**Quiz “Requirements ISO 22301 version 2019” 161 questions with answers**

The quiz is available on this [page](https://www.pqbweb.eu/page-iso-22301-version-2019-requirements-business-continuity-management-systems.php) for free use. Good exercise!

* 1. A documented procedure for controlling documentation shall be kept up-to-date – NO
  2. A documented procedure for controlling outsourced processes shall be kept up-to-date – NO
  3. Business continuity objectives shall be communicated - 6.2.1 Establishing business continuity objectives
  4. Business continuity objectives shall be consistent with the business continuity policy - 6.2.1 Establishment of business continuity objectives
  5. Business continuity objectives shall be measurable (if practicable) - 6.2.1 Establishing business continuity objectives
  6. Business continuity objectives shall be monitored - 6.2.1 Establishing business continuity objectives
  7. Business continuity strategies shall include one or more solutions – 8.3.1 General
  8. Collectively, the business continuity plans shall contain details of the actions that the teams will take in order to continue or recover prioritized activities within predetermined time frames - 8.4.4 Business continuity plans
  9. Collectively, the business continuity plans shall contain details to manage the immediate consequences of a disruption giving due regard to the welfare of individuals – 8.4.4 Business continuity plans
  10. Collectively, the business continuity plans shall contain reference to the pre-defined threshold(s) and process for activating the response – 8.4.4 Business continuity plans
  11. Collectively, the teams shall be competent to activate an appropriate response for business continuity - 8.4.2 Response structure
  12. Collectively, the teams shall be competent to activate business continuity solutions - 8.4.2 Response structure
  13. Collectively, the teams shall be competent to assess the nature and extent of a disruption as well as its potential impact – 8.4.2 Response structure
  14. Collectively, the teams shall be competent to establish priorities (considering the safety of people's lives as the first priority) – 8.4.2 Response structure
  15. Collectively, the teams shall be competent to plan the actions to be taken – 8.4.2 Response structure
  16. Control of monitoring and measuring equipment shall be determined – NO
  17. Corrective actions shall be appropriate to the effects of the nonconformities encountered - 10.1 Nonconformity and corrective actions
  18. Documents of external origin shall be approved – NO
  19. Documents of external origin that the organization deems necessary for the planning and operation of the BCMS shall be identified, where applicable, and controlled - 7.5.3 Control of documents
  20. Documents required by the BCMS and by ISO 22301 shall be controlled to ensure that they are adequately protected (e.g. from loss of confidentiality, improper use or loss of integrity) - 7.5.3 Document control
  21. Each plan shall be usable and available when and where it is needed - 8.4.4 Business continuity plans
  22. Each plan shall include actions to implement the solutions – 8.4.4 Business continuity plans
  23. Each plan shall include resource requirements - 8.4.4 Business continuity plans
  24. Each plan shall include the purpose, scope and objectives – 8.4.4 Business continuity plans
  25. Each plan shall include the roles and responsibilities of the team that will implement the plan – 8.4.4 Business continuity plans
  26. Each team shall have identified personnel and their alternates, with the responsibility, authority and competence necessary to carry out their assigned role - 8.4.2 Response structure
  27. For the control of documents, the organization shall address the following activities, as applicable: distribution, access, retrieval and use – 7.5.3 Control of documents
  28. For the control of documents, the organization shall address the following activities, as applicable: storage and preservation, including preservation of legibility – 7.5.3 Control of documents
  29. For the control of documents, the organization shall address the following activities, as applicable: retention and disposition – 7.5.3 Control of documents
  30. Identification shall be based on the extent to which strategies and solutions meet the requirements to continue and recover prioritized activities within the identified time frames and at agreed capacity – 8.3.2 Identification of strategies and solutions
  31. Identification shall be based on the extent to which strategies and solutions reduce the likelihood of disruptions - 8.3.2 Identification of strategies and solutions
  32. Identification shall be based on the extent to which strategies and solutions ensure the availability of adequate resources - 8.3.2 Identification of strategies and solutions
  33. People carrying out work under the control of the organization shall be made aware of the business continuity policy – 7.3 Awareness
  34. People carrying out work under the control of the organization shall be made aware of their own roles and responsibilities, during and after disruptions - 7.3 Awareness
  35. Persons carrying out work under the control of the organization shall be made aware of their contribution to the effectiveness of the BCMS, including the benefits of improving business continuity performance – 7.3 Awareness
