



# Certify Your Business Continuity Management System

**BS 25999-2:2007**

## Business Continuity Management

It is critical that businesses plan for the potential disruptions to operations that can be caused by everything from minor accidents to major disasters. Maintaining business continuity has become a vital requirement of all organizations. The BS 25999-2:2007 standard for Business Continuity Management (BCM) was developed to establish the minimum standards for an effective BCM system (BCMS).

By identifying and outlining the elements of an effective BCMS, the standard is designed around keeping a business operating at required levels during any emergency. An effective BCMS will help you safeguard critical resources and staff, protect your reputation and brand value, and keep your critical business functions operating. The outcome is protection of shareholder value and the bottom line.

Business continuity, risk management, and disaster recovery have existed for a long time. BS 25999-2 provides a more comprehensive means to BCM, supported by enterprise-wide planning and procedures, and it introduces a full lifecycle and PDCA approach. It is an auditable standard, so organizations have a framework for continual improvement and demonstrating to stakeholders that they meet best practice.

### Who needs BS 25999-2?

BS 25999-2 was developed by experts from a cross-section of industry and government bodies. It can be applied to small or large organizations, and it is particularly valuable for high risk industries such as information service providers, banking, telecom, and utilities where high availability is crucial. For organizations with less risk, BS 25999-2 can meet the BCM needs of critical groups, divisions, and support functions. Since Risk Assessment is a fundamental piece of your BCM strategy, any organization can utilize BS 25999-2 to develop a proportionate and effective implementation (of the standard and best practice) and ensure operations are sustainable given an unexpected event.

### What are the benefits?

- Outlines a proven framework on which an organization can base its BCM system
- Improves an organization's resilience when encountering unexpected events
- Provides a measured and planned response organization-wide when an event occurs
- Creates competitive advantage, reputation, and brand value in the marketplace through reliability and high availability
- Identifies opportunities for improvement by developing a

clearer understanding of the organization and risk levels

- Demonstrates compliance and commitment to contracts, applicable laws, and government regulations
- Reduces costs by eliminating or minimizing the lost productivity that results from interrupted operations

### How does BS 25999-2 help?

The standard specifies how an organization develops a BCMS. It specifies the requirements for designing, implementing, and managing a BCMS. It reinforces:

- Understanding the business and risks that underlie an effective BCMS
- Operational controls and measurements that help an organization manage business continuity
- Management, monitoring, and review of performance and effectiveness of an organization's BCMS
- Continual improvement based on an effective strategy and objective measurement of the system

### How is a BCMS like other management systems?

Like other management systems, such as ISO 9001, ISO 27001, and ISO 14001, a BCMS has the following elements (a full chart is on the following page):

1. A BCM policy
2. Identification of resources, competency, and responsibilities
3. Management processes that address:
  - BCM policy
  - System planning
  - Implementation and operation of the BCMS
  - Performance assessment and measurement
  - Management review
  - Continual improvement
4. Documentation and auditable evidence of effectiveness
5. Business and organization-specific processes and outcomes such as risk assessment, business impact, contingency planning, response, and overall BCM plan development
6. The Plan-Do-Check-Act (PDCA) cycle for establishing, implementing, operating, monitoring, maintaining, and improving the effectiveness of an organization's BCMS

### The Certification Process

Certification can happen once your management system is ready. The typical certification process involves an on-site pre-assessment (gap analysis) if you desire, readiness review of your BCMS documentation, the certification audit itself, closure of any open issues, a review by the registrar, and issuance of your certificate. Certification costs are typically small compared to the cost of implementing the system. Fees are typically driven by the size of your company, complexity, and audit days required. With

some basic information about your company, SRI can easily provide a no-obligation, detailed cost proposal.

