



ISO 22301 Business Continuity Checklist

Prepared by KTMC Global – Accredited Training & Management Consultants

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■ Introduction

ISO 22301 is the international standard for Business Continuity Management Systems (BCMS). It helps organizations prepare for, respond to, and recover from disruptive incidents. This checklist provides a practical way to evaluate your organization's readiness and identify areas for improvement before pursuing ISO 22301 certification.

1. Business Continuity Policy

- Has a formal business continuity policy been developed and communicated?
- Does the policy align with organizational goals and regulatory requirements?
- Is top management committed to supporting the policy?

■ *Tip: A clear policy demonstrates leadership's commitment to resilience.*

2. Business Impact Analysis (BIA)

- Have critical activities, dependencies, and resources been identified?
- Are maximum tolerable downtime (MTD) and recovery time objectives (RTO) defined?
- Is the BIA reviewed and updated regularly?

■ *Tip: A strong BIA helps prioritize resources and recovery efforts.*

3. Risk Assessment

- Have potential threats and vulnerabilities been identified?
- Are the likelihood and impact of risks assessed and documented?
- Are mitigation strategies in place for key risks?

■ *Tip: Risk assessments must be proactive and continually updated.*

4. Business Continuity Strategies

- Have recovery strategies been identified for critical processes?
- Are alternate sites, suppliers, and communication channels available?
- Are continuity strategies tested and validated regularly?

- *Tip: Strategies must balance cost with effectiveness to ensure feasibility.*

5. Incident Response & Recovery

- Is there an incident response plan for different types of disruptions?
- Are communication procedures in place for stakeholders and staff?
- Have recovery plans been tested through drills or simulations?

- *Tip: Regular testing builds confidence and ensures readiness.*

6. Continuous Improvement

- Are lessons learned from incidents and tests documented and applied?
- Is the BCMS reviewed during management reviews?
- Are improvement opportunities tracked and implemented?

- *Tip: Business continuity is a journey — continuous improvement ensures resilience over time.*

■ Final Note

Preparing for ISO 22301 certification requires careful planning, assessment, and practice. This checklist will guide your organization through the essential steps to establish and strengthen your Business Continuity Management System. For expert-led training, gap analysis, and certification support, KTMC Global is your trusted partner.

■ Ready to strengthen your resilience? Visit www.ktmcglobal.com or email info@ktmcglobal.com to get started.