

Management Review Minutes

The meeting of the [name of body] was held on [date] and was attended by:

- [redacted]

Materials or information reviewed at the meeting include the following:

1. [name and date of internal audit report], [name and date of external audit report], [names and dates of internal and external audits]
2. [redacted]
3. [redacted]
4. [results of business impact analysis]
5. [Risk assessment report and implementation status of solutions to mitigate risks]
6. [redacted]
7. [redacted]
8. [redacted]
9. [redacted]
10. [document or description of changes in internal and external issues that could have affected the organization]
11. [redacted]
12. [redacted]
13. [redacted]
14. [redacted]
15. [name and date of report or document about lessons learned and actions originating from near-misses and disruptive incidents]

The following decisions were made at the meeting:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [list of interested parties to which the decisions made on this Management Review meeting need to be communicated]

Commented [270011]: To learn how to perform management review, read this article:

Why is management review important for ISO 27001 and ISO 22301? <https://advisera.com/27001academy/blog/2014/03/03/why-is-management-review-important-for-iso-27001-and-iso-22301/>

Commented [270012]: Insert the name of the organization's main management body - board of directors, management board, etc.

Commented [270013]: All fields in this document marked by square brackets [] must be filled in.

Commented [270014]: List the names of all attendees.

Commented [270015]: If only business continuity is being reviewed, replace this text with Business Continuity Management System (BCMS).

Commented [270016]: For conformance with ISO 27001 / ISO 22301 standards, all of the listed materials/information must be included.

Commented [270017]: [redacted]

Commented [270018]: Or BCMS.

Commented [270019]: E.g., Business Impact Analysis report.

Commented [2700110]: Measurement of various elements of BCMS.

Commented [2700111]: [redacted]

Commented [2700112]: Or BCMS.

Commented [2700113]: E.g., Exercising and testing reports, post-incident review report

Commented [2700114]: Or BCMS.

Commented [2700115]: Or "Business Continuity Policy".

Commented [2700116]: Delete this if you are not implementing business continuity.

Commented [2700117]: Delete this if you are not implementing business continuity.

Commented [2700118]: E.g., Post-Incident Review and Corrective Actions.

Commented [2700119]: [redacted]

Commented [2700120]: E.g. new locations, new products, new technologies, etc.

Commented [2700121]: Or BCMS.

Commented [2700122]: Or BCMS.

Commented [2700123]: E.g., adoption of new technologies, hiring of new personnel, training on new competencies, etc.

Commented [2700124]: Do not include this if business continuity is not implemented.

Commented [2700125]: [redacted]

Commented [2700126]: E.g., shareholders, regulation bodies, law enforcement authorities, customers, suppliers, etc.

[organization name]

[confidentiality level]

[job title]

[name]

Commented [2700127]: Usually the head of the organization's main management body.

[signature]

Commented [2700128]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents/records must be signed.