

# Business Continuity Management System ISO 22301 Self-assessment checklist

## Where is your organization on the path to business continuity maturity?

The digitalization of services and globalization of supply chains has created many new opportunities for both service providers and users. It's also changed the challenges businesses face, from new cybersecurity risks and global tech outages to geopolitical instabilities and extreme weather events, prompting them to adapt their operations accordingly.

This is where robust business continuity management (BCM) comes into play. A mature approach to BCM can help you strengthen operational resilience, reduce downtime, lower risk, and assure stakeholders.



## Introducing ISO 22301 – Business Continuity Management System (BCMS)

The international standard for business continuity, ISO 22301 equips your organization with the framework needed to reduce the likelihood and impact of disruptions. By building resilience through a robust management system, you can safeguard your organization against unforeseen challenges.

## The benefits of certification

Independent certification demonstrates your organization's commitment to excellence. By gaining third-party assurance that your BCMS meets the requirements of ISO 22301, you can inspire confidence in your ability to support clients through disruption with an internationally recognized mark of excellence and unlock new growth opportunities.

# How the self-assessment works

By filling in the checklist on the next few pages you can gauge what stage of maturity your BCMS is currently at, and what actions you can take next. No matter where you are in your BCMS journey, our range of solutions can help you move forward.

*Please fill in the checklists below, each 'yes' counts as one point towards your final score and subsequent maturity range.*

## Snapshot of BCM maturity scores

### Early stage

#### 0-7 Points:

Begin with our Business Continuity training courses to solidify your foundational knowledge and practical skills in managing business continuity.

[Learn more >](#)

### Moderate stage

#### 8-10 Points:

Consider a BSI Gap Assessment to align your current practices with future goals, enhancing performance through standards. To achieve maturity, training courses should be a key consideration.

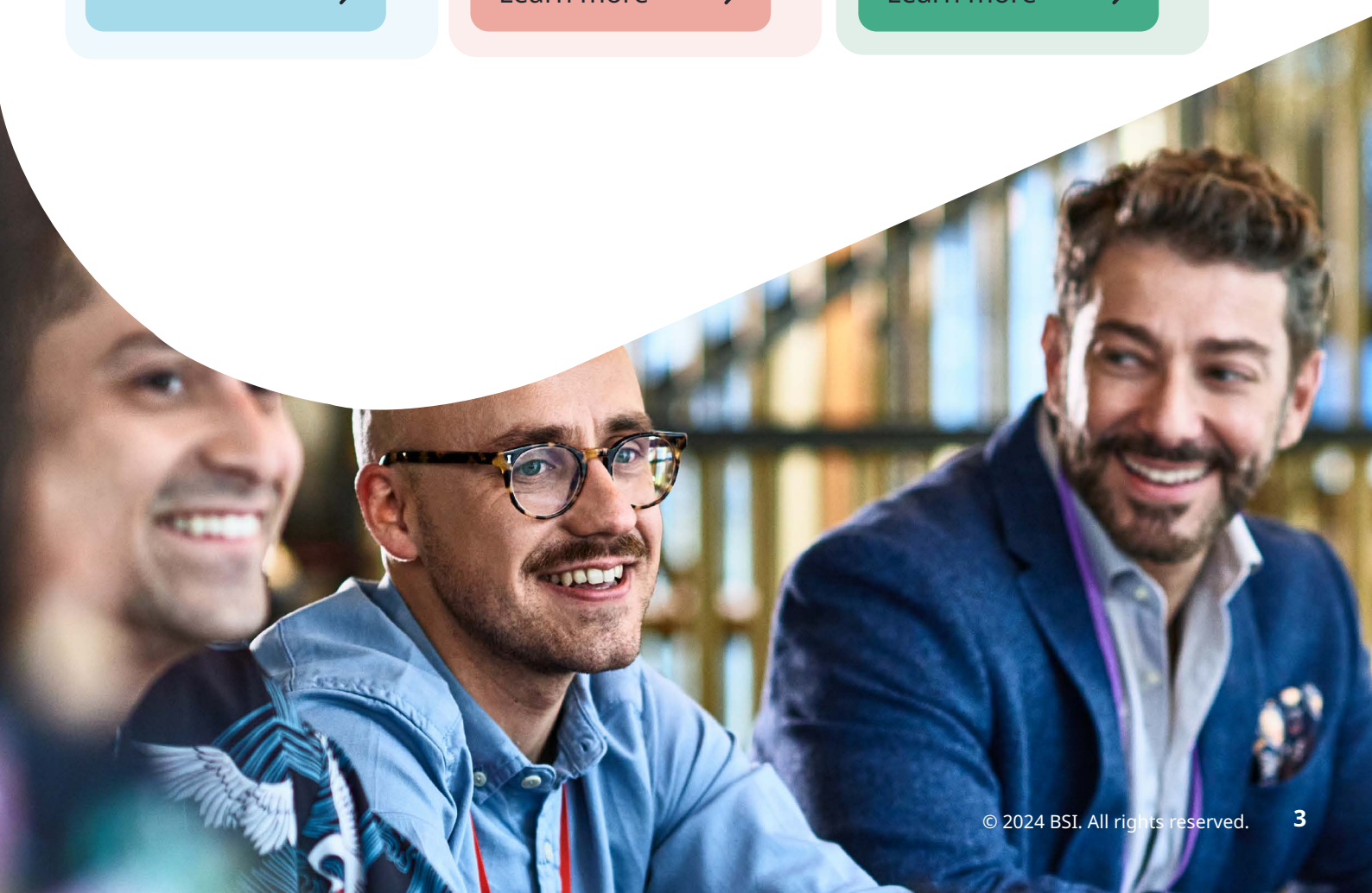
[Learn more >](#)

