

How to Compile and Maintain a Business Impact Analysis

This specifies how to compile and maintain a business impact analysis. It restates the requirements of ISO 22301, Section 8.2.2 but specifies additional details, including the following:

Periods of disruption of activities;
Levels of resumption of activities;
Things that activities depend upon.

1 Activities

Identify: Activities that support the provision of products and/or services;
 Any other activities that you wish to include in this analysis.

NOTE	If you implement ISO 22301 with ISO 9001 you may categorise Activities according to Processes (of the Process Approach - see ISO 9001:2015, Sections 0.3 and 4.4).
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2 Disruption

Assess the impacts of not performing the identified activities for the following periods;

Five minutes;
One Hour;
Half a day;
One day;
Three days;
One week;
One month;
Three months.

Identify the period, after which it would become unacceptable to not perform each activity.

3 Resumption

Specify intervals, after which, it would be imperative to resume each activity, to contribute towards, or to achieve, production of products and/or services, at the following levels:

Minimal - very incomplete and/or very infrequent;
Partial - incomplete and/or infrequent;
Normal - complete and uninterrupted.

4 Dependencies

Identify any of the following that must be present and/or functional for each activity:

Other activities;
Resources (people, equipment, money etcetera);
Utility services (water, sanitation, electricity, telephony, broadband etcetera);
Other providers (suppliers and partners etcetera);
Customers' facilities (communication links etcetera).