

### BCMS Maintenance and Review Plan

In order to maintain the accuracy and usability of all BCMS elements, they must be reviewed and updated with the following frequency:

Item Element	January	February	March	April	May	June	July	August	September	October	November	December

Commented [27A1]:

Commented [27A2]: For each month, insert elements to be reviewed and updated.

Note: You must be responsible for the plan, content or description of storage facilities, and that person has an exclusive right to edit and change the documents. The record must be kept for specified years.