### SRI is a Full-Service, Accredited Registrar

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### Here's why you should choose SRI:

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- SRI uses the **same audit team across audit events** for greater

**Table 1. Correspondence with ISO 27001, ISO 9001, and ISO 14001**

BS 25999-2:2007	BS ISO/IEC 27001:2005	BS EN ISO 9001:2000	BS EN ISO 14001:2004
Introduction	0 Introduction 0.1 General 0.2 Process approach 0.3 Compatibility with other management systems	0 Introduction 0.1 General 0.2 Process approach 0.3 Relationship with ISO 9004 0.4 compatibility with other management systems	Introduction
1 Scope	1 Scope 1.1 General 1.2 Application	1 Scope 1.1 General 1.2 Application	1 Scope
2 Terms and definitions	2 Normative references 3 Terms and definitions	2 Normative references 3 Terms and definitions	2 Normative references 3 Terms and definitions
3 Planning the BCMS	4 ISMS requirements	4 QMS requirements	4 EMS requirements
3.1 General	4.1 General requirements	4.1 General requirements	4.1 General requirements
3.2 Establishing/managing BCMS	4.2 Establishing/managing the ISMS 4.2.1 Establish the ISMS 4.2.2 Implement/operate the ISMS		4.4 Implementation and operation
4 Implementing/operating BCMS			
4.1 Understanding the organization			
4.2 Determining business continuity strategy			
4.3 Developing and implementing a BCM response			
4.4 Exercising, maintaining and reviewing BCM arrangements	4.2.3 Maintain/improve the ISMS		4.5.1 Monitoring and measurement 4.5.2 Non-conformance and corrective and preventive action
3.4 BCMS documentation/records	4.3 Documentation requirements	4.2 Documentation requirements	
3.4.1 General	4.3.1 General 4.3.2 Control of documents 4.3.3. Control of records	4.2.1 General 4.2.2 Quality manual 4.2.3 Control of Documents 4.2.4 Control of records	4.4.5 Documentation control 4.5.3. Records
3.4.2 Control of BCMS documentation			
3.4.3 Control of BCMS records			
	5 Management responsibility	5 Management responsibility	
	5.1 Management commitment	5.1 Management Commitment 5.2 Customer focus 5.3 Quality policy 5.4 Planning 5.5 Responsibility, authority and communication	4.2 Environmental policy 4.3 Planning
	5.2 Resource management	6 Resource management	
	5.2.1 Provision of resources 5.2.2 Training, awareness and competency	6.1 Provision of resources 6.2 Human resources 6.2.2 Competence, awareness and training 6.3 Infrastructure 6.4 Work environment	4.2.2 Training, awareness and competence
5 Monitoring/reviewing the BCMS	6 Management review of the ISMS	5.6 Management review	4.6 Management review
5.2 Management/review of BCMS	6.1 General	5.6.1 General	
5.2.1 General			
5.2.2 Review input	6.2 Review input	5.6.2 Review input	
5.3 Review output	6.3 Review output	5.6.3 Review Output	
5.1 Internal audit	6.4 Internal ISMS audits	8.2.2 Internal audits	4.5.4 EMS audit
6 Maintaining/improving the BCMS	7 ISMS improvement	8 Improvement	
6.1 Preventive/corrective actions			
6.2 Continual improvement	7.1 Continual improvement 7.2 Corrective action 7.3 Preventive action	8.5.1 Continual improvement 8.5.2 Corrective actions 8.5.3 Preventive actions	4.5.2 Non-conformance and corrective and preventive action
6.1.3 Corrective action			
6.1.2 Preventive action			
Annex A Correspondence with BS EN ISO 9001:2000, BS EN ISO 14001:2004, BS ISO/IEC 27001:2005	Annex A Control objectives and controls Annex B Guidance on use of the standard Annex C Correspondence between different management system standards	Annex A Links between ISO 14001:1996 and ISO 9001:2000	Annex A Guidance on use of the specification Annex B Links between ISO 14001:2004 and ISO 9001:2000

consistency and effectiveness

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- SRI's **no-surprises, practical, open-book approach** builds strong, long-lasting relationships
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