



SLOVENSKI STANDARD SIST EN ISO 22301:2014

01-oktober-2014

Družbena varnost - Sistem vodenja neprekinjenosti poslovanja - Zahteve (ISO 22301:2012)

Societal security - Business continuity management systems - Requirements (ISO 22301:2012)

Sicherheit und Schutz des Gemeinwesens - Aufrechterhaltung der Betriebsfähigkeit - Anforderungen (ISO 22301:2012)

Sécurité sociétale - Systèmes de management de la continuité d'activité - Exigences (ISO 22301:2012)

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ICS:

03.100.01	Organizacija in vodenje podjetja na splošno	Company organization and management in general
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EUROPEAN STANDARD

EN ISO 22301

NORME EUROPÉENNE

EUROPÄISCHE NORM

July 2014

ICS 03.100.01

English Version

Societal security - Business continuity management systems - Requirements (ISO 22301:2012)

Sécurité sociétale - Systèmes de management de la
continuité d'activité - Exigences (ISO 22301:2012)

Sicherheit und Schutz des Gemeinwesens -
Aufrechterhaltung der Betriebsfähigkeit - Anforderungen
(ISO 22301:2012)

This European Standard was approved by CEN on 17 July 2014.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the CEN-CENELEC Management Centre or to any CEN member.

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CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.

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COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

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Foreword

The text of ISO 22301:2012 has been prepared by Technical Committee ISO/TC 223 "Societal security" of the International Organization for Standardization (ISO) and has been taken over as EN ISO 22301:2014 by Technical Committee CEN/TC 391 "Societal and Citizen Security" the secretariat of which is held by NEN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by January 2015, and conflicting national standards shall be withdrawn at the latest by January 2015.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN [and/or CENELEC] shall not be held responsible for identifying any or all such patent rights.

According to the CEN-CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

Endorsement notice

The text of ISO 22301:2012 has been approved by CEN as EN ISO 22301:2014 without any modification.

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INTERNATIONAL STANDARD

ISO
22301

First edition
2012-05-15

Corrected version
2012-06-15

Societal security — Business continuity management systems — Requirements

Sécurité sociétale — Gestion de la continuité des affaires — Exigences

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ISO 22301:2012(E)

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 22301 was prepared by Technical Committee ISO/TC 223, *Societal security*.

This corrected version of ISO 22301:2012 incorporates the following corrections:

- first list in 6.1 changed from a numbered to an unnumbered list;
- commas added at the end of list items in 7.5.3 and 8.3.2;
- bibliography items [19] and [20] separated, which were merged in the original;
- font size adjusted in several places.

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0 Introduction

0.1 General

This International Standard specifies requirements for setting up and managing an effective Business Continuity Management System (BCMS).

A BCMS emphasizes the importance of

- understanding the organization's needs and the necessity for establishing business continuity management policy and objectives,
- implementing and operating controls and measures for managing an organization's overall capability to manage disruptive incidents,
- monitoring and reviewing the performance and effectiveness of the BCMS, and
- continual improvement based on objective measurement.

A BCMS, like any other management system, has the following key components:

- a) a policy;
- b) people with defined responsibilities;
- c) management processes relating to
 - 1) policy,
 - 2) planning,
 - 3) implementation and operation,
 - 4) performance assessment,
 - 5) management review, and
 - 6) improvement;
- d) documentation providing auditable evidence; and
- e) any business continuity management processes relevant to the organization.

Business continuity contributes to a more resilient society. The wider community and the impact of the organization's environment on the organization and therefore other organizations may need to be involved in the recovery process.

0.2 The Plan-Do-Check-Act (PDCA) model

This International Standard applies the "Plan-Do-Check-Act" (PDCA) model to planning, establishing, implementing, operating, monitoring, reviewing, maintaining and continually improving the effectiveness of an organization's BCMS.

This ensures a degree of consistency with other management systems standards, such as ISO 9001 *Quality management systems*, ISO 14001, *Environmental management systems*, ISO/IEC 27001, *Information security management systems*, ISO/IEC 20000-1, *Information technology — Service management*, and ISO 28000, *Specification for security management systems for the supply chain*, thereby supporting consistent and integrated implementation and operation with related management systems.

Figure 1 illustrates how a BCMS takes as inputs interested parties, requirements for continuity management and, through the necessary actions and processes, produces continuity outcomes (i.e. managed business continuity) that meet those requirements.

