Management system standards

ISO 22301:2019 — Business Continuity

Two days to set up a business continuity management system under ISO 22301:2019. Business impact analysis, risk assessment, continuity strategies and solutions, plans, exercises: each step is applied to your critical activities, your suppliers and your information systems. You leave with a first impact analysis and an exercise scenario ready to be played at your site.

Duration : 2 days

Objectives

1. Explain the structure of ISO 22301:2019 and the vocabulary of business continuity
2. Conduct a business impact analysis and set realistic recovery times
3. Assess the risks of disruption to priority activities and their resources
4. Choose continuity strategies and solutions, then write plans that can be used in a real situation
5. Organise an exercise programme, continuity evaluation and improvement of the system

Programme

Day 1 — morning

• Why business continuity: principals' requirements, dependence on suppliers, cyberattacks, losses
• Structure of ISO 22301:2019 and vocabulary: disruption, prioritised activity, recovery time, minimum acceptable level
• Context, interested parties, legal and contractual requirements, scope
• Leadership, continuity policy, roles and responsibilities

Day 1 — afternoon

• Business impact analysis: impacts over time, recovery times, resources needed
• Assessment of disruption risks: sites, staff, suppliers, information systems
• Exercise: impact analysis of two activities of your company
• Mid-course quiz

Day 2 — morning

• Strategies and solutions: fallback site, safety stock, dual sourcing, backups, remote working
• Response structure: crisis cell, alert, escalation, communication
• Continuity and recovery plans: content, format, updating
• Links with information security and ISO/IEC 27001:2022

Day 2 — afternoon (workshop)

• Exercise programme: from tabletop test to full-scale exercise
• Continuity evaluation, internal audit, management review
• Workshop: tabletop exercise based on a disruption scenario at your site
• Knowledge test and feedback on the exercise

Teaching methods

• Guided reading of the requirements and of the continuity process
• Impact analysis carried out on your own activities and critical suppliers
• Tabletop crisis exercise, with roles assigned to participants
• Templates for impact analysis, continuity plan and exercise report
• Mid-course quiz and knowledge test

Assessment and documents

Mid-course quiz and knowledge test at the end of the session, post-course evaluation at D+1. Numbered training certificate, verifiable online, for each participant; training report, impact analysis and minutes of the tabletop exercise handed to the company.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

The course “ISO 31000:2018 — Risk Management” (1 day) gives a general risk assessment method, useful before this module. For information systems, see “ISO/IEC 27001:2022 — Requirements”.

Practical information

Duration	2 days
Audience	Management, risk, quality and safety managers, IT managers, production, logistics and support function managers
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

What is the difference between business continuity and crisis management?
Crisis management organises decision-making and communication during the event. Business continuity prepares in advance for the continuation or resumption of priority activities within acceptable times. ISO 22301:2019 covers both, with a response structure and plans.

Do we have to aim for certification?
Not necessarily. Many companies use ISO 22301:2019 as a methodological framework to answer a principal or an insurer. Certification makes sense when a customer requires it or when the system can be integrated with your other standards.

Are exercises part of the training?
Yes. A tabletop exercise, built on a plausible scenario for your site, takes up the afternoon of the second day. It then serves as a model for your exercise programme.

Who should attend?
Management, risk, quality and safety managers, the IT manager and the heads of critical activities: production, logistics, purchasing. Continuity depends on their combined decisions.