

# IRCBO

**i**ntegrity, **r**esilience, **C**ompliance,  
**b**usiness, **o**ptimization

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ISO 22301, the world’s first international standard Based on Annex SL.

ISO 22301 specifies requirements to *plan, establish, implement, operate, monitor, review, maintain and continually improve a documented management system to prepare for, respond to and recover from disruptive events when they arise.*

The requirements specified in ISO 22301 are generic and for **Business Continuity Management (BCM)**, has been developed to help organizations minimize the risk of such disruptions. ISO has officially launched ISO 22301, “Societal security - Business continuity management systems – Requirements”, the new international standard for Business Continuity Management System (BCMS). intended *to be applicable to all organizations (or parts thereof), regardless of type, size and nature of the organization.* The extent of application of these requirements depends on the organization’s operating environment and complexity.

**Business continuity standardization evolves with ISO 22301 by adding:**

- **Greater emphasis on setting the objectives, monitoring performance and metrics;**
- **Clearer expectations on management;**
- **More careful planning for and preparing the resources needed for ensuring business continuity.**

ISO 22301 applies to all types and sizes of organizations that wish to:

- **establish, implement, maintain and improve a BCMS;**
- **assure conformity with the organization’s stated business continuity policy;**
- **demonstrate conformity to others;**
- **seek certification/registration of its BCMS by an accredited third party certification body; or make a self-determination and self-declaration of conformity with this International Standard.**

## What is Business Continuity Management (BCM)?

Holistic management process that identifies potential threats to an organization and the impacts to business operations those threats, if realized, might cause, and which provides a framework for building organizational resilience with the capability of an effective response that safeguards the interests of its key stakeholders, reputation, brand and value-creating activities



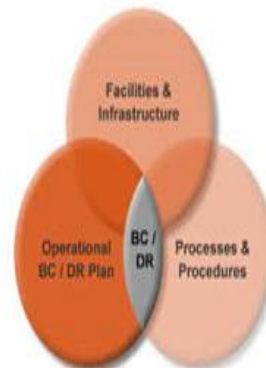
Clause 3.4 of ISO 22301

BCP	Disaster Recovery	Business Recovery	Business Resumption	Contingency Planning
Objective	Critical Computer Apps	Critical Business Processes	Process Restoration	Process Workarounds
Focus	Data Recovery	Process Recovery	Return to Normal	Make Do
Example Event	Mainframe or server failure	Laboratory Flood	Building Fire	Loss of Application
Solution	Hot Site Recovery	Dry Out & Restart	New Equip. New Bldg.	Use Manual Process

## What is Business Continuity (BC)?

Capability of the organization to continue delivery of products or services at acceptable predefined levels following disruptive incident.

Clause 3.3 of ISO 22301



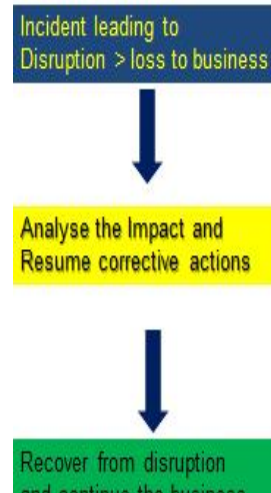
Determine **external and internal issues** that are relevant to its purpose and that affect its ability to achieve the expected outcomes of its BCMS such as:

- the organization's **activities, functions, services, products, partnerships, supply chains, relationships with interested parties**, and the **potential impact related to a disruptive incident**
- links between the business continuity policy and the organization's objectives and other policies, including its overall risk management strategy;
- the organization's **risk appetite**;
- the needs and expectations of relevant interested parties;
- applicable **statutory & regulatory (Legal)** and other requirements to which the organization subscribes.
- Identifying the **scope of the BCMS**, taking into account the organization's strategic objectives, key products and services, risk tolerance, and any regulatory, contractual or stakeholder obligations is also part of this clause.