  36. Plans and procedures shall be used when necessary to activate business continuity solutions - 8.4.1 General
  37. Procedures shall be effective to minimize impact by implementing appropriate solutions - 8.4.1 General
  38. Procedures shall be flexible to respond to changes in internal and external conditions of a disturbance - 8.4.1 General
  39. Procedures shall be specific regarding immediate actions to be taken during a disturbance – 8.4.1 General
  40. Process mapping shall be established and documented – NO
  41. Records on staff awareness shall be kept - NO
  42. Selection shall be based on the extent to which strategies and solutions meet the requirements to continue and recover prioritized activities within the identified time frames and agreed capacity – 8.3.3 Selection of strategies and solutions
  43. Selection shall be based on the extent to which strategies and solutions consider associated costs and benefits - 8.3.3 Selection of strategies and solutions
  44. The audit program shall take into account the importance of the processes concerned and the results of previous audits – 9.2.2 Audit program(s)
  45. The business continuity plans shall provide guidance and information to assist teams to respond to a disruption and to assist the organization with response and recovery - 8.4.4 Business continuity plans
  46. The business continuity policy shall be available in the form of a record - 5.2.2 Communication of the business continuity policy
  47. The business continuity policy shall be communicated internally only – NO
  48. The business continuity policy shall be communicated within the organization - 5.2.2 Communication of the business continuity policy
  49. The business continuity policy shall be made available to stakeholders, as appropriate - 5.2.2 Communication of the business continuity policy
  50. The documents required by the BCMS and by ISO 22301 shall be controlled to ensure that they are available and suitable for use, where and when necessary – 7.5.3 Control of documents
  51. The management review shall consider information on BCMS performance, including trends in nonconformities and corrective actions – 9.3.2 Management review inputs
  52. The management review shall take into consideration feedback from stakeholders – 9.3.2 Input elements of the management review
  53. The management review shall take into consideration lessons learned and actions arising from near misses and disruptions - 9.3.2 Inputs to the management review
  54. The management review shall take into consideration the information from the impact analysis on the activity and the risk assessment - 9.3.2 Input elements of the management review
  55. The management review shall take into consideration the progress of the actions decided during previous management reviews - 9.3.2 Input elements of the management review
  56. The organization shall analyze and evaluate the identified risks - 8.2.3 Risk assessment
  57. The organization shall carry out internal audits at planned intervals to provide information to determine whether the BCMS complies with the requirements of ISO 22301 – 9.2.1 General
  58. The organization shall carry out its assessments through reviews, analyses, exercises, testing, post-incident reporting and performance assessments - 8.6 Evaluation of business continuity documentation and capabilities
  59. The organization shall conduct exercises and tests that are based on appropriate scenarios that are well planned with clearly defined goals and objectives - 8.5 Exercise program
  60. The organization shall conduct exercises and tests that are consistent with its business continuity objectives - 8.5 Exercise program
  61. The organization shall conduct exercises and tests that are reviewed in the context of the Continual improvement effort - 8.5 Exercise program
  62. The organization shall conduct exercises and tests that develop teamwork, skills, confidence and knowledge of those who have roles to play related to disruptions - 8.5 Exercise program
  63. The organization shall conduct exercises and tests which, cumulatively over time, validate its business continuity strategies and solutions - 8.5 Exercise program
  64. The organization shall continually improve the suitability, adequacy and effectiveness of the BCMS, based on qualitative and quantitative measures - 10.2 Continual improvement
  65. The organization shall define the audit criteria and the scope of each audit – 9.2.2 Audit program(s)
  66. The organization shall determine and provide the resources necessary for the establishment, implementation, maintenance and continual improvement of the BCMS - 7.1 Resources
  67. The organization shall determine opportunities for improvement and implement the necessary actions to achieve the expected results of its BCMS - 10.1 Nonconformity and corrective actions
  68. The organization shall determine the elements of internal and external communication relevant to the BCMS, and in particular what to communicate about – 7.4 Communication
  69. The organization shall determine the elements of internal and external communication relevant to the BCMS, including when to communicate - 7.4 Communication
  70. The organization shall determine the elements of internal and external communication relevant to the BCMS, including with whom to communicate - 7.4 Communication
