Exercise and test

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**1. Subject**

**1.1 Purpose**

The purpose of this procedure is to set up and maintain a program of exercises and tests in order to verify and validate the BCPs.

**1.2 Scope**

This procedure applies to all departments of our company and concerns business continuity strategies and solutions.

**1.3 Glossary**

BCMS – business continuity management system

BCP - business continuity plan

MTPD - maximum tolerable period of disruption

Exercise - simulate a BCP (fire evacuation)

Test: evaluate an element of a BCP (test the ability to restore a process)

**2. Responsibility**

The business continuity manager has the authority to write and update this procedure. He is responsible for its implementation.

**3. Documents**

**3.1 Procedures**

Business continuity

Business continuity plan

Warning and communication

Backup

Response to disruptions

**3.2 Instructions and records**

Business impact analysis

Crisis team

Strategies and solutions

Disruptions

Exercise results

Exercise program

Incident scenarios

Review of business continuity capabilities

Performance evaluation

Business continuity plans

Improvement report

**4. Requirements of the ISO 22301: 2019 standard**

8.5 Exercise program

The organization shall implement and maintain a program of exercising and testing to validate over time the effectiveness of its business continuity strategies and solutions.

The organization shall conduct exercises and tests that:

a) are consistent with its business continuity objectives;

b) are based on appropriate scenarios that are well planned with clearly defined aims and objectives;

c) develop teamwork, competence, confidence and knowledge for those who have roles to perform in relation to disruptions;

d) taken together over time, validate its business continuity strategies and solutions;

e) produce formalized post-exercise reports that contain outcomes, recommendations and actions to implement improvements;

f) are reviewed within the context of promoting continual improvement;

g) are performed at planned intervals and when there are significant changes within the organization or the context in which it operates.

The organization shall act on the results of its exercising and testing to implement changes and improvements.

**5. Development**

**5.1 Program**

The Exercise program is annual and validated by top management. It allows you to discuss in detail and simulate in the field the application of business continuity strategies and solutions selected for the different BCPs.

The program contributes to the achievement of strategic objectives and includes:

* business continuity plans
* needs analysis
* the objectives to be achieved
* the calendar
* the duration
* the type of exercise
* the location of the exercise
* the scope
* the personnel concerned
* the capacities
* resources (budget and time required)
* stakeholders likely to participate in recovery activities
* confidentiality and information security provisions

The exercise and test program:

* is consistent with business continuity objectives
* is based on the selected simulation scenarios
* includes the devices and equipment concerned
* is realistic and carefully planned to reduce the risk of incidents resulting directly from the exercise
* concerns the supply chain

The program is flexible:

* updated following significant changes in the business or context
* reviewed annually to include opportunities for improvement proposed following the exercises

**5.2 Exercises and tests**

Exercises and tests are planned to examine the ability to respond, recover and continue to effectively execute critical activities in the face of disruption scenarios.

The two main types of exercises are:

* discussion to familiarize participants with plans and procedures
* simulation in order to verify the different scenarios in:
  + a normal operating environment
  + alternative premises
  + command centers

The exercises and tests allow you to:

* verify and validate the usefulness and effectiveness of business continuity strategies, assumptions, solutions and plans
* better understand priority activities
* ensure that the BCPs are achievable and updated
* assess capacities and resources to manage a crisis and restore priority activities
* ensure the proper functioning of emergency installations and technical means
* check how much the maximum tolerable period of disruption (MTPD) are achievable
* strengthen confidence in responding to disruptions
* check dependencies on stakeholders (suppliers)
* identify any nonconformity in written procedures
* develop the skills of crisis team members
* raise staff awareness and develop their skills
* meet legal and regulatory requirements
* develop innovative solutions
* write improvement reports following lessons learned

**5.3 Improvement**

Monitoring the exercise program helps validate the achievement of objectives.

Exercise results are used to identify improvements to the BCMS and are recorded in the Improvement report.