

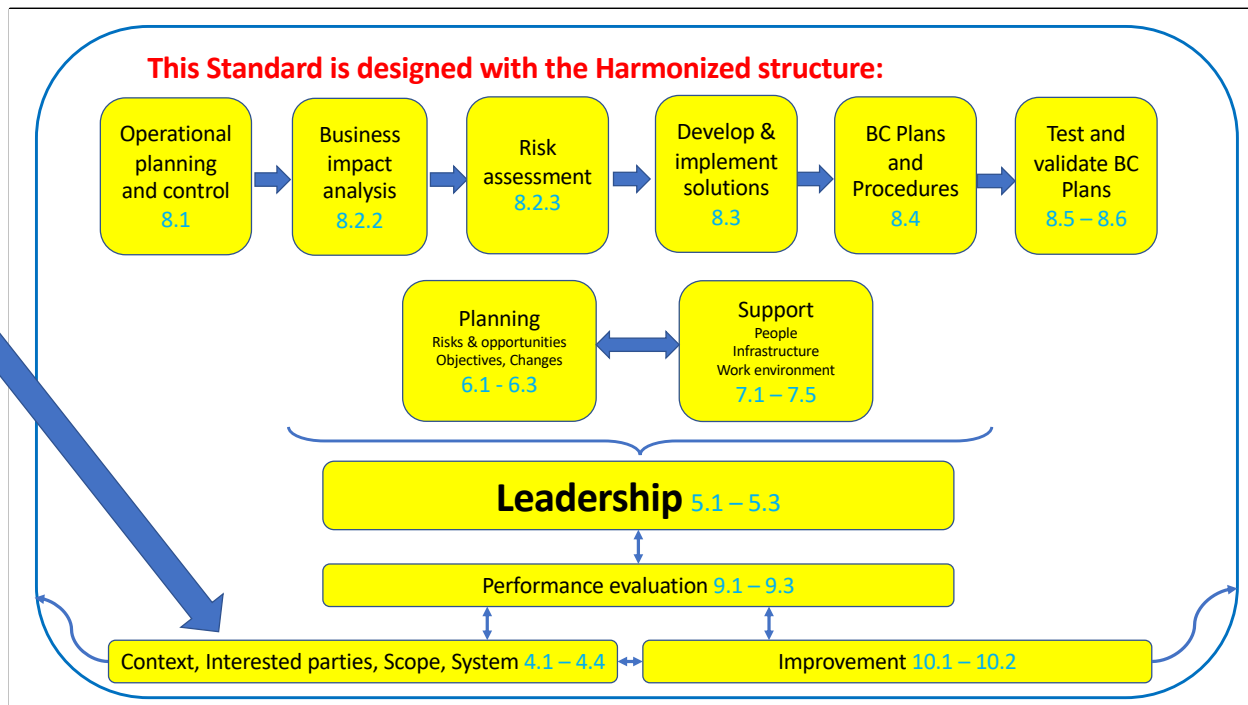
## ISO 22301 – Business Continuity - Clause 4

### Context has 4 sub-clauses

- Clause 4.1 - Context
- Clause 4.2 - Interested Parties
- Clause 4.3 - Scope
- Clause 4.4 - The System



Simplify ISO 



#### 4.1 Understanding the organization and its context

The organization shall determine external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcome(s) of its BCMS.

NOTE These issues will be influenced by the organization's overall objectives, its products and services and the amount and type of risk that it may or may not take.

## External Conditions can interrupt any business

Clause 4.1.2



### 4.1.2 External issues

The organization should regularly scan and analyse the external context, considering issues related to the:

- a) different areas covering economic, market, social, cultural, scientific, technological, legal, political, geo-political and environmental aspects;
- b) geographic scope, whether international, national, regional, or local;
- c) past experience, present situation, and potential future scenarios;
- d) speed of, and resistance to, change;
- e) likelihood and potential impact of trends;
- f) potential opportunities and threats, also those that might result from disruptions;
- g) interested parties.

Internal  
Conditions  
are more  
controllable  
than external  
conditions

Clause 4.1.3



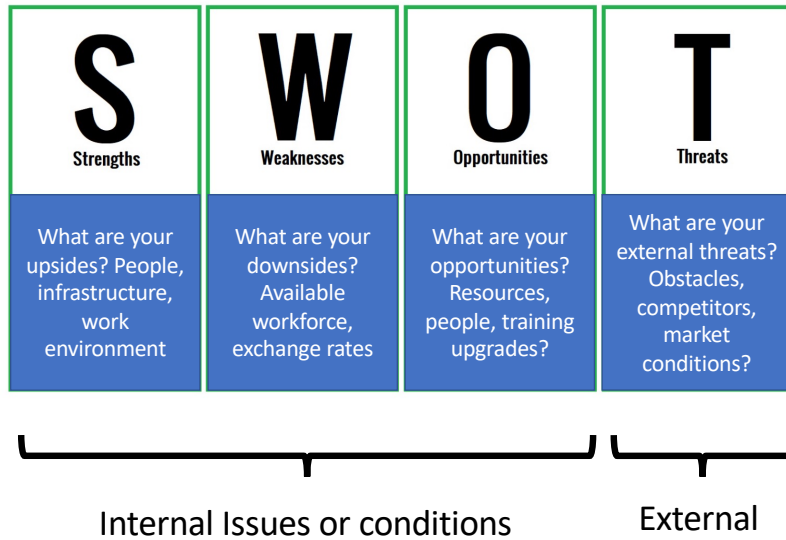
#### 4.1.3 Internal issues

The organization should regularly analyse its internal context, including capabilities and assets, considering issues related to:

