

SLOVENSKI STANDARD

SIST EN ISO 22301:2020

01-januar-2020

Nadomešča:

SIST EN ISO 22301:2014

Varnost in vzdržljivost - Sistem vodenja neprekinjenosti poslovanja - Zahteve (ISO 22301:2019)

Security and resilience - Business continuity management systems - Requirements (ISO 22301:2019)

Sicherheit und Schutz des Gemeinwesens - Business Continuity Management System - Anforderungen (ISO 22301:2019)

écurité et résilience - Systèmes de management de la continuité d'activité - Exigences (ISO 22301:2019)

Ta slovenski standard je istoveten z: EN ISO 22301:2019

ICS:

03.100.01	Organizacija in vodenje podjetja na splošno	Company organization and management in general
03.100.70	Sistemi vodenja	Management systems

SIST EN ISO 22301:2020

en,fr,de

iTeh STANDARD PREVIEW
(standards.iteh.ai)
Full standard:
<https://standards.iteh.ai/catalog/standards/sist/667c01c2-bbb6-419a-b7ab-5c80ecaebae1/iso-10651-3-1997-added-by-marina-8-of-april-need-to-delete>

EUROPEAN STANDARD
NORME EUROPÉENNE
EUROPÄISCHE NORM

EN ISO 22301

November 2019

ICS 03.100.01; 03.100.70

Supersedes EN ISO 22301:2014

English Version

**Security and resilience - Business continuity management
systems - Requirements (ISO 22301:2019)**

Sécurité et résilience - Systèmes de management de la
continuité d'activité - Exigences (ISO 22301:2019)

Sicherheit und Resilienz - Business Continuity
Management System - Anforderungen (ISO
22301:2019)

This European Standard was approved by CEN on 14 October 2019.

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.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

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



EUROPEAN COMMITTEE FOR STANDARDIZATION
COMITÉ EUROPÉEN DE NORMALISATION
EUROPÄISCHES KOMITEE FÜR NORMUNG

CEN-CENELEC Management Centre: Rue de la Science 23, B-1040 Brussels

© 2019 CEN All rights of exploitation in any form and by any means reserved
worldwide for CEN national Members.

Ref. No. EN ISO 22301:2019 E

Contents	Page
European foreword.....	3

iTeh STANDARD PREVIEW
(standards.iteh.ai)
Full standard:
<https://standards.iteh.ai/catalog/standards/sist/667c01c2-bbb6-419a-b7ab-5c80ecaebae1/iso-10651-3-1997-added-by-marina-8-of-april-need-to-delete>

European foreword

This document (EN ISO 22301:2019) has been prepared by Technical Committee ISO/TC 292 "Security and resilience" in collaboration with Technical Committee CEN/TC 391 "Societal and Citizen Security" the secretariat of which is held by AFNOR.

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 May 2020, and conflicting national standards shall be withdrawn at the latest by May 2020.

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

This document supersedes EN ISO 22301:2014.

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, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Republic of North Macedonia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

Endorsement notice

The text of ISO 22301:2019 has been approved by CEN as EN ISO 22301:2019 without any modification.

STANDARD PREVIEW
(standard.itech.ai)
Full standard available at: <https://standards.itech.ai/catalog/standard/iso-22301-2019>
419a-b7ab-5c80ecaebae1/iso-10653-3-1991 added by manual
of-aril-need-to-delete

iTeh STANDARD PREVIEW
(standards.itih.ai)
Full standard:
<https://standards.itih.ai/catalog/standards/sist/667c01c2-bbb6-419a-b7ab-5c80ecaebae1/iso-10651-3-1997-added-by-marina-8-of-april-need-to-delete>

INTERNATIONAL
STANDARDISO
22301Second edition
2019-10

**Security and resilience — Business
continuity management systems —
Requirements***Sécurité et résilience — Systèmes de management de la continuité
d'activité — Exigences*

PREVIEW
iTeh STANDARD PREVIEW
(standards.iteh.ai)
Full standard:
<https://standards.iteh.ai/catalog/standards/sist/667c01c2-bbdc-419a-b7ab-5c80ecaebae1/iso-10651-3-1997-added-by-marina-8>
of-aril-need-to-delete

