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| logo | Review of business continuity capabilities | 1623 |

Responsible:

Updated:

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| Critical process | Objective | Documents reviewed | Capacity analysis | Identified improvements | Follow-up of improvements | Note |
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Take into account:

* the documents examined are for example the business continuity plan (BCP), exercise reports and business impact analyzes (BIA)
* engage stakeholders to obtain their views and experiences
* observe critical processes on site
* when analyzing capacities, assess how:
* a disturbance is detected and alerted
* the BCP is activated
* know if the BCP is updated
* know if the BCP is tested regularly
* where the teams are mobilized
* response and recovery actions are implemented
* interventions are communicated and coordinated
* resources and finances are managed
* the required skills are available
* the strengths and weaknesses of the business continuity management system (BCMS)
* recommendations to improve the company's ability to deal with incidents

Do not forget to:

* communicate the results to stakeholders
* implement the recommendations and monitor their progress