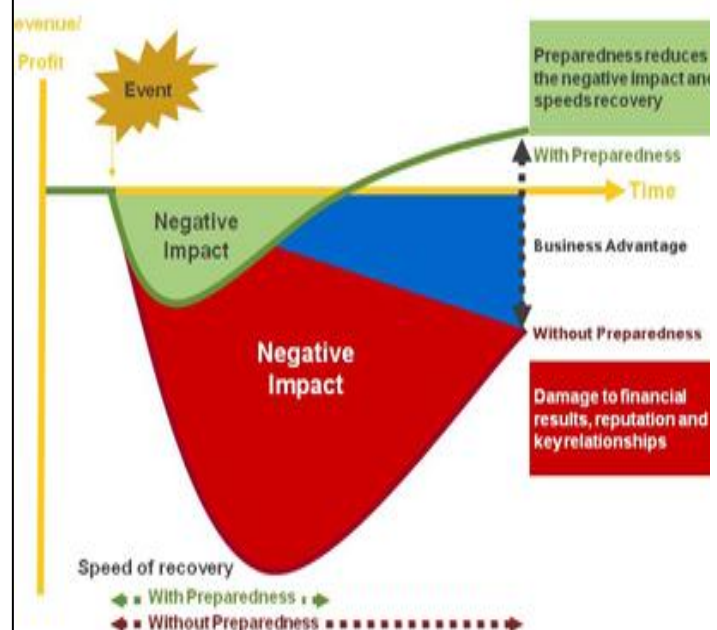
After planning the BCMS, an organization must put in operations the business continuity management system. This clause includes:

- **Business Impact Analysis (BIA)**: This activity enables an organization to identify the critical processes that support its key products and services, the interdependencies between processes and the resources required to operate the processes at a minimally-acceptable level.
- **Risk assessment**: ISO 22301 propose to refer to the ISO 31000 standard to implement that process. The goal of this requirement is to establish, implement, and maintain a formal documented **risk assessment process that systematically identifies, analyzes, and evaluates the risk of disruptive incidents to the organization.**

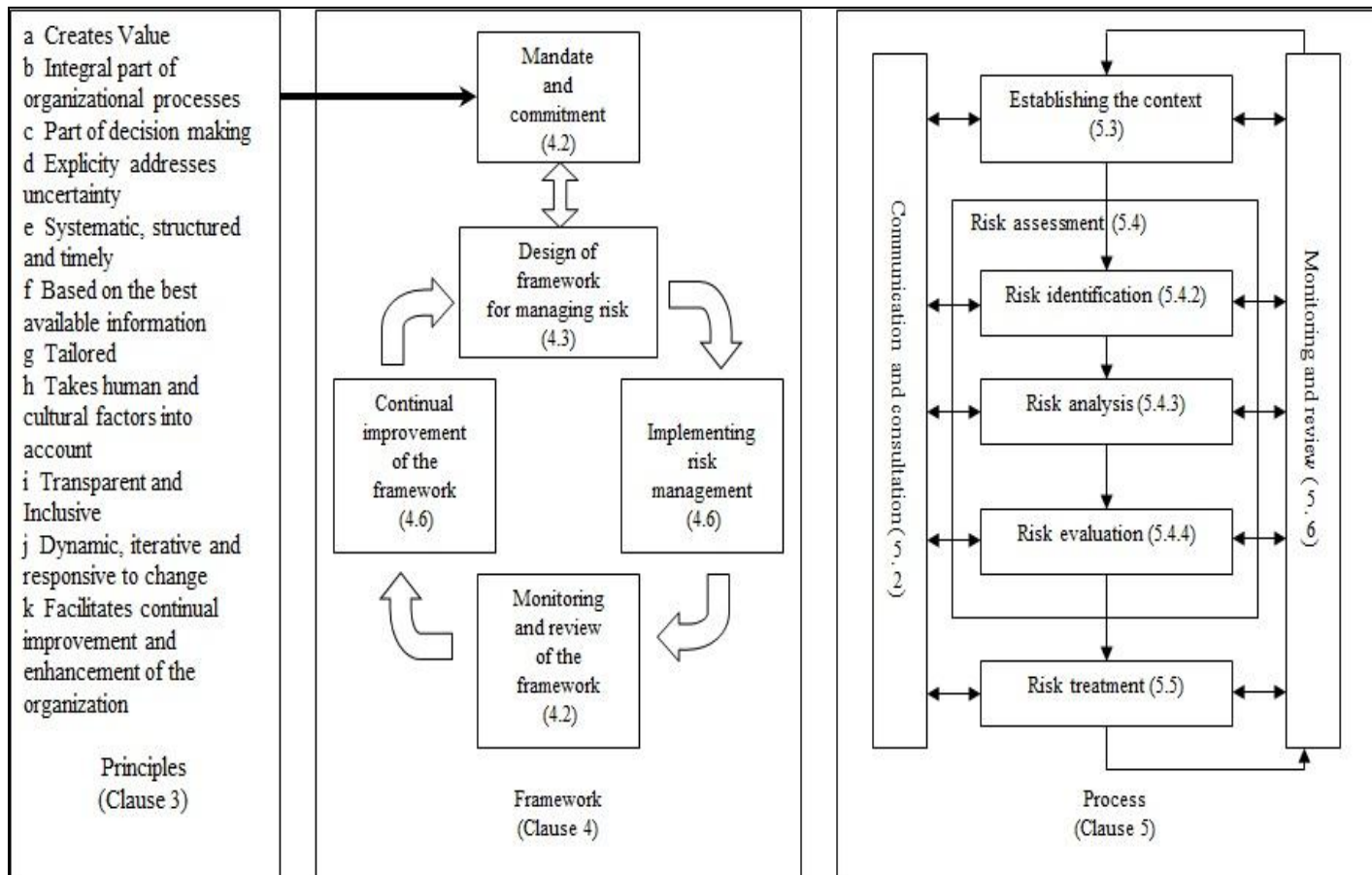
Incidents leading Disruptions > Business Impact > Losses



