

ISO 22301 Documentation Toolkit

<https://advisera.com/27001academy/iso22301-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, 5.2, 5.3, 6.2, 6.3, 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 | |

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| | 05 | Business Impact Analysis | | |
| 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 – Recovery Time Objectives for Activities | ISO 22301 8.2.2 | |
| 14 | 06.2 | Appendix 2 – Examples of Disruptive Incident Scenarios | ISO 22301 8.5 | |
| 15 | 06.3 | Appendix 3 – Preparation Plan for Business Continuity | ISO 22301 6.2 | |
| 16 | 06.4 | Appendix 4 – Activity Recovery Strategy | ISO 22301 8.3 | |
| | 07 | Business Continuity Plan | | |
| 17 | 07 | Business Continuity Plan | ISO 22301 8.4 | ✓ |
| 18 | 07.1 | Appendix 1 – Incident Response Plan | ISO 22301 8.4.3, 8.4.4 | ✓ |
| 19 | 07.2 | Appendix 2 – Incident Log | ISO 22301 8.4.3 | ✓ |
| 20 | 07.3 | Appendix 3 – List of Business Continuity Sites | ISO 22301 8.4.4 | ✓ |

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| 21 | 07.4 | Appendix 4 – Transportation Plan | ISO 22301 8.3.2 | |
| 22 | 07.5 | Appendix 5 – Key Contacts | ISO 22301 8.4.3 | ✓ |
| 23 | 07.6 | Appendix 6 – Disaster Recovery Plan | ISO 22301 8.4.5 | ✓ |
| 24 | 07.7 | Appendix 7 – Activity Recovery Plan | ISO 22301 8.4.5 | ✓ |
| | 08 | Other Documents | | |
| 25 | 08.1 | Exercising and Testing Plan | ISO 22301 8.5 | |
| 26 | 08.2 | Appendix 1 – Exercising and Testing Report | ISO 22301 8.5 | |
| 27 | 08.3 | BCMS Maintenance and Review Plan | ISO 22301 8.6 | |
| 28 | 08.4 | Post-incident Review Form | ISO 22301 8.6 | |
| | 09 | Training & Awareness | | |
| 29 | 09 | Training and Awareness Plan | ISO 22301 7.2, 7.3 | ✓ |
| | 10 | Internal Audit | | |
| 30 | 10 | Internal Audit Procedure | ISO 22301 9.2 | |
| 31 | 10.1 | Appendix 1 – Annual Internal Audit Program | ISO 22301 9.2 | ✓ |
| 32 | 10.2 | Appendix 2 – Internal Audit Report | ISO 22301 9.2 | ✓ |

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| 33 | 10.3 | Appendix 3 – Internal Audit Checklist | ISO 22301 9.2 | |
| | 11 | Management Review | | |
| 34 | 11.1 | Measurement Report | ISO 22301 9.1, 9.3 | |
| 35 | 11.2 | Management Review Minutes | ISO 22301 9.3 | ✓ |
| | 12 | Corrective Actions | | |
| 36 | 12 | Procedure for Corrective Action | ISO 22301 10.1 | |
| 37 | 12.1 | Appendix 1 – Corrective Action Form | ISO 22301 10.1 | ✓ |