

# ISO 22301 SELF-ASSESSMENT CHECKLIST TEMPLATE

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Whether you pursue ISO 22301 certification or not, you can use this self-assessment checklist to understand what you need to create a business continuity management system (BCMS). The checklist is divided into sections following clauses 5 - 10 of ISO 22301.

CLAUSE - SECTION	COMPLETE?	REMARKS
<b>Clause 5 - Leadership</b>		
Define a BCM management oversight process.		
Appoint an oversight committee.		
Ensure organization objectives and policies align with customer, legal, regulatory, and any other requirements.		
<b>Clause 6 - Planning</b>		
<b>Outline what your continuity management plan needs. Include the following:</b>		
The purpose of the organization and the products and services you provide.		
What assets and functions you need to protect and how.		
Stakeholder requirements.		
Legal and regulatory requirements.		
<b>Clause 7 - Support</b>		
Establish an easy-to-use, easily accessible document management system to support all documents relevant to each stage of the BCM system.		
Establish a documentation maintenance process to ensure regular updates.		
Establish a training program to ensure global awareness of the business continuity maintenance program throughout your organization.		
Establish a communication program to ensure ongoing liaison with interested parties during and outside of disruptive events.		

## Clause 8 - Operation

Complete a risk assessment.

Complete a business impact analysis (BIA).

Based on the previous two assessments, create business continuity Recovery strategies for critical aspects of the organization.

### Create the business recovery plans:

Crisis management plan.

Critical business recovery plan.

Critical IT disaster recovery plan.

Regularly schedule tests and document the results.

## Clause 9 - Performance Evaluation

Schedule and document Internal and external audits.

Measurement and evaluation processes established to track program performance.

Schedule and document management reviews.

## Clause 10 - Continual Improvement

Test or measure to identify weaknesses.

Implement a corrective action program.

Implement a post-incident review process.

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