



Global-Mark P/L

Management Document G-95

Title: **Business Continuity Management
Certification - ISO22301**

Type: **Program Information Brochure**



This document is External



Document Information and Revision History

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|----------------------------|---------------|
| Document Number | G-95 |
| Original Author(s) | Herve Michoux |
| Current Revision Author(s) | Herve Michoux |

Revision History

| Revision | Date | Author(s) | Notes |
|----------|------------|---------------|---|
| 1 | 18/09/2008 | Herve Michoux | Original Release |
| 2 | 27/08/2013 | Jodie Jordan | New Template |
| 3 | 1/3/2017 | Herve Michoux | Updated references to ISO22301 (removed references to BS 25999-2) |
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1 WHY DO WE HAVE THIS DOCUMENT?

This document describes the Certification Program offered by Global-Mark Pty Ltd to Clients seeking Business Continuity Management Certification to ISO22301

This document is subject to change without notice. The latest version is on our web site: www.global-mark.com.au.

2 OVERVIEW

ISO22301 presents a framework and set of requirements for establishing, implementing, operating, monitoring, reviewing, testing, maintaining and continuously improving a Business Continuity Management System (BCMS). It is based on the ISO Appenxix SL so can be incorporated into other management systems (e.g. 9001, 14001, 27001 etc).

Many of the requirements are based on planning, documentation and testing the efficiency and effectiveness of the system.

There are also requirements for documents (policies, procedures and records) to be established and communicated within the organisation but also to its suppliers or partners.

The framework relies on a risk model, which can within the context of managing an organisation's overall risks.

ISO22301 is a generic document, intended to be applied to all types of organizations and of all sizes.

The design and implementation of a ISO22301 compliant BCMS needs to take into account specific and local regulatory, customer and organisational requirements, together with products/services, processes, the size, geographical spread, and infrastructure of the organisation.

| Program Summary Card | |
|---|--|
| Issue | Program Rules/Comments |
| Standard | ISO22301 |
| Any other relevant documentation | Nil |
| Target Audience | Any Company |
| Global-Mark output document | Certificate of Approval |
| Other Global-Mark output document | Certification Schedule (used if all the information does not fit on the Certificate of Approval) |
| Certificate Validity Period | 3 years |
| Certification Mark that can be used by the Client | Global-Mark® Business Continuity |
| Can this mark be used on product? | No |
| Periodicity of Post-certification Reviews? | 12 monthly |
| Periodicity of Re-certification Review | 3 years |
| Steps to and Post-certification | |
| Application | ✓ |
| Document Review | ✓ |
| Pre-certification Review (Stage 1) | ✓ (can include a doc review) |
| Certification Review (Stage 2) | ✓ |
| Technical File Review | Nil |
| Follow-up Review | ✓ |
| Post-certification Review | ✓ |
| Re-certification Review | ✓ |



3 IN SIMPLE TERMS

ISO22301 is a framework which allows organisations to plan and demonstrate they have systems, procedures, testing and competence to ensure a level of business continuity cases of adverse events.

This is important in a supply management context but also for critical business or transactions.

4 WHAT DOCUMENTS/RECORDS ARE NEEDED TO UNDERSTAND THIS PROGRAM

In order to understand our Program you should also access and be aware of the following documents:

- G-00: Welcome Pack
- MSP-00: Introduction to our Management Systems
- MSP-01: Nomenclature and Definitions
- MSP-24 Appeals

End of Document