ISO 22301

Business Continuity Management (BCM)

If there is one single objective that all organizations share since the beginning of the industrial age, it is this: to be able to implement their plans without disruption, and to see them through to success. So far very few organizations have implemented the kind of measures that would help them be prepared for major incidents, though, and to ensure the continuity of their business. The international standard ISO 22301 can be applied to minimize exactly this kind of risk.

Business Continuity Management is a holistic management approach. It allows companies to recognize those key processes and values most critical to the organization itself, and to the company's survival, and how to protect them from harmful influences and major incidents – or at least to ensure maximum failsafe. Organizations with a certificate to ISO 22301 promote the confidence of their key stakeholders, their customers and partners, as well as their reputation. It also allows them to act and communicate correctly and quickly, to plan and practice systematically, and to react effectively in a critical situation.

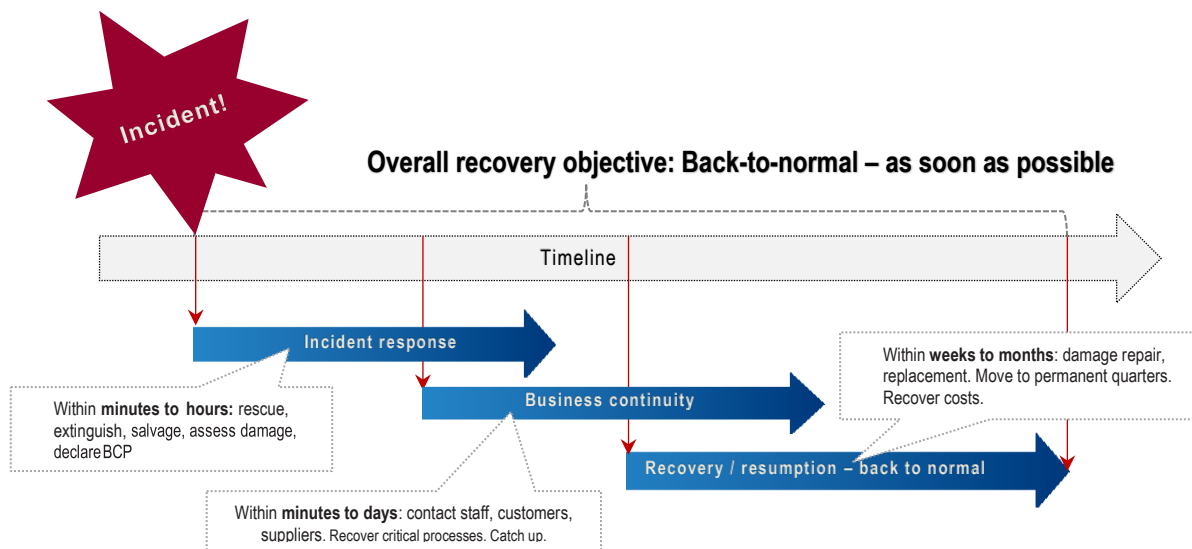**DQS Group – your choice in management system certification**

The objectives of BCM

Disruptions of business always present a particular challenge to any organization. Resource shortages, rapidly changing markets both domestic and international, natural disasters, or the loss of important data may lead to situations that endanger the very existence of an organization. About 80% of all companies that experienced a serious incident without being properly prepared ceased to exist within about 18 months afterwards*.

The international Standard ISO 22301 creates an understanding of BCM and supplies the framework for the implementation of a BCM system in organizations of any type or business sector. In order to fulfil legal or regulatory requirements – or those arising from the chain of supply – many organizations have already established a risk management system. BCM, however, is something quite separate from normal risk management. It focuses fully on those aspects critical to survival, in order to ensure survival first, and the subsequent return to normal business operations in short order, following a major incident.

Source: Safety net / Guardian IT

Incident!

Overall recovery objective: Back-to-normal – as soon as possible

Timeline

Incident response

Within **weeks to months**: damage repair, replacement. Move to permanent quarters. Recover costs.