### Mature stage

#### 11-15 Points:

Pursue ISO 22301 certification to distinguish your BCMS, confirming and demonstrating your industry-leading business continuity practices. Training courses for the continued development of staff will also help you achieve full-scale maturity.

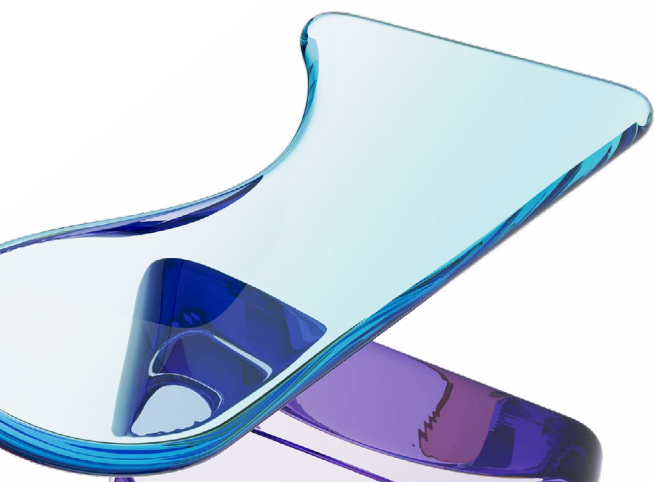
[Learn more >](#)



# Your BCM self-assessment checklist

	Yes	No
<b>1</b> <b>BCM principles</b> – Our organization understands the principles of business continuity best practice as laid out in ISO 22301.	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b> <b>Business impact assessment (BIA)</b> – We understand and have performed an effective BIA in accordance with best practice.	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b> <b>Internal BCM ‘champions’</b> – There is at least one individual within our organization who could be described as a subject matter expert for BCM.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b> <b>Executive understanding and commitment</b> – There are advocates at an executive level who both understand the value of, and are willing to invest in, effective business continuity protocols.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b> <b>BCM processes</b> – We have robust business continuity processes in place within our organization.	<input type="checkbox"/>	<input type="checkbox"/>

