guidance to achieve sustained success
- ISO TC 292 – Security & Resilience - Business continuity management system
- ISO 22313:2020 - Security and resilience – Business continuity management systems – Guidance on the use of ISO 22301

What is the validity period for ISO 22301 Certification?

- The validity of the ISO 22301 Certification is 3 Years.

What is the frequency of ISO audit (surveillance) for ISO 22301 Standards during the validity period?

One year is the frequency of ISO audit surveillance for ISO 22301 Standards during the validity period.

What is the purpose of ISO 22301?

ISO 22301 is designed to protect an organization against a variety of risks and disturbances. If you need to show stakeholders that your company can quickly recover from operational disruptions and provide consistent and effective service, this standard may be perfect for you.

What is the most recent ISO 22301 version?

After a period of evaluation, the new edition of ISO 22301:2019, which sets out the standards for Business Continuity Management Systems and replaces the old ISO 22301:2012 version, was released on the ISO website at the end of October.

What is the time frame for obtaining ISO 22301 certification?

Most small to mid-sized businesses can expect to attain ISO 22301 certification in 6 to 12 months with the correct preparation, depending on the size and complexity of the management system's scope. Engage the services of an ISO Business Consultant specialist to expedite the implementation process.

How much does ISO 22301 Certification Cost?

The ISO Business Continuity certification cost is determined by a variety of criteria, including internal resourcing capabilities, pre-existing management system documentation, as well as the size and scope of products and services offered by the organization. The cost of the Certification Body and the cost of the ISO Consultant are two of the most important charges involved.

How will PQSmitra help you with Hassle Free Implementation process for ISO 22301 Certification?

PQSmitra has a strong experienced and knowledgeable team than can open up new opportunities for your business and satisfy supply chain requirements by certifying to ISO 22301. Meet expectations of organizational resilience and prove that you've put business continuity best practice at the forefront of what you do. Let us take you through ISO 22301 certification and ensure your business is equipped to survive in the event of a major incident or disaster. The implementation process is described below:

- Initial visits and review of the existing operational controls
- Identification of various operational risks
- Creating awareness programmes
- Training and Hand holding/ support for implementation
- Creating business continuity management system
- Documentation support
- Internal audit for verification of implemented system
- Management review
- Certification audit
- Closure of non-conformities
- Rewarding the certificate to the organization



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