
SELF-ASSESSMENT WORKSHEET

ISO 22301 — Business Continuity

Work through each clause, record what you do today, rate where you are and agree the actions that close the gap.

ORGANISATION

COMPLETED BY

DATE

How to rate: 0 = nothing in place 1 = partly in place 2 = in place, little evidence 3 = in place and evidenced
Fill in on screen or print. Always work from the current published standard.

How to complete this worksheet

1**Get the right people together**

Ask the person who runs each area to help. Allow 1–2 hours per sitting; you don't have to finish in one go.

2**Read each clause and the evidence prompt**

The grey box tells you what an auditor will look for. The examples underneath show the kind of records that count.

3**Write what you actually do today**

Describe the real practice, not what you'd like to happen. Name the document, system or record and where it's kept, e.g. 'Training matrix — SharePoint/HR, updated monthly'.

4**Rate honestly from 0 to 3**

0 nothing in place · 1 partly in place or informal · 2 in place but little written proof · 3 in place, followed and evidenced with records. If you can't show it, it isn't a 3.

5**Agree actions, owners and due dates**

For anything rated 0–2, write the next practical step, who will do it and by when. Small, specific actions get done.

6**Summarise and review**

List your top three priorities on the final page. Revisit the worksheet every few months to track progress.

What counts as good evidence?

- Good evidence is current, approved, dated and actually used — a policy nobody follows isn't evidence.
- Records beat documents: a completed checklist proves more than the procedure that describes it.
- Photos, screenshots, emails and system exports all count if they show the activity happening.
- Leave a box blank rather than guess — blanks show you where to look first.

CLAUSES 1-3

Scope, references and definitions

These opening clauses explain what ISO 22301 covers, list any documents it relies on and define its key terms. They contain no requirements you are audited against.

Evidence to look for: Read the definitions once — words like 'shall', 'interested party' and 'documented information' have precise meanings in an audit.

Examples of suitable evidence

- ✓ Copy of the current ISO 22301 standard
- ✓ Copy of ISO 22300 containing referenced terms and definitions
- ✓ Staff reference sheet explaining business continuity terms
- ✓ Briefing slides explaining the standard's scope

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

CLAUSE 4

Context of the organisation

Understand what could disrupt you, your legal and contractual obligations and define the scope of the business continuity management system (BCMS).

Evidence to look for: A scope listing the products, services and sites the BCMS protects.

Examples of suitable evidence

- ✓ Context review recording internal issues and external disruption threats
- ✓ Interested parties register recording relevant needs and expectations
- ✓ Legal and contractual obligations register covering business continuity requirements
- ✓ Approved BCMS scope statement identifying covered sites, services and exclusions

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating
☐ 0

☐ 1

☐ 2

☐ 3

CLAUSE 5

Leadership

Top management must own the business continuity system: set the policy, assign roles and responsibilities, provide resources and make it part of normal business decisions. Responsibility can be delegated; accountability cannot.

Evidence to look for: Directors can explain the policy, review results at board level and remove obstacles. A signed policy alone is not enough.

Examples of suitable evidence

- ✓ Business continuity policy signed by the managing director
- ✓ Organisation chart showing business continuity roles and responsibilities
- ✓ Board minutes approving continuity resources and integrating continuity into business decisions
- ✓ Approved budget allocating staff time and funding for continuity activities

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	☐	☐	☐	☐
					0	1	2	3

CLAUSE 6

Planning

Address risks and opportunities, set business continuity objectives and plan changes to the BCMS.

Evidence to look for: Objectives such as recovery times agreed with customers.

Examples of suitable evidence

- ✓ BCMS risks and opportunities register with agreed actions and owners
- ✓ Business continuity objectives register with measurable targets and deadlines
- ✓ Action plan assigning resources, responsibilities and evaluation methods for continuity objectives
- ✓ BCMS change plan recording impacts, resources, responsibilities and implementation dates

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	☐	☐	☐	☐
					0	1	2	3

CLAUSE 7

Support

Provide the people, competence, awareness, communication, infrastructure and controlled documents and records the business continuity system needs.

Evidence to look for: Training is based on the work people actually do, current instructions are easy to find and old versions are withdrawn.

Examples of suitable evidence

- ✓ Training matrix and attendance records for business continuity roles
- ✓ Staff briefing records covering continuity policy and emergency responsibilities
- ✓ Communication plan listing audiences, messages, channels and responsible staff
- ✓ Document control register showing plan versions, approvals and review dates

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	☐	☐	☐	☐
					0	1	2	3

CLAUSE 8

Operation

Carry out a business impact analysis (BIA) and risk assessment, choose continuity strategies, write business continuity plans and procedures, and run an exercise programme (8.2–8.5).

Evidence to look for: A BIA showing recovery time objectives, plans people can follow under pressure and records of tested exercises.

Examples of suitable evidence

- ✓ Business impact analysis report recording prioritised activities, dependencies and recovery times
- ✓ Disruption risk assessment and approved continuity strategy selection report
- ✓ Business continuity plans containing activation criteria, response procedures and contact lists
- ✓ Exercise programme and completed exercise reports recording results and lessons

What we do today / evidence we hold

Actions to close the gap

Owner		Due		Rating	☐	☐	☐	☐
					0	1	2	3

CLAUSE 9**Performance evaluation**

Decide what to monitor and measure for business continuity, analyse the results, run a planned programme of impartial internal audits and hold management reviews at planned intervals.

Evidence to look for: Use a handful of meaningful indicators, audit real work rather than paperwork, and minute the decisions management review actually takes.

Examples of suitable evidence

- ✓ Monitoring plan specifying continuity measures, collection methods, owners and reporting frequency
- ✓ Quarterly performance report analysing continuity measures against agreed objectives
- ✓ Internal audit schedule and reports showing auditor independence and findings
- ✓ Management review minutes recording performance, decisions, actions and resource needs

What we do today / evidence we hold**Actions to close the gap**

Owner		Due		Rating	0	1	2	3
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CLAUSE 10**Improvement**

When something goes wrong, deal with the immediate effect, find the root cause, take action so it does not recur and check the action worked. Keep improving the system over time.

Evidence to look for: A nonconformity is only closed when you have evidence the cause was fixed — not when the form is completed.

Examples of suitable evidence

- ✓ Nonconformity log recording failures, immediate corrections and consequences addressed
- ✓ Root cause investigation report for a failed recovery exercise
- ✓ Corrective action tracker recording owners, deadlines and effectiveness check results
- ✓ Improvement register recording completed changes and resulting continuity benefits

What we do today / evidence we hold**Actions to close the gap**

Owner		Due		Rating	0	1	2	3
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Summary and next steps

Top three priorities

Resources or support needed

Target date for certification or review

Want a second pair of eyes?

Send your completed worksheet to our success team for a free review call.

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