Singapore Standards Council

SS ISO 22301 : 2012
(ICS 03.100.01)

SINGAPORE STANDARD

Societal security – Business continuity management systems – Requirements

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Societal security – Business continuity
management systems – Requirements

This Singapore Standard was approved by Management Systems Standards Committee on behalf of the Singapore Standards Council on 7 September 2012.

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The Technical Committee on Business Continuity Management appointed by the Management Systems Standards Committee and responsible for the preparation of this standard consists of representatives from the following organisations:

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* served till April 2012

** with effect from April 2012

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National Foreword

This Singapore Standard was prepared by the Technical Committee on Business Continuity Management under the direction of the Management Systems Standards Committee.

This standard is identical with ISO 22301:2012 published by the International Organization for Standardization.

Where appropriate, the words "International Standard" shall be read as "Singapore Standard".

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

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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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

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.

ISO 22301 was prepared by Technical Committee ISO/TC 223, *Societal security*.

This corrected version of ISO 22301:2012 incorporates the following corrections:

— first list in 6.1 changed from a numbered to an unnumbered list;

— commas added at the end of list items in 7.5.3 and 8.3.2;

— bibliography items [19] and [20] separated, which were merged in the original;

— font size adjusted in several places.

0 Introduction

0.1 General

This International Standard specifies requirements for setting up and managing an effective Business Continuity Management System (BCMS).

A BCMS emphasizes the importance of

— understanding the organization's needs and the necessity for establishing business continuity management policy and objectives,

— implementing and operating controls and measures for managing an organization's overall capability to manage disruptive incidents,

— monitoring and reviewing the performance and effectiveness of the BCMS, and

— continual improvement based on objective measurement.

A BCMS, like any other management system, has the following key components:

a) a policy;

b) people with defined responsibilities;

c) management processes relating to

    1) policy,

    2) planning,

    3) implementation and operation,

    4) performance assessment,

    5) management review, and

    6) improvement;

d) documentation providing auditable evidence; and

e) any business continuity management processes relevant to the organization.

Business continuity contributes to a more resilient society. The wider community and the impact of the organization's environment on the organization and therefore other organizations may need to be involved in the recovery process.