

BSI Standards Publication

Security and resilience - Business continuity management systems - Guidelines for business impact analysis



National foreword

This Published Document is the UK implementation of ISO/TS 22317:2021. It supersedes PD ISO/TS 22317:2015, which is withdrawn.

The UK participation in its preparation was entrusted to Technical Committee CAR/1, Continuity and Resilience.

A list of organizations represented on this committee can be obtained on request to its committee manager.

Contractual and legal considerations

This publication has been prepared in good faith, however no representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability is or will be accepted by BSI in relation to the adequacy, accuracy, completeness or reasonableness of this publication. All and any such responsibility and liability is expressly disclaimed to the full extent permitted by the law.

This publication is provided as is, and is to be used at the recipient's own risk.

The recipient is advised to consider seeking professional guidance with respect to its use of this publication.

This publication is not intended to constitute a contract. Users are responsible for its correct application.

This publication is not to be regarded as a British Standard.

© The British Standards Institution 2021 Published by BSI Standards Limited 2021

ISBN 978 0 539 15337 8

ICS 03.100.01; 03.100.70

Compliance with a Published Document cannot confer immunity from legal obligations.

This Published Document was published under the authority of the Standards Policy and Strategy Committee on 31 December 2021.

Amendments/corrigenda issued since publication

Date Text affected

PD ISO/TS 22317:2021

TECHNICAL SPECIFICATION

ISO/TS 22317

Second edition 2021-11

Security and resilience — Business continuity management systems — Guidelines for business impact analysis

Sécurité et résilience — Systèmes de management de la continuité d'activité — Lignes directrices pour l'analyse d'impact sur l'activité



PD ISO/TS 22317:2021 **ISO/TS 22317:2021(E)**



COPYRIGHT PROTECTED DOCUMENT

© ISO 2021

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office CP 401 • Ch. de Blandonnet 8 CH-1214 Vernier, Geneva Phone: +41 22 749 01 11 Email: copyright@iso.org Website: www.iso.org

Published in Switzerland

| Contents | | | Page |
|----------|-----------------------|---|------|
| Fore | word | | iv |
| Intro | ductio | on | v |
| 1 | Scop | e | 1 |
| 2 | - | native references | |
| 3 | Terms and definitions | | |
| 4 | Prerequisites | | |
| 4 | 4.1 | General | |
| | 4.2 | Context and scope | |
| | | 4.2.1 Context | |
| | | 4.2.2 Scope | |
| | 4.3 | Roles and responsibilities | |
| | | 4.3.1 General 4.3.2 BIA leader | |
| | | 4.3.3 Activity owners | |
| | 4.4 | Commitment | |
| 5 | The BIA process | | |
| | 5.1 | Fundamentals | |
| | 5.2 | Plan BIA | |
| | 5.3 | Agree approach for undertaking BIA process | |
| | | 5.3.1 Understand impacts | 4 |
| | | 5.3.2 Define impact types and criteria | |
| | | 5.3.3 Define time frames | |
| | 5.4 | 5.3.4 Define methodology | 7 |
| | 5.4 | Determine products and services' priorities with top management | |
| | | 5.4.2 Inputs | |
| | | 5.4.3 Product and service priority determination | |
| | | 5.4.4 Outcomes | |
| | 5.5 | Determine the prioritized activities | |
| | | 5.5.1 Overview | |
| | | 5.5.2 Inputs | |
| | | 5.5.3 Identify activities 5.5.4 Set RTO for the activities | |
| | | 5.5.5 Define the prioritized activities | |
| | | 5.5.6 Results | |
| | 5.6 | Identify resources and other dependencies | |
| | | 5.6.1 Identify resource and other dependency requirements | 10 |
| | | 5.6.2 Resource requirements | |
| | 5.7 | Analyse and consolidate BIA results | |
| | 5.8 | Obtain top management approval for BIA results | 12 |
| 6 | Review BIA | | |
| | 6.1 | Review BIA process and methodology | |
| | 6.2 | Review BIA results | |
| Anne | ex A (in | formative) BIA within the BCMS of ISO 22301:2019 | 14 |
| Anne | ex B (in | formative) BIA information collection methods | 15 |
| Anne | e x C (in | formative) Other uses for the BIA process | 22 |
| | - | offormative) Examples for performing a BIA | |
| | ogranl | | 26 |

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 292, Security and resilience.

This second edition cancels and replaces the first edition (ISO/TS 22317:2015), which has been technically revised. The main changes are as follows:

- the document has been updated to align with ISO 22301:2019;
- the document structure has been updated to improve the description of the business impact analysis (BIA) process;
- more focus has been placed on the BIA process and less on the business continuity programme;
- BIA and the BIA process have been clearly differentiated;
- BIA process roles have been consolidated to BIA leader and activity owners;
- the section "Initial BIA considerations" has been removed and the guidance redistributed;
- the section "Strategy selection" has been removed as it is part of ISO/TS 22331;
- the annex on terminology has been removed;
- the annex on BIA information collection methods has been enhanced;
- a new annex with examples for performing a BIA has been included.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.