

TECHNICAL REFERENCE
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TECHNICAL REFERENCE FOR

Business Continuity Management (BCM)

(Incorporating Erratum No. 1, September 2006)

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Foreword

This Technical Reference (TR) was prepared by the Technical Committee (TC) on Business Continuity Management (BCM) under the purview of the Management Systems Standards Committee (MSSC). The Business Continuity Management Council of the Singapore Business Federation provided strategic guidance to the Technical Committee in the development of this Technical Reference.

In recent years, security concerns and their impact on businesses have resulted in an increasing number of companies considering preventive measures to remain resilient in their business operations in today's environment. Implementing BCM is a strategic decision which management should consider for long term sustainability of the organisation.

The need for a common platform for good industry management practice has prompted the Singapore Business Federation, the Economic Development Board and SPRING Singapore to initiate the development of this TR. This work included the collaboration of key industry and government contributors.

The primary focus of this TR is on continuity management and recovery of critical business operations. This includes preventive measures (like risk reduction and mitigation – encompassing physical and IT security), methodologies and processes to implement disaster recovery planning, business continuity planning, emergency response and management, crisis communications management, supply chain coordination and cooperation with industry and public authorities.

This TR is not to be regarded as a Singapore Standard. It is made available for provisional application over a period of two years, but does not have the status of a Singapore Standard. The aim is to use the experience gained to modify the TR so that it can be adopted as a Singapore Standard. Users of the TR are invited to comment on its technical content, ease of use and any ambiguities or anomalies. These comments can be submitted using the feedback form provided at the end of the TR and will be taken into account in the review of the publication. At the end of the two years, the TR will be reviewed by the Technical Committee to discuss the comments received and to determine its suitability as a Singapore Standard. Submission for approval by the Standards Council as a Singapore Standard will be carried out only upon agreement after review.

Attention is drawn to the possibility that some of the elements of this TR may be the subjects of patent rights. SPRING Singapore shall not be held responsible for identifying any or all of such patent rights

1 Scope

This Technical Reference specifies the requirements for organisations intending to build competence, capacity, resilience and readiness to respond to and recover from events which threaten to disrupt normal business operations and activities. It stipulates the requirements to attain and maintain readiness to deal with risks and risk events faced by organisations due to the nature of their businesses, external environment or regulatory requirements.

The Business Continuity Management (BCM) requirements specified in this Technical Reference focus on the desired results and not the means for achieving those results. It does not prescribe how organisations should comply with the stipulations in this Technical Reference as each organisation's operations and environment are unique, and changes with advancement in technology, business operations and activities, external environment and industry practices, and the need to comply with regulatory requirements.

In addition, while a BCM project establishes the BC Plan of the organisation, this Technical Reference does not deal with the management of the BC Plan project, e.g. project initiation and gaining of executive management support to endorse the project.