Reference number
ISO 22301:2019(E)

ISO 22301:2019(E)

iTeh STANDARD PREVIEW
(standards.itih.ai)
Full standard:
<https://standards.itih.ai/catalog/standards/sist/667c01c2-bbb6-419a-b7ab-5c80eecaebae/iso-10651-3-1997-added-by-marina-8-of-aril-need-to-delete>

**COPYRIGHT PROTECTED DOCUMENT**

© ISO 2019

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Fax: +41 22 749 09 47
Email: copyright@iso.org
Website: www.iso.org

Published in Switzerland

Contents

Page

Foreword	v
Introduction	vi
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 Context of the organization	7
4.1 Understanding the organization and its context	7
4.2 Understanding the needs and expectations of interested parties	7
4.2.1 General	7
4.2.2 Legal and regulatory requirements	7
4.3 Determining the scope of the business continuity management system	7
4.3.1 General	7
4.3.2 Scope of the business continuity management system	8
4.4 Business continuity management system	8
5 Leadership	8
5.1 Leadership and commitment	8
5.2 Policy	8
5.2.1 Establishing the business continuity policy	8
5.2.2 Communicating the business continuity policy	9
5.3 Roles, responsibilities and authorities	9
6 Planning	9
6.1 Actions to address risks and opportunities	9
6.1.1 Determining risks and opportunities	9
6.1.2 Addressing risks and opportunities	9
6.2 Business continuity objectives and planning to achieve them	9
6.2.1 Establishing business continuity objectives	9
6.2.2 Determining business continuity objectives	10
6.3 Planning changes to the business continuity management system	10
7 Support	10
7.1 Resources	10
7.2 Competence	10
7.3 Awareness	11
7.4 Communication	11
7.5 Documented information	11
7.5.1 General	11
7.5.2 Creating and updating	11
7.5.3 Control of documented information	12
8 Operation	12
8.1 Operational planning and control	12
8.2 Business impact analysis and risk assessment	12
8.2.1 General	12
8.2.2 Business impact analysis	13
8.2.3 Risk assessment	13
8.3 Business continuity strategies and solutions	13
8.3.1 General	13
8.3.2 Identification of strategies and solutions	13
8.3.3 Selection of strategies and solutions	14
8.3.4 Resource requirements	14
8.3.5 Implementation of solutions	14
8.4 Business continuity plans and procedures	14
8.4.1 General	14

ISO 22301:2019(E)

8.4.2	Response structure	15
8.4.3	Warning and communication	15
8.4.4	Business continuity plans	16
8.4.5	Recovery	17
8.5	Exercise programme	17
8.6	Evaluation of business continuity documentation and capabilities	17
9	Performance evaluation	17
9.1	Monitoring, measurement, analysis and evaluation	17
9.2	Internal audit	18
9.2.1	General	18
9.2.2	Audit programme(s)	18
9.3	Management review	18
9.3.1	General	18
9.3.2	Management review input	18
9.3.3	Management review outputs	19
10	Improvement	19
10.1	Nonconformity and corrective action	19
10.2	Continual improvement	20
	Bibliography	21

iTeh STANDARD PREVIEW
 (standards.iteh.ai)
 Full standard:
<https://standards.iteh.ai/catalog/standards/sist/667c01c2-bbb6-419a-b7ab-5c80ecaebae1/iso-10651-3-1997-added-by-marina-8-of-aril-need-to-delete>

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.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 292, *Security and resilience*.

This second edition cancels and replaces the first edition (ISO 22301:2012), which has been technically revised. The main changes compared with the previous edition are as follows:

- ISO's requirements for management system standards, which have evolved since 2012, have been applied;
- requirements have been clarified, with no new requirements added;
- discipline-specific business continuity requirements are now almost entirely within [Clause 8](#);
- [Clause 8](#) has been re-structured to provide a clearer understanding of the key requirements;
- a number of discipline-specific business continuity terms have been modified to improve clarity and to reflect current thinking.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.