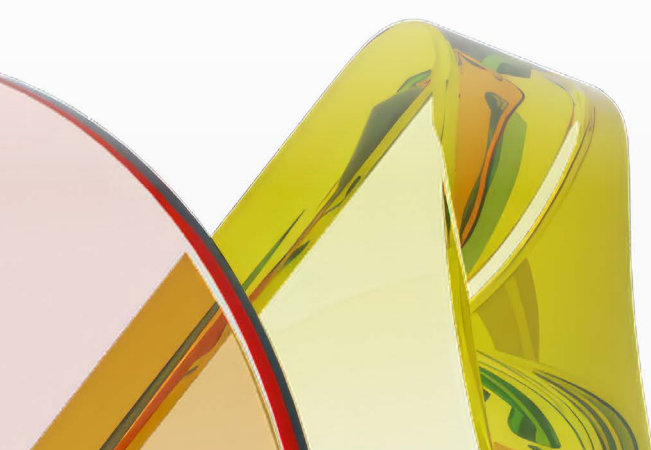
Continued >



# Your BCM self-assessment checklist

		Yes	No
<b>6</b>	<b>BCMS maturity</b> – We have a BCM system in place for managing Business Continuity.	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	<b>BCMS best practice</b> – Our BCMS is compliant with international best practice for BCM: ISO 22301.	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	<b>BCM testing</b> – We regularly exercise and test our BCM processes and incident responses.	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	<b>Staff training</b> – Our teams have received up-to-date BCM staff training including BIAs, incident response, crisis management as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b>	<b>BCM awareness training</b> – All staff across our organization have received business continuity training and are aware of their roles relating to BCM.	<input type="checkbox"/>	<input type="checkbox"/>

Continued >



# Information Security and Cybersecurity

Yes

No

11

**Continual development** – We have a culture of continuous feedback within our organization. We actively review the performance of previous and current BCM projects.

12

**Business as usual** – We routinely apply business continuity to all projects as business as usual.

13

**Process improvement** – We have an internal audit programme to evaluate BCM effectiveness, with all staff encouraged to submit ideas for improvement.

14

**Client support** – We support our clients and supply chain to maximize the effectiveness of BCM. Clients and members of our organization’s global supply chain are well informed about business continuity and its importance within the sector.

15

**Benefit realization** – We have seen demonstrable evidence that our BCM is improving the way in which we identify and manage risks.

