

ISO 22301 Documentation Toolkit

<https://advisera.com/27001academy/iso22301-bs25999-documentation-toolkit/>

Note: The documentation should preferably be implemented in the order in which it is listed here.

No.	Document code	Document name	Relevant clauses in ISO 22301	Mandatory according to ISO 22301
	00	Document Management		
1	00	Procedure for Document and Record Control	ISO 22301 7.5	
	01	Preparations for the Project		
2	01	Project Plan		
	02	Identification of Requirements		
3	02	Procedure for Identification of Requirements	ISO 22301 4.2	
4	02.1	Appendix 1 – List of Legal, Regulatory, Contractual and Other Requirements	ISO 22301 4.2	✓
	03	Business Continuity Policy		
5	03	Business Continuity Policy	ISO 22301 4.1, 4.3, 5.3, 6.2, 9.1.1	✓
	04	Risk Assessment and Risk Treatment		
6	04	Risk Assessment and Risk Treatment Methodology	ISO 22301 8.2.1, 8.2.3	✓
7	04.1	Appendix 1 – Risk Assessment Table	ISO 22301 8.2.3	
8	04.2	Appendix 2 – Risk Treatment Table	ISO 22301 8.3.3	
9	04.3	Appendix 3 – Risk Assessment and Treatment Report	ISO 22301 8.2.3, 8.3.3	
	05	Business Impact Analysis		

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10	05	Business Impact Analysis Methodology	ISO 22301 8.2.1, 8.2.2	✓
11	05.1	Appendix 1 – Business Impact Analysis Questionnaire	ISO 22301 8.2.1, 8.2.2	✓
	06	Business Continuity Strategy		
12	06	Business Continuity Strategy	ISO 22301 8.3, 8.4.2	✓
13	06.1	Appendix 1 – List of Activities	ISO 22301 8.2.2	✓
14	06.2	Appendix 2 – Recovery Priorities for Activities	ISO 22301 8.2.2	✓
15	06.3	Appendix 3 – Recovery Time Objectives for Activities	ISO 22301 8.2.2	✓
16	06.4	Appendix 4 – Examples of Disruptive Incident Scenarios	ISO 22301 8.5	✓
17	06.5	Appendix 5 – Preparation Plan for Business Continuity	ISO 22301 6.2	✓
18	06.6	Appendix 6 – Activity Recovery Strategy	ISO 22301 8.3	✓
	07	Business Continuity Plan		
19	07	Business Continuity Plan	ISO 22301 8.4	✓
20	07.1	Appendix 1 – Incident Response Plan	ISO 22301 8.4.3, 8.4.4	✓
21	07.2	Appendix 2 – Incident Log	ISO 22301 8.4.3	✓

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22	07.3	Appendix 3 – List of Business Continuity Sites	ISO 22301 8.4.4	✓
23	07.4	Appendix 4 – Transportation Plan	ISO 22301 8.3.2	✓
24	07.5	Appendix 5 – Key Contacts	ISO 22301 8.4.3	✓
25	07.6	Appendix 6 – Disaster Recovery Plan	ISO 22301 8.4.5	✓
26	07.7	Appendix 7 – Activity Recovery Plan	ISO 22301 8.4.5	✓
	08	Other Documents		
27	08.1	Exercising and Testing Plan	ISO 22301 8.5	
28	08.2	Appendix 1 – Exercising and Testing Report	ISO 22301 8.5	✓
29	08.3	BCMS Maintenance and Review Plan	ISO 22301 9.1.2	
30	08.4	Post-incident Review Form	ISO 22301 9.1.2	✓
	09	Training & Awareness		
31	09	Training and Awareness Plan	ISO 22301 7.2, 7.3	✓
	10	Internal Audit		
32	10	Internal Audit Procedure	ISO 22301 9.2	
33	10.1	Appendix 1 – Annual Internal Audit Program	ISO 22301 9.2	✓

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34	10.2	Appendix 2 – Internal Audit Report	ISO 22301 9.2	✓
35	10.3	Appendix 3 – Internal Audit Checklist	ISO 22301 9.2	
	11	Management Review		
36	11	Management Review Minutes	ISO 22301 9.3	✓
	12	Corrective Actions		
37	12	Procedure for Corrective Action	ISO 22301 10.1	
38	12.1	Appendix 1 – Corrective Action Form	ISO 22301 10.1	✓