

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.

[illegible]

[organization name]

[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