Within **minutes to hours**: rescue, extinguish, salvage, assess damage, declare BCP

Business continuity

Recovery / resumption – back to normal

Within **minutes to days**: contact staff, customers, suppliers. Recover critical processes. Catch up.
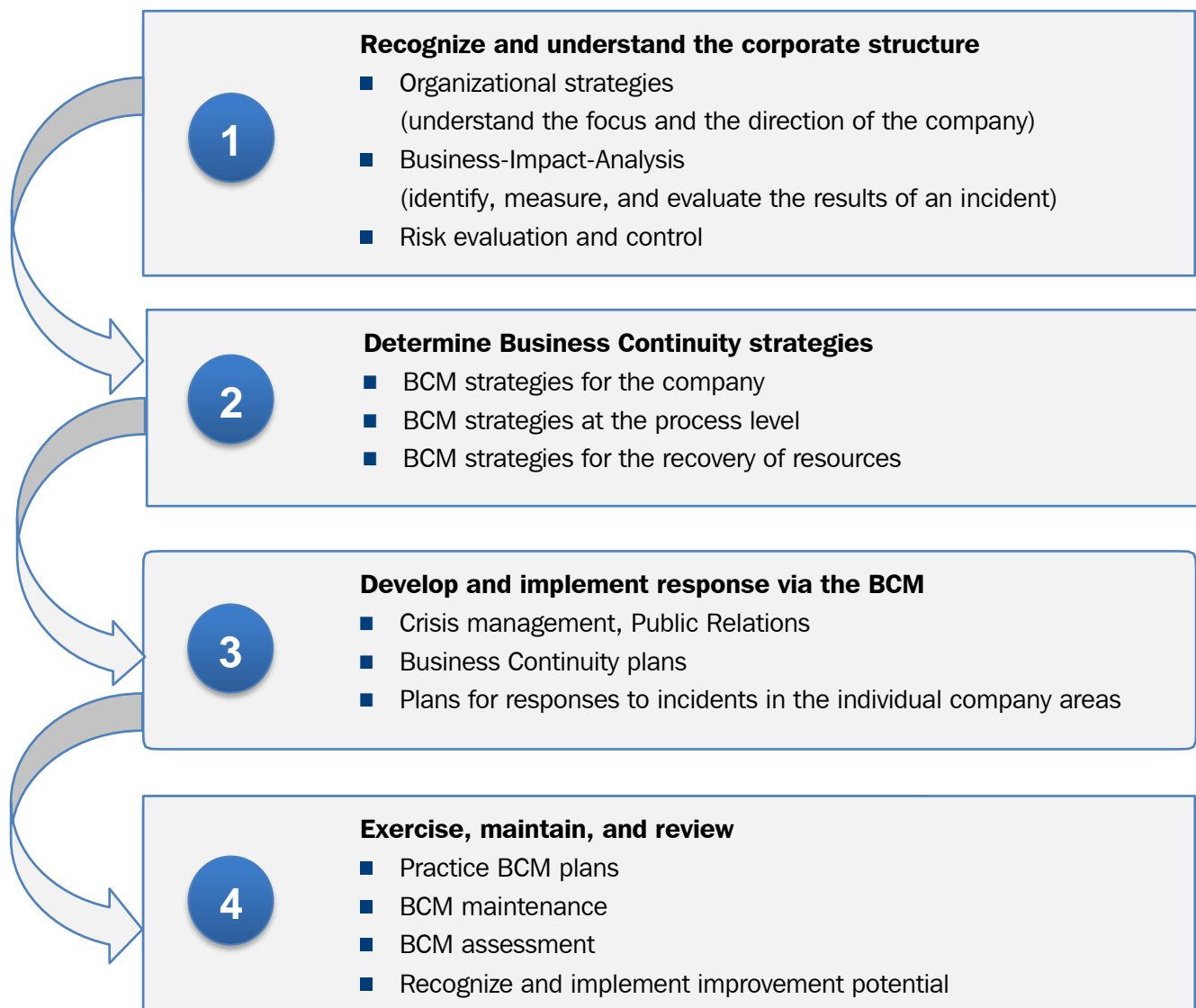
Benefits of BCM certification

