



COMPANY NAME:

ADDRESS:

Self-Assessment Questionnaire

How ready are you for ISO 22301?

This document has been designed to assess your company's readiness for an ISO 22301 Business Continuity Management System (BCMS). By completing this questionnaire your results will allow you to self-assess your organization and identify where you are in the ISO 22301 process.

Please mark your answers **✓ for Yes** and **leave blank for No**.

1. The organization and its context

Are defined the organization vulnerabilities, products or services that could be potentially affected and drive the BCMS?, If yes, refer to document number: _____

2. Needs and expectations of interested parties

Are identified all legal and regulatory requirements for your products and services considering any binding and commitment with your clients, stakeholders, and vendors?

If yes, refer to document number: _____

3. Scope of the BCMS

Does the scope define the BCMS in terms of its extent, purpose, deliverables, needs, and expectations?,

If yes, refer to document number: _____

4. Leadership and management commitment

Are defined the roles and responsibilities to evidence top management commitment to the BCMS?

If yes, refer to document number: _____

5. Business Continuity Management (BCM) plan or policy

Is there an established BCM plan or policy approved officially, maintained, communicated, and documented? If yes, refer to document number: _____

6. Risks and opportunities of BCMS implementation

Has an impact risk analysis of the threats and opportunities that may affect adversely the

implementation of the BCMS been conducted? If yes, refer to document number: _____

7. Business continuity objectives

Have measurable business continuity (BC) objectives been established, documented and communicated throughout the organization? If yes, refer to document number: _____



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8. BCMS resources and competence

Are resources needed within the BCMS clearly defined? If yes, refer to document number: _____

9. Awareness and communication

Is everyone within the organization’s control aware of the importance of the BCM policy, their involvement in implementing it and their role in disruption? If yes, refer to evidence document number: _____

10. Operational planning and control

Have you devised and implemented a program to ensure the BCMS achieves its outcomes? If yes, refer to evidence document: _____

11. Business Impact Analysis (BIA)

Is there a business impact analysis documented for the organization with the minimum acceptable levels for resuming activities? If yes, refer to document number: _____

12. Risk assessment and treatment

Is there a formal risk assessment process for analyzing the risk of disruptive incidents? If yes, refer to document number: _____

13. Business continuity strategy

Is the BC strategy based on the outputs of the BIA and risk assessment considering your suppliers, people, information and data, infrastructure, facilities, consumables, IT, transport, finance, and partner/supplier services? If yes, refer to document number: _____

14. Establishing and implementing BC procedures

Have BC procedures been put in place to manage a disruptive incident, and have continuity activities based on recovery objectives been identified in the BIA? Are the following business continuity procedures documented?

- Recovery and Incident Response Structure Procedure, Refer to document number: _____
- Exercising And Testing Procedure, Refer to document number: _____
- Performance Evaluation Procedure. Refer to document number: _____
- Nonconformity And Corrective Action Procedure, Refer to document number: _____
- Internal Audit Procedures, Refer to document number: _____
- Management Review Procedure. Refer to document number: _____

Sum all Checkmarks

Divide by 0.19 = ISO 22301 COMPLIANCE LEVEL.

100% - 90 % -	EXCELLENT
89% - 80% -	GOOD
79% - 70% -	REGULAR
69% - 60% -	DEFICIENT
59% OR LESS -	POOR

Prepared By (Print Name/Sign)	Date
Approved by: (Print Name /Sign)	Date

If you have any question or need some help and support, feel free to contact at: sales@ciqa.net, web: www.ciqa.net or tel 787-487-9235.