Examples of BCMS records

(the list will be adapted to each concrete application)

Responsible:

Updated:

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| --- | --- | --- | --- |
| Codification | Records (\* mandatory) | Pages | Sub-clause ISO 22301 |
| PQBD26v19A1601 | Context of the company | 2 | 4.1 |
| PQBD26v19A1602 | List of legal requirements \* | 1 | 4.2.2 |
| PQBD26v19A1603 | Responsibilities and authorities | 1 | 5.3 |
| PQBD26v19A1604 | Business continuity objectives \* | 1 | 6.2.1 |
| PQBD26v19A1605 | Objective achievement plan | 1 | 6.2.2 |
| PQBD26v19A1606 | Competence \* | 1 | 7.2 |
| PQBD26v19A1607 | Training program | 1 | 7.3 |
| PQBD26v19A1608 | Communication plan | 1 | 7.4 |
| PQBD26v19A1609 | List of documents of external origin | 1 | 7.5.3.2 |
| PQBD26v19A1610 | Operational control | 1 | 8.1 |
| PQBD26v19A1611 | Change management plan | 1 | 8.1 |
| PQBD26v19A1612 | External processes | 1 | 8.1 |
| PQBD26v19A1613 | Business impact analysis | 2 | 8.2.2 |
| PQBD26v19A1614 | Risk treatment | 1 | 8.2.3 |
| PQBD26v19A1615 | Strategies and solutions | 1 | 8.3.3 |
| PQBD26v19A1616 | Crisis team \* | 2 | 8.4.2 |
| PQBD26v19A1617 | Disruption communication | 1 | 8.4.3 |
| PQBD26v19A1618 | Disruption \* | 1 | 8.4.3.1 |
| PQBD26v19A1619 | Business continuity plans \* | 3 | 8.4.4 |
| PQBD26v19A1620 | Exercise program | 1 | 8.5 |
| PQBD26v19A1621 | Incident scenarios | 3 | 8.5 |
| PQBD26v19A1622 | Exercises results | 1 | 8.5 |
| PQBD26v19A1623 | Review of business continuity capabilities | 1 | 8.6 |
| PQBD26v19A1624 | Performance evaluation \* | 1 | 9.1 |
| PQBD26v19A1625 | Internal audit, program \* | 1 | 9.2.2 |
| PQBD26v19A1626 | Internal audit, report \* | 2 | 9.2.2 |
| PQBD26v19A1627 | Nonconformities and corrective actions \* | 1 | 10.1.3 |
| PQBD26v19A1628 | Improvement report | 1 | 10.2 |
| Total |  | **36** |  |