[organization name] [confidentiality level]

## **BCMS Maintenance and Review Plan**

In order to maintain the accuracy and usability of all BCMS elements, including those performed by relevant partners and suppliers, they must be reviewed and updated with the following frequencies:

**Commented [270011]:** The purpose of this document is to prescribe the frequency of the review and maintenance of all elements of the Business Continuity Management System.

Commented [270012]: E.g., schedule of a second-party audit.



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[confidentiality level]													

Note: [Job title] is responsible for this plan, stored at [description of storage location], and that person has an exclusive right to edit and change the document; this record must be kept for [number] years.

**Commented [270016]:** E.g., Business Continuity Manager, Security Manager, Information Security Manager, etc.

**Commented [270017]:** E.g., Dropbox folder "BCMS maintenance"

Commented [270018]: E.g., three years