



ISO 22301:2019 Checklist

22 Sep 2022 / Margaretta Encarnacion

Complete

Score	94.74%	Flagged items	2	Actions	1
Conducted on	22.09.2022 15:17 PST				
Prepared by	Margaretta Encarnacion				
Location	Hawaii, USA (19.8967662, -155.5827818)				

Flagged items & Actions

2 flagged, 1 action

Flagged items

2 flagged, 1 action

4. Context of the organization / 4.2 Understanding the needs and expectations of interested parties / 4.2.2 Legal and regulatory requirements

c) document this information and keep it up to date.

Non-Compliant

Documentation from before has been lacking.

To Do | Priority High | Due 29.09.2022 15:18 PST | Created by SafetyCulture Staff

Improve documentation practices and ensure this checklist is documented also

4. Context of the organization / 4.3 Determining the scope of the business continuity management system / 4.3.1 General

The scope shall be available as documented information.

Non-Compliant

Not documented well.

Other actions

0 actions

4. Context of the organization

2 flagged, 1 action, 86.67%

4.1 Understanding the organization and its context

100%

The organization shall determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its BCMS.

Compliant

NOTE: These issues will be influenced by the organization's overall objectives, its products and services and the amount and type of risk that it may or may not take.

4.2 Understanding the needs and expectations of interested parties

1 flagged, 1 action, 80%

4.2.1 General

100%

When establishing its BCMS, the organization shall determine:

a) the interested parties that are relevant to the BCMS;

Compliant

b) the relevant requirements of these interested parties.

Compliant

4.2.2 Legal and regulatory requirements

1 flagged, 1 action, 66.67%

The organization shall:

a) implement and maintain a process to identify, have access to, and assess the applicable legal and regulatory requirements related to the continuity of its products and services, activities and resources;

Compliant

b) ensure that these applicable legal, regulatory and other requirements are taken into account in implementing and maintaining its BCMS;

Compliant

c) document this information and keep it up to date.

Non-Compliant

Documentation from before has been lacking.

To Do | Priority High | Due 29.09.2022 15:18 PST | Created by SafetyCulture Staff

Improve documentation practices and ensure this checklist is documented also

4.3 Determining the scope of the business continuity management system

1 flagged, 87.5%

4.3.1 General

1 flagged, 80%

The organization shall determine the boundaries and applicability of the BCMS to establish its scope.

Compliant

When determining this scope, the organization shall consider:

a) the external and internal issues referred to in 4.1;

Compliant

b) the requirements referred to in 4.2;

Compliant

c) its mission, goals, and internal and external obligations.

Compliant

The scope shall be available as documented information.

Non-Compliant

Not documented well.

4.3.2 Scope of the business continuity management system

100%

The organization shall:

a) establish the parts of the organization to be included in the BCMS, taking into account its location(s), size, nature and complexity;

Compliant

b) identify products and services to be included in the BCMS.

Compliant

When defining the scope, the organization shall document and explain exclusions. They shall not affect the organization's ability and responsibility to provide business continuity, as determined by the business impact analysis or risk assessment and applicable legal or regulatory requirements.

Compliant

4.4 Business continuity management system

100%

The organization shall establish, implement, maintain and continually improve a BCMS, including the processes needed and their interactions, in accordance with the requirements of this document.

Compliant

5. Leadership

100%

5.1 Leadership and commitment

100%

Top management shall demonstrate leadership and commitment with respect to the BCMS by:

a) ensuring that the business continuity policy and business continuity objectives are established and are compatible with the strategic direction of the organization;

Compliant

b) ensuring the integration of the BCMS requirements into the organization's business processes;

Compliant

c) ensuring that the resources needed for the BCMS are available;

Compliant

d) communicating the importance of effective business continuity and of conforming to the BCMS requirements;

Compliant

e) ensuring that the BCMS achieves its intended outcome(s);

Compliant

f) directing and supporting persons to contribute to the effectiveness of the BCMS;

Compliant

g) promoting continual improvement;

Compliant

h) supporting other relevant managerial roles to demonstrate their leadership and commitment as it applies to their areas of responsibility.

Compliant

NOTE: Reference to "business" in this document can be interpreted broadly to mean those activities that are core to the purposes of the organization's existence.

5.2 Policy

100%

5.2.1 Establishing the business continuity policy

100%

Top management shall establish a business continuity policy that:

a) is appropriate to the purpose of the organization;

Compliant

b) provides a framework for setting business continuity objectives;

Compliant

c) includes a commitment to satisfy applicable requirements;

Compliant

d) includes a commitment to continual improvement of the BCMS.

Compliant

5.2.2 Communicating the business continuity

100%

policy

The business continuity policy shall:

a) be available as documented information;

N/A

Due to improper documentation practices before, some information is not available.

b) be communicated within the organization;

Compliant

c) be available to interested parties, as appropriate.

Compliant

5.3 Roles, responsibilities and authorities

100%

Top management shall ensure that the responsibilities and authorities for relevant roles are assigned and communicated within the organization.

Compliant

Top management shall assign the responsibility and authority for:

a) ensuring that the BCMS conforms to the requirements of this document;

Compliant

b) reporting on the performance of the BCMS to top management.

Compliant

Completion

Name and Signature

Margaretta E.

Margaretta Encarnacion
22.09.2022 15:22 PST