  71. The organization shall determine the elements of internal and external communication relevant to the BCMS, and in particular how to communicate - 7.4 Communication
  72. The organization shall determine the external and internal issues relevant to its purpose, and which affect its ability to achieve the expected result(s) of its BCMS – 4.1 Understanding of the organization and its context
  73. The organization shall determine the methods of monitoring, measurement, analysis and evaluation, as appropriate, to ensure the validity of the results – 9.1 Monitoring, measurement, analysis and evaluation
  74. The organization shall determine the necessary skills of the person(s) carrying out, under its control, work that affects its business continuity performance - 7.2 Competence
  75. The organization shall determine the resource requirements to implement the selected business continuity solutions - 8.3.4 Resource requirements
  76. The organization shall determine what needs to be monitored and measured – 9.1 Monitoring, measurement, analysis and evaluation
  77. The organization shall determine when and by whom monitoring and measurement shall be carried out – 9.1 Monitoring, measurement, analysis and evaluation
  78. The organization shall determine which risks require treatment - 8.2.3 Risk assessment
  79. The organization shall document and maintain its business continuity plans and procedures - 8.4.4 Business continuity plans
  80. The organization shall document and maintain procedures for communicating internally and externally with relevant stakeholders, including what, when, with whom and how to communicate – 8.4.3 Warning and communication
  81. The organization shall document and maintain procedures to ensure the availability of means of communication during a disruption – 8.4.3 Warning and communication
  82. The organization shall document and maintain procedures to facilitate structured communication with emergency services - 8.4.3 Warning and communication
  83. The organization shall document and maintain procedures to record details of the disruption, actions taken and decisions made - 8.4.3 Warning and communication
  84. The organization shall ensure that all necessary corrective actions are taken without undue delay to eliminate detected nonconformities as well as their causes - 9.2.2 Audit program(s)
  85. The organization shall ensure that applicable legal and regulatory or other requirements are taken into account when it implements and maintains its BCMS - 4.2.2 Legal and regulatory requirements
  86. The organization shall ensure that outsourced processes and the supply chain are controlled – 8.1 Planning and control
  87. The organization shall ensure that these people are competent on the basis of initial training, professional training or appropriate experience – 7.2 Competence
  88. The organization shall establish business continuity objectives at relevant functions and levels - 6.2.1 Establishing business continuity objectives
  89. The organization shall establish the parts of the organization to be included in the BCMS, taking into account their location(s), size, nature and complexity - 4.3.2 Scope of the BCMS
  90. The organization shall establish, implement, maintain and continually improve a BCMS, including the necessary processes and their interactions, in accordance with the requirements of ISO 22301 – 4.4 BCMS
  91. The organization shall evaluate the performance and effectiveness of the BCMS - 9.1 Monitoring, measurement, analysis and evaluation
  92. The organization shall evaluate the suitability, adequacy and effectiveness of its business impact analysis, its risk assessment, its strategies, its solutions, its plans and its procedures – 8.6 Evaluation of the documentation and business continuity capabilities
  93. The organization shall have documented processes to restore and return to business operations from temporary measures adopted during and after a disruption – 8.4.5 Recovery
  94. The organization shall identify the products and services to be included in the BCMS - 4.3.2 Scope of the BCMS
  95. The organization shall implement and maintain a process enabling it to identify, access and evaluate legal and regulatory requirements regarding the continuity of its products and services, activities and resources – 4.2.2 Legal requirements and regulatory
  96. The organization shall implement and maintain a program of exercises and tests in order to validate over time the effectiveness of its business continuity strategies and solutions - 8.5 Exercise program
  97. The organization shall implement and maintain a response structure that will notify and communicate with relevant stakeholders in a timely manner – 8.4.1 General
  98. The organization shall implement and maintain a risk assessment process – 8.2.3 Risk assessment
  99. The organization shall implement and maintain a structure identifying one or more teams responsible for responding to disruptions - 8.4.2 Response structure
  100. The organization shall implement and maintain selected business continuity solutions so that they can be activated when necessary - 8.3.5 Implementation of solutions
  101. The organization shall implement and maintain systematic processes for assessing the impact on the activity and assessing the risks of disruption – 8.2.1 General