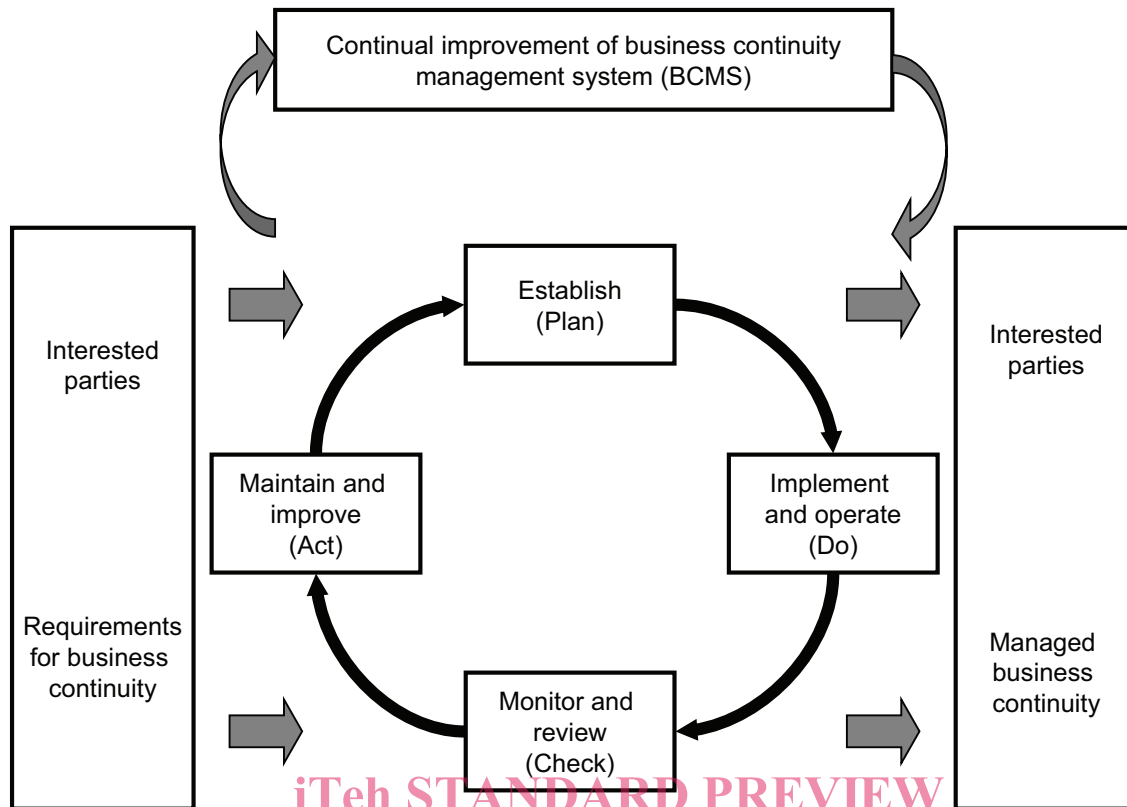


Figure 1 — PDCA model applied to BCMS processes

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Table — Explanation of PDCA model

Plan (Establish)	Establish business continuity policy, objectives, targets, controls, processes and procedures relevant to improving business continuity in order to deliver results that align with the organization's overall policies and objectives.
Do (Implement and operate)	Implement and operate the business continuity policy, controls, processes and procedures.
Check (Monitor and review)	Monitor and review performance against business continuity policy and objectives, report the results to management for review, and determine and authorize actions for remediation and improvement.
Act (Maintain and improve)	Maintain and improve the BCMS by taking corrective action, based on the results of management review and reappraising the scope of the BCMS and business continuity policy and objectives.

0.3 Components of PDCA in this International Standard

In the Plan-Do-Check-Act model as shown in Table 1, Clause 4 through Clause 10 in this International Standard cover the following components.

- Clause 4 is a component of Plan. It introduces requirements necessary to establish the context of the BCMS as it applies to the organization, as well as needs, requirements, and scope.
- Clause 5 is a component of Plan. It summarizes the requirements specific to top management's role in the BCMS, and how leadership articulates its expectations to the organization via a policy statement.
- Clause 6 is a component of Plan. It describes requirements as it relates to establishing strategic objectives and guiding principles for the BCMS as a whole. The content of Clause 6 differs from establishing risk treatment opportunities stemming from risk assessment, as well as business impact analysis (BIA) derived recovery objectives.