Your score

Scored 0-7 points >

Scored 8-10 points >

Scored 11-15 points >



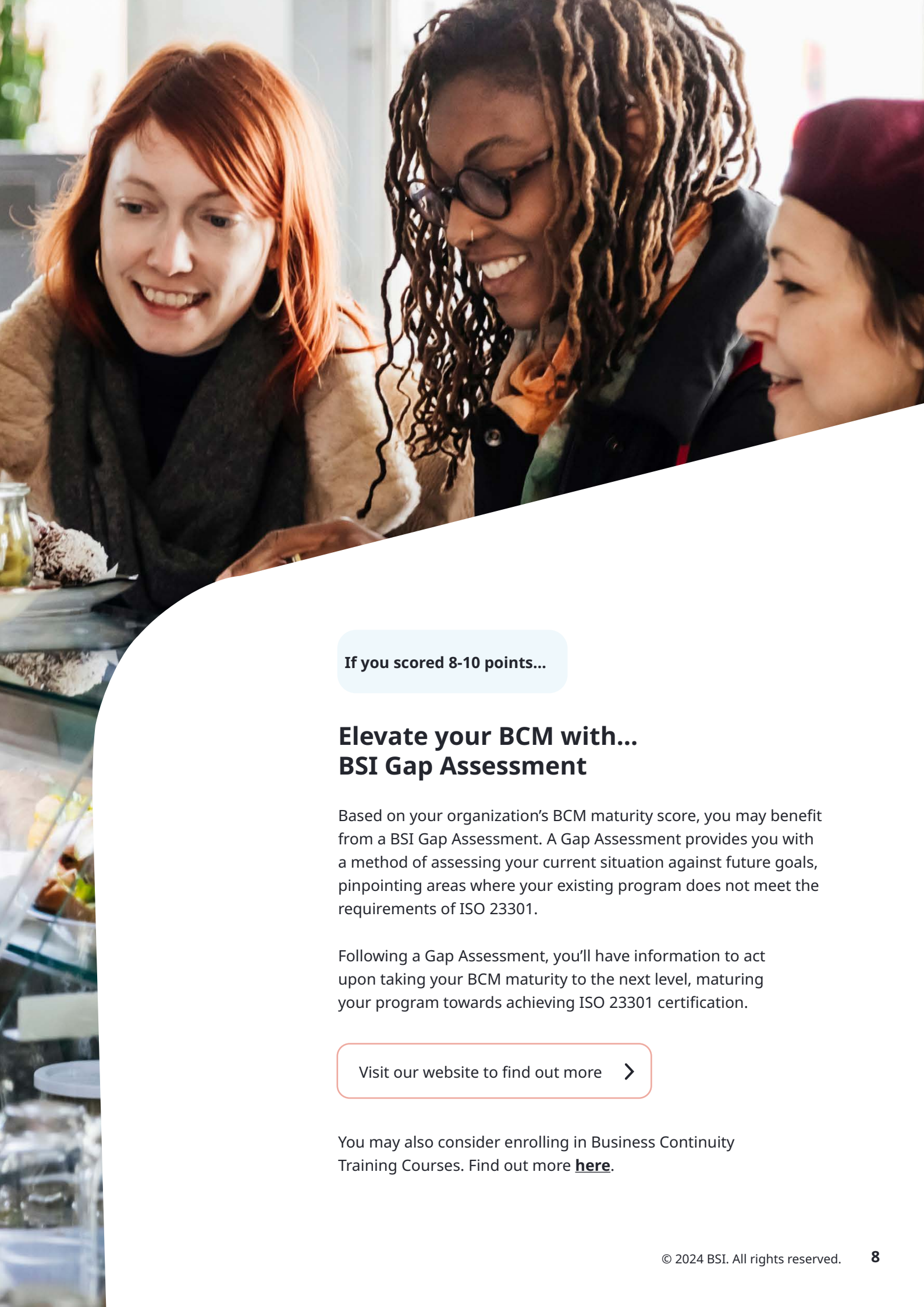
If you scored 0-7 points...

## Elevate your BCM with... training courses and professional qualifications.

Based on your organization's BCM maturity score, we'd recommend enrolling yourself or your team on one of our dedicated Business Continuity training courses or professional qualifications. Developed in conjunction with leading industry consultants and trends, our Business Continuity training courses provide the most relevant and up-to-date information in the market. Our courses can help you to interpret and understand the standard requirements and how to audit the management system. We also offer courses focused on key skills that bolster your abilities and knowledge as a Business Continuity professional, such as a Business Impact Assessment, and Crisis Management.

Wherever you are on your journey, whatever your role, we have a course to help you be more efficient at what you do.

[Visit our website to find out more >](#)



If you scored 8-10 points...

## Elevate your BCM with... BSI Gap Assessment

Based on your organization's BCM maturity score, you may benefit from a BSI Gap Assessment. A Gap Assessment provides you with a method of assessing your current situation against future goals, pinpointing areas where your existing program does not meet the requirements of ISO 23301.

Following a Gap Assessment, you'll have information to act upon taking your BCM maturity to the next level, maturing your program towards achieving ISO 23301 certification.

Visit our website to find out more >

You may also consider enrolling in Business Continuity Training Courses. Find out more [here](#).





