



# ISO 22301 CHECKLIST

A simple checklist to make sure your ISO 22301 Implementation hits on the key points of the attestation.

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## BUSINESS IMPACT ANALYSIS (BIA) DETERMINING RECOVERY REQUIREMENTS

- ☐ Identify all functions performed for all departments within scope.
- ☐ Map interdependencies and information flows between functions to fully understand the consequences of loss.
- ☐ Determine the length of time that the organization can live without each function before the loss becomes unacceptable (e.g. Recovery Time Objectives [RTOs]).  
*(look beyond loss of revenue as the sole criterion).*
- ☐ Identify enabling requirements (IT, personnel skill sets, etc.).
- ☐ Validate frequency of backups.
- ☐ Identify Single Points of Failure (SPOFs).

## RECOVERY STRATEGY ANALYSIS (RSA) UNDERSTANDING AND FULFILLING RECOVERY REQUIREMENTS

- ☐ Develop your recovery organization with the necessary teams and their proper staffing.
- ☐ Understand the available recovery strategies in the industry and the Recovery Time Objectives (RTOs) those strategies support.
- ☐ Map requirements from the BIA to the available strategies, determine cost and ease of implementation and then decide the best strategies for your organization.
- ☐ Implement the necessary contracts and integrate those strategies into your recovery solution.

## BUSINESS CONTINUITY PLAN (BCP)

WRITE YOUR PLANS TO INCLUDE THE FOLLOWING:

- ☐ Damage assessment procedures.
- ☐ Activation criteria based on the comparison between the estimated time to repair and RTOs.
- ☐ Recovery team(s) rosters and sub-plans for those teams that provide the activation procedures for the approved strategies.
- ☐ Critical vendor / supplier POCs and contact information.

## BCP TRAINING

DEVELOP CRITICAL SKILLS

- ☐ Ensure your people with recovery roles and responsibilities are trained to fulfill those duties.
- ☐ Ensure all personnel in the organization have a familiarization of recovery policies and where to go for information in the event of an incident / disaster.

## EXERCISE YOUR PLAN

TEST TO VERIFY YOUR PLANS EFFICACY

- ☐ Use realistic scenarios.
- ☐ Ensure coordination and participation among all personnel with recovery roles and responsibilities.
- ☐ Use the exercise results to refine your plan and update training curriculum.

IF YOU HAVE ANY QUESTIONS OR WOULD LIKE TO SPEAK WITH AN  
ISO 22301 EXPERT, REACH OUT!

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WHERE TO TURN... WHEN **ISO 22301** MATTERS

