

Exercising and Testing Plan

Commented [270011]: Learn more here:

How to perform business continuity exercising and testing according to ISO 22301
<https://advisera.com/27001academy/blog/2015/02/02/how-to-perform-business-continuity-exercising-and-testing-according-to-iso-22301/>

Change history

Date	Version	Created by	Description of change
	0.1	27001Academy	Basic document outline

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1. Purpose, scope and users

The purpose of this Plan is to determine the frequency and methods of testing in order to assess the feasibility of measures and solutions for business continuity management, and to establish necessary corrective actions.

This Plan is applied to all elements inside the BCMS scope, including arrangements with suppliers and outsourcing partners.

Users of this document are all persons with a role in the BCMS.

2. Implementation of exercising and testing

Business continuity exercising and testing will be implemented in [organization name] in the following way:

- Period: from [date] to [date]

[Redacted content]

- Exercising and testing scope: [name organizational units/activities to be included, as well as suppliers and/or outsourcing partners]
- Exercising and testing method:

[Redacted content]

Commented [270012]: Include the name of your company.

Commented [270013]:

Commented [270014]: Other persons to implement exercising and testing can also be named here.

Commented [270015]:

Commented [270016]: Choose objectives that are appropriate.

Commented [270017]: In time, all the business continuity arrangements and solutions must be included in exercising and testing, including relevant interested parties.

[Redacted text]

- Will exercising and testing be announced: [YES/NO]

[Redacted text]

Commented [270018]:

Commented [270019]: E.g., perform exercise and testing after working hours or on weekends.

Commented [2700110]: Please choose the one that applies to your company practices.

Commented [2700111]:

3. Review of results

[Job title] must review the results of exercising and testing, and prepare an Exercising and Testing Report.

Commented [2700112]: E.g., Business Continuity Manager, Security Manager, Information Security Manager, etc.

4. Managing records kept on the basis of this document

Record name	Storage location	Person responsible for storage	Control for record protection	Retention time
Exercising and Testing Report (in electronic form)	[job title]'s computer	[job title]	only [job title] has the right to edit the list	3 years

Commented [2700113]: E.g., Business Continuity Manager, Security Manager, Information Security Manager, etc.

5. Validity and document management

This document is valid as of [date].

The owner of this document is [job title].

Commented [2700114]: E.g., Business Continuity Manager, Security Manager, Information Security Manager, etc.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

- 1. [Redacted text]
- 2. [Redacted text]
- 3. [Redacted text]

6. Appendix

- [redacted]

[job title]

[name]

[redacted]

[signature]

Commented [2700115]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.