  102. The organization shall keep records as evidence of the results of management reviews - 9.3.3 Management review outputs
  103. The organization shall keep records of business continuity objectives - 6.2.1 Establishing business continuity objectives
  104. The organization shall maintain appropriate records as evidence of these skills – 7.2 Competence
  105. The organization shall plan how to evaluate the effectiveness of actions to be taken in the face of risks and opportunities - 6.1.2 Risk and opportunity management
  106. The organization shall plan the actions to take in the face of risks and opportunities - 6.1.2 Risk and opportunity management
  107. The organization shall plan, establish, implement and maintain an audit program, including frequency, methods, responsibilities, planning requirements and reporting - 9.2.2 Audit program(s)
  108. The organization shall plan, implement and control the processes necessary to meet the requirements and carry out the actions determined in 6.1, establishing the criteria for these processes – 8.1 Planning and control
  109. The organization shall plan, implement and control the processes necessary to meet the requirements and carry out the actions determined in 6.1, by implementing the control of these processes in accordance with these criteria – 8.1 Planning and control
  110. The organization shall plan, implement and control the processes necessary to meet the requirements and carry out the actions determined in 6.1, maintaining records to be able to show that the processes have been carried out as planned – 8.1 Planning and control
  111. The organization shall select auditors and carry out audits to ensure the objectivity and impartiality of the audit process - 9.2.2 Audit program(s)
  112. The organization shall take into consideration the purpose of the changes and their potential consequences - 6.3 Planning changes to the BCMS
  113. The organization shall update documentation and procedures in a timely manner – 8.6 Evaluation of business continuity documentation and capabilities
  114. The organization shall use the business impact analysis process to determine priorities and business continuity requirements - 8.2.2 Business impact analysis
  115. The organization's BCMS shall include documentation that it considers necessary for the effectiveness of the BCMS – 7.5.1 General
  116. The organization's BCMS shall include the documentation required by ISO 22301 – 7.5.1 General
  117. The outputs of the management review shall include decisions related to continual improvement opportunities and any need for changes to the BCMS to improve its efficiency and effectiveness, including the following variations to the scope of the BCMS - 9.3.3 Management review outputs
  118. The outputs of the management review shall include decisions related to continual improvement opportunities and any need for changes to the BCMS to improve its efficiency and effectiveness, including the following update the business impact analysis, risk assessment, business continuity strategies and solutions, and business continuity plans – 9.3.3 Management review outputs
  119. The process shall determine which resources are needed to support prioritized activities - 8.2.2 Business impact analysis
  120. The process shall identify the activities that support the delivery of products and the provision of services - 8.2.2 Business impact analysis
  121. The process shall identify the time frame within which the impacts of not resuming activities would become unacceptable to the organization – 8.2.2 Business impact analysis
  122. The roles and responsibilities of each team and the relationships between teams shall be clearly established - 8.4.2 Response structure
  123. The scope shall be available as a record - 4.3.1 General
  124. The types of resources considered shall include, but not be limited to people - 8.3.4 Resource requirements
  125. The types of resources considered shall include, but not be limited to physical infrastructure such as buildings, workplaces or other facilities and associated utilities - 8.3.4 Resource requirements
  126. The types of resources considered shall include, but not be limited to transportation and logistics - 8.3.4 Resource requirements
  127. The types of resources considered shall include, but not be limited to finance - 8.3.4 Resource requirements
  128. To establish the scope of the BCMS, the organization shall determine its limits and applicability - 4.3.1 General
  129. Top management shall assign the responsibility and authority for reporting on the performance of the BCMS to top management - 5.3 Roles, responsibilities and authorities
  130. Top management shall carry out management reviews at least twice a year – NO
  131. Top management shall demonstrate leadership and commitment with respect to the BCMS by ensuring that business continuity policy and objectives are established and are consistent with the strategic direction of the organization – 5.1 Leadership and commitment
  132. Top management shall demonstrate leadership and commitment with respect to the to BCMS by ensuring that BCMS requirements are integrated into the organization's business processes – 5.1 Leadership and commitment
