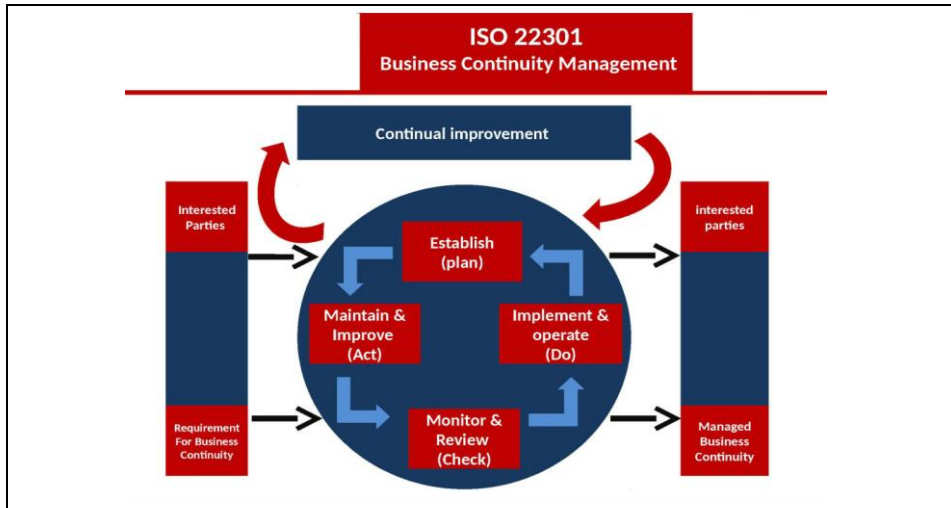


ISO 22301:2019 - Business Continuity Management System (BCMS) - "Purple Sheet"



CLAUSE	SUB-HEADING	DOC INFORMATION	DOC
4	4.1 Understanding the organization and its context	internal/external issues	p
	4.2 Understanding the needs and expectations of interested parties	interested parties	P
	4.3 Determining the scope of the business continuity management system	scope boundaries	s
	4.4 Business continuity management system	Core (C ⁴) Four	Turtle

5	5.1 Leadership and commitment	IMR	
	5.2 Management commitment		
	5.3 Policy	BC policy	p
	5.4 Organizational roles, responsibilities and authorities	org chart / job desc	p

6	6.1 Actions to address risks and opportunities	risk	SWOT
	6.2 Business continuity objectives and plans to achieve them	BC objectives	p

CLAUSE	SUB-HEADING	DOC INFORMATION	DOC
7	7.1 Resources	"stuff"	
	7.2 Competence	TIC	r
	7.3 Awareness	implications	p
	7.4 Communication	internal/external sources	P
	7.5 Documented information	DCC	P

8	8.1 Operational planning and control	process interaction	Turtle
	8.2 Business impact analysis and risk assessment	supply chain / sources	r
	8.3 Business continuity strategy	strategy (stages)	
	8.4 Establish and implement business continuity procedures	activation / recovery	p/P/R
	8.5 Exercising and testing	planned / tested	P

9	9.1 Monitoring, measurement, analysis and evaluation	policy / metrics	p/P/R
	9.2 Internal audit	IAC	P
	9.3 Management review	inputs to outputs	p

10	10.1 Nonconformity and corrective action	CAC	NC/CA
	10.2 Continual Improvement	CI	

Reference: ISO Core (C⁴) Four Team & Legend: p = policy / P = Procedure / s = scope / R = Record



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Business Continuity Management System (BCMS) – Documented Information Summary

Clause	Title / Heading	Description
4.2.2	Legal and regulatory requirements	Procedure: Compliance (P)
4.3.1	General (Determining the scope of the BCMS)	Scope statement
4.4	Business continuity management system	Processes (<i>interactions</i>)
5.3	Policy	Business continuity policy statement
6.2	BC objectives and planning to achieve them	Business continuity policy objectives
7.2 d	Competence	Training evidence (<i>see NOTE</i>)
7.4	Communication	Procedure (P)
7.5.1	General (Documented information)	Standard & Organization (<i>see NOTE</i>)
7.5.2	Creating and updating	Document identification
7.5.3	Control of documented information	Document protection
7.5.3	Control of documented information	Document distribution
7.5.3	Documents of external origin	External documents
7.5.3	Evidence of conformity	Retained evidence (<i>see NOTE</i>)
8.1 c	Operational planning and control	Process evidence
8.2.1	General (Business impact analysis and risk)	Impact & Risk analysis
8.2.2	Business impact analysis	Evaluation & recovery
8.2.3	Risk assessment	Identifies, analyses, evaluates
8.4.1	General	Procedure: Protocol (P)
8.4.2	Incident response structure	Procedure: Activation (P)
8.4.3	Warning and communication	Procedure: Detecting (P / R)
8.4.4	Business continuity plans	Procedure: Plans (P)
8.4.5	Recovery	Procedure: Recovery (P)
8.5	Exercising and testing	Exercises / Tests
9.1.1	General (Performance evaluation)	Key metric evidence (R)
9.1.1	General (Performance evaluation)	Procedure: Address adverse trends
9.1.2	Evaluation of business continuity	Procedure: Evaluation (P / R)
9.2	Internal audit	Audit procedure & audit results (P)
9.3	Management review	Management review results (R)
10.1	Nonconformity and corrective action	Nature of (NC) & Results of (CA)

Legend: p = Policy / P = Procedure / R = Record / NC = Nonconformity / CA = Corrective Action