- Provides management with a tool to define processes critical to the organization
- Enables the organization to react to major incidents, and to establish suitable measures
- Minimizes loss caused by disruptions or break-downs of existential corporate processes
- Prevents break-downs of critical processes along the chain of supply
- Improves holistic understanding of the organization, fosters continuous improvement
- Allows for competitive advantages, e.g. by improving new customer business
- Is evidence of compliance with legislation, regulations, and restraints
- Provides an improved basis for negotiation with financial service providers
- Results in improved confidence among interested parties

ISO 22301 – A management process for recovery and continuity

Solidly embedded in the organization's corporate culture, the practical implementation of BCM follows the PDCA method and includes planning, monitoring, and training, as well as the continual improvement of organizational processes. BCM "life cycle" is defined in several steps, with the BCM management program at its center, and consists of the following tasks: develop strategies/principles, assign responsibility, implement Business Continuity, and maintain it permanently.

Implementation in four steps

1

Recognize and understand the corporate structure
- Organizational strategies
  (understand the focus and the direction of the company)
- Business-Impact-Analysis
  (identify, measure, and evaluate the results of an incident)
- Risk evaluation and control

2

Determine Business Continuity strategies
- BCM strategies for the company
- BCM strategies at the process level
- BCM strategies for the recovery of resources

3

Develop and implement response via the BCM
- Crisis management, Public Relations
- Business Continuity plans
- Plans for responses to incidents in the individual company areas

4

Exercise, maintain, and review
- Practice BCM plans
- BCM maintenance
- BCM assessment
- Recognize and implement improvement potential

...Risk Management

Certification to ISO 22301

The audit can be conducted whenever you feel ready. The duration of the audit depends on the size of the site and the complexity of the processes, but is always at least one day. After a successful certification audit, you will receive a certificate with a validity of three years. After certification, yearly surveillance audits will be necessary to maintain certified status.

DQS – Your Partner for Certification

DQS accompanies organizations throughout the steps from documentation completeness check to certification readiness of their Business Continuity Management System. A conclusive, independent assessment of their management system provides top management with assurance that the system is in conformance with the standard's requirements. Even more important, however, are the insights gained on the management system's efficiency and suitability for controlling the scenarios included in the Business Continuity plans. DQS auditors will provide information for improvement, and direction for decision making processes.

Revision of ISO 22301 and its changes

Since its initial publication in 2012, the ISO 22301 standard has become the international benchmark for Business Continuity Management Systems. Considering this popularity, it is only appropriate for ISO to review its standard and incorporate the learnings of its first years of use. In January 2019, ISO published the ISO/DIS 22301:2019 standard, which is a draft of the new version. Although there may be changes between the draft and the final version, it already gives a clear idea of what to expect.

The technical committee responsible for the revision expects the standard to be published in the fall of 2019, as ISO 22301:2019. After publication, there will be a transition period of three years. This would mean that all certificates to the 2012 version would ultimately lose their validity in the autumn of 2022.

To stay up-to-date about changes and developments, please regularly visit DQS Holding homepage: BCM

DQS: Global presence - Local expertise

DQS is one of the leading certification bodies for management systems worldwide. With 80 offices in 60 countries, and 2,500 auditors and experts worldwide, DQS is your trusted partner for sustainable success. DQS Holding, based in Frankfurt, provides the strategic leadership for all DQS offices worldwide. We strive for one common goal: to improve our customers' management systems and organizational health by offering value-adding assessment services.

The way to find us

Please contact the local DQS office in your area.
The list is available online at the Group website here   **WWW**