  133. Top management shall demonstrate leadership and commitment with respect to the BCMS by ensuring that the necessary resources for BCMS are available – 5.1 Leadership and commitment
  134. Top management shall demonstrate leadership and commitment with respect to the BCMS by communicating the importance of effective business continuity and complying with BCMS requirements – 5.1 Leadership and commitment
  135. Top management shall demonstrate leadership and commitment with respect to the BCMS by directing and supporting people to contribute to the effectiveness of the BCMS – 5.1 Leadership and commitment
  136. Top management shall demonstrate leadership and commitment with respect to the BCMS by promoting continual improvement – 5.1 Leadership and commitment
  137. Top management shall demonstrate their leadership and commitment with respect to the BCMS by supporting other relevant managers to demonstrate their leadership and commitment as it applies to their areas of responsibility – 5.1 Leadership and commitment
  138. Top management shall ensure that the responsibilities and authorities for relevant roles are assigned and communicated within the organization - 5.3 Roles, responsibilities and authorities
  139. Top management shall ensure that the responsibilities and authorities for relevant roles are assigned and communicated within the organization - 5.3 Roles, responsibilities and authorities
  140. Top management shall establish a business continuity policy that is appropriate to the mission of the organization – 5.2.1 Establishment of the business continuity policy
  141. Top management shall establish a business continuity policy that provides a framework for establishing business continuity objectives – 5.2.1 Establishing the business continuity policy
  142. Top management shall establish a business continuity policy that includes a commitment to satisfy applicable requirements – 5.2.1 Establishment of the business continuity policy
  143. Top management shall review the organization's BCMS, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness - 9.3.1 General
  144. Warning and communication procedures shall be exercised as part of the organization's exercise program described in 8.5 - 8.4.3 Warning and communication
  145. When a nonconformity occurs, the organization shall implement any necessary action - 10.1 Nonconformity and corrective actions
  146. When a nonconformity occurs, the organization shall make changes to the BCMS, if necessary - 10.1 Nonconformity and corrective actions
  147. When a nonconformity occurs, the organization shall react to the nonconformity, and if necessary act to control and correct it – 10.1 Nonconformity and corrective actions
  148. When a nonconformity occurs, the organization shall react to the nonconformity, and if necessary deal with the consequences – 10.1 Nonconformity and corrective actions
  149. When creating and updating documents the organization shall ensure appropriate identification and description (e.g. title, date, author, reference number) - 7.5.2 Creation and updating
  150. When creating and updating documents the organization shall ensure appropriate format (e.g. language, software version, graphics) and media (e.g. paper, electronic) - 7.5.2 Creation and updating up to date
  151. When defining the scope, the organization shall document and explain exclusions - 4.3.2 Scope of the BCMS
  152. When establishing its BCMS, the organization shall determine the stakeholders who are relevant to the BCMS – 4.2.1 General
  153. When establishing its BCMS, the organization shall determine the requirements of these stakeholders – 4.2.1 General
  154. When planning for the BCMS, the organization shall consider the issues referred to in 4.1 and the requirements referred to in 4.2 and determine the risks and opportunities that shall be addressed to provide assurance that the BCMS can achieve the expected result(s) – 6.1.1 Determining risks and opportunities
  155. When planning for the BCMS, the organization shall consider the issues referred to in 4.1 and the requirements referred to in 4.2 and determine the risks and opportunities that shall be addressed to prevent or limit the adverse effects – 6.1.1 Determining risks and opportunities
  156. When planning how to achieve its business continuity objectives, the organization shall determine what will be done - 6.2.2 Determining business continuity objectives
  157. When planning how to achieve its business continuity objectives, the organization shall determine what resources will be required - 6.2.2 Determining business continuity objectives
  158. When planning how to achieve its business continuity objectives, the organization shall determine who will be responsible - 6.2.2 Determining business continuity objectives
  159. When planning how to achieve its business continuity objectives, the organization shall determine how the results will be evaluated - 6.2.2 Determining business continuity objectives
  160. When the organization determines the need for changes to the BCMS, including those identified in clause 10, the changes shall be carried out in a planned manner - 6.3 Planning changes to the BCMS
  161. When the organization establishes the scope, it shall take into consideration its mission, its goals and its internal and external obligations - 4.3.1 General