Assessing Impact on disruption



**Business continuity strategy:** After requirements have been established through the BIA and the risk assessment, strategies can be developed to identify arrangements that will enable the organization to protect and recover critical activities based on organizational risk tolerance and within defined recovery time objectives. Experience and good practice clearly identify that the early provision of an organizational (Corporate) BCM Strategy will ensure BCM activities are aligned with and support the organization's overall business strategy. The Business Continuity Strategy can be an integral component of an institution's corporate strategy.



## Key Benefits of ISO 22301: 2012 Business Continuity Management System

- Maximize quality and efficiency** *ISO 22301 provides a framework based on international best practice based around the 'Plan, Do' Check, 'Act' concept.*
- Flexibility during disruptions** *During a localized disruption or an international disaster, your organization will have a business continuity processes in place to ensure the continued smooth running of your business, or that if disrupted you will be able to get up and running quickly and efficiently in order to ensure minimum disruptions to the services you offer.*
- Competitive advantage** *Ensure client confidence through certification to ISO 22301 an internationally acknowledged standard while gaining new opportunity and winning new business.*
- Organizational improvement** *BCM Certification provides you with a clear understanding of your entire organization. This can provide you with new opportunities for improvement.*
- Continuous internal improvement via audits** *During the certification process you will participate in regular audits which ensure your management system is up to date.*
- Legal and Regulatory Compliance** *Demonstrate that you meet the regional legal and regulatory requirements of the region to all of your stakeholders*
- Cost savings** *Your organization may be able to reduce the cost of internal and external BCM audits, and to improve financial performance and reduce business disruption insurance premiums.*
- Maintain Optimum Client Delivery levels** *A BCMS framework supports strengthened management processes which allow you to supply an agreed level of critical services and products within a specified time frame after disruption to your clients.*
- Strengthen your internal Management** *A BCMS provides proven management capability during times of disruption.*
- Reputational Management** *Certification to ISO 22301 reinforces your commitment to providing a premium level of services to you stakeholders, even during adverse conditions.*

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