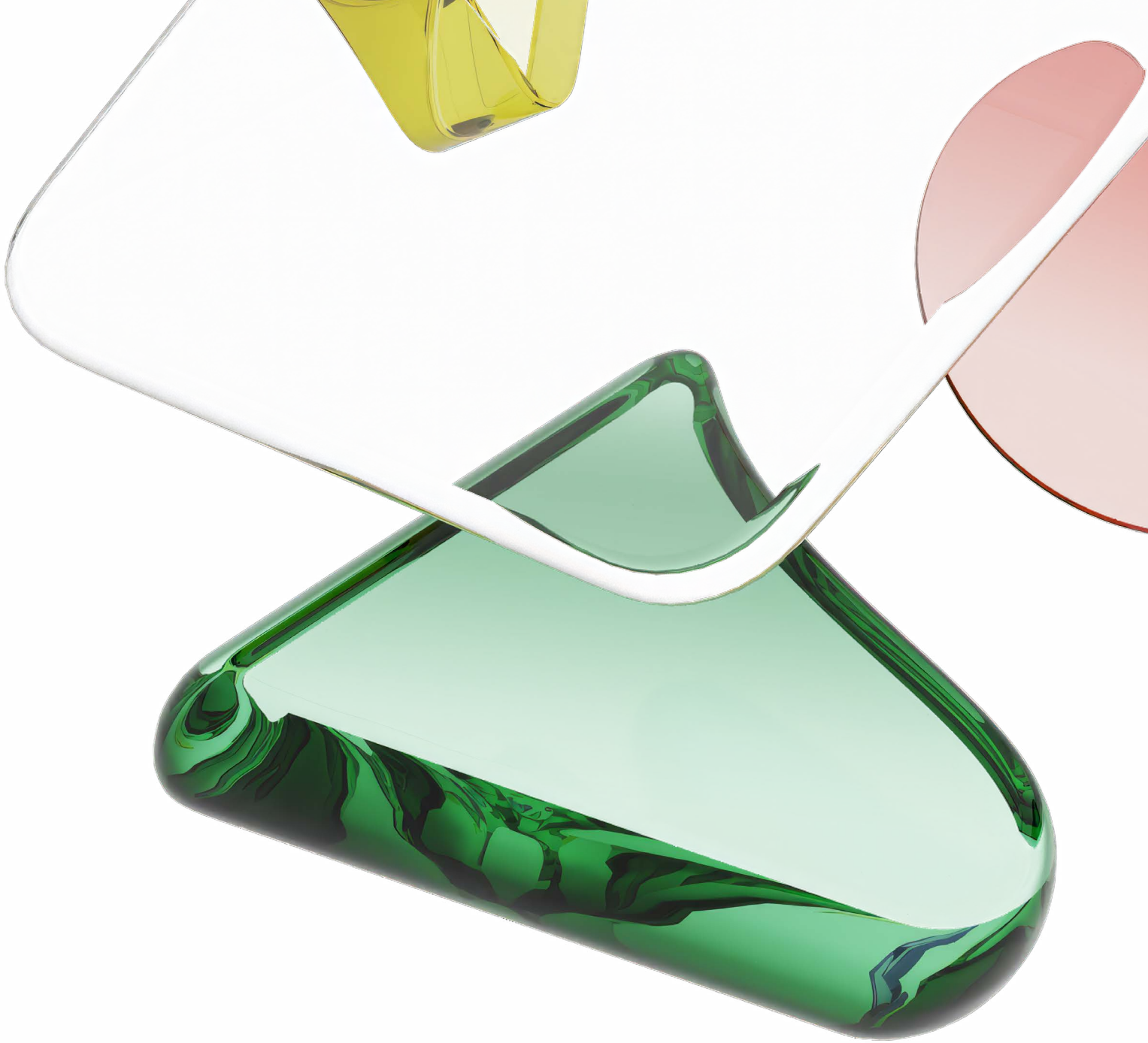
If you scored 11-15 points...

## Elevate your BCM with... ISO 23301 Certification

Based on your organization's BCM maturity score, you may be ready to achieve ISO 23301 Certification. During this process, we will conduct the formal certification audit to evaluate your current BCMS against ISO 22301. Through the assessment of your processes, we offer recommendations to optimise your business continuity management against the global standard.

Once you successfully complete the certification audit, BSI awards you with an accredited and internationally recognized certificate. This acknowledges your organization's commitment to business continuity and resilience, and enables you to differentiate your business continuity management to demonstrate your position as a market leader.

Visit our website to find out more >



Your partner  
in progress