- a) its vision, ambition-level, strategic direction, and core competencies;
- b) existing management practices, organizational structures and use of other management systems;
- c) overall performance of the organization and its innovation performance, e.g. achievements and failures over the recent past and compared with other relevant organizations;
- d) operational aspects, e.g. processes, budgeting, controlling, and collaboration;
- e) potential and maturity (position on the life cycle) of current offerings and value realization models;
- f) the uniqueness of its people, knowledge, skills, technologies, intellectual property, ecosystems, branding, partnerships, infrastructure, etc.;
- g) adaptability of strategies, processes, resource allocation, etc.;
- h) cultural aspects such as values, attitudes, and commitment at all levels of the organization;
- i) the innovation competencies of its people over time.

Consider using  
a SWOT  
analysis to  
determine  
internal and  
external issues.

Clause 4.1



S,W,O for internal conditions  
T for External conditions

Interested parties  
play an important  
role during  
development of a  
BCMS



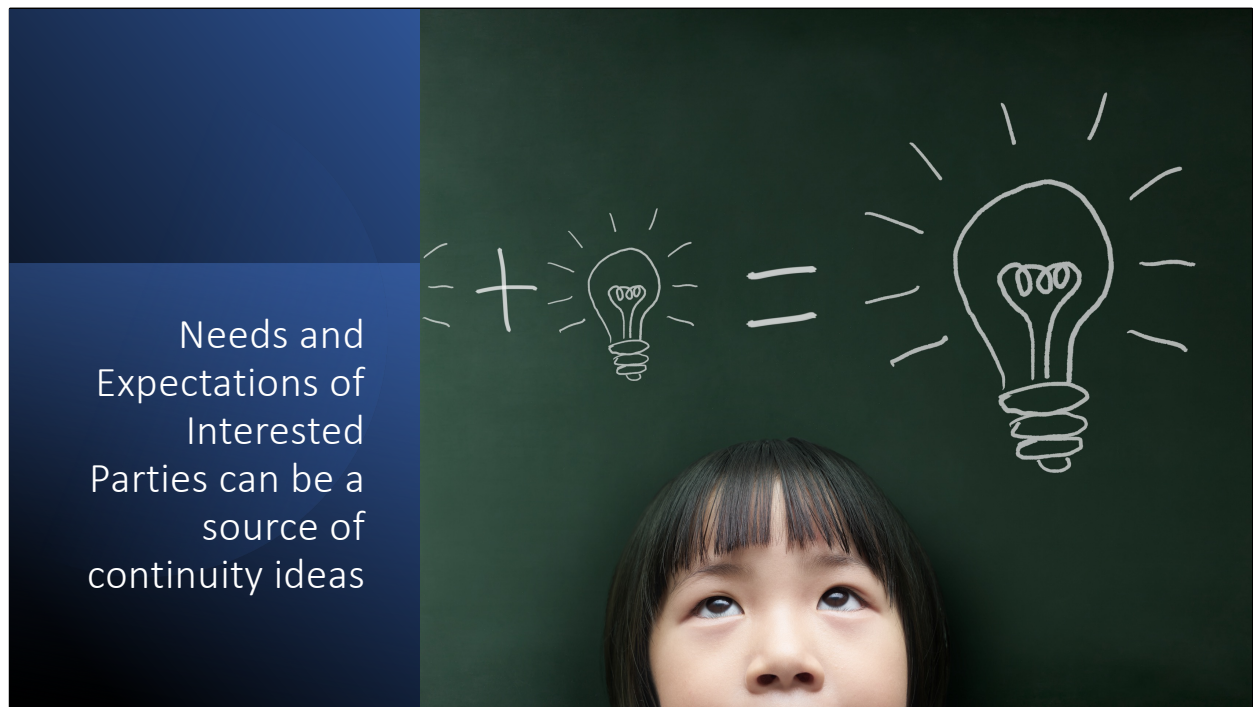
## 4.2 Understanding the needs and expectations of interested parties

### 4.2.1 General

When establishing its BCMS, the organization shall determine:

- a) the interested parties that are relevant to the BCMS;
- b) the relevant requirements of these interested parties.





## **4.2 Understanding the needs and expectations of interested parties**

### **4.2.1 General**

When establishing its BCMS, the organization shall determine:

- a) the interested parties that are relevant to the BCMS;
- b) the relevant requirements of these interested parties.

Don't forget  
Legal and  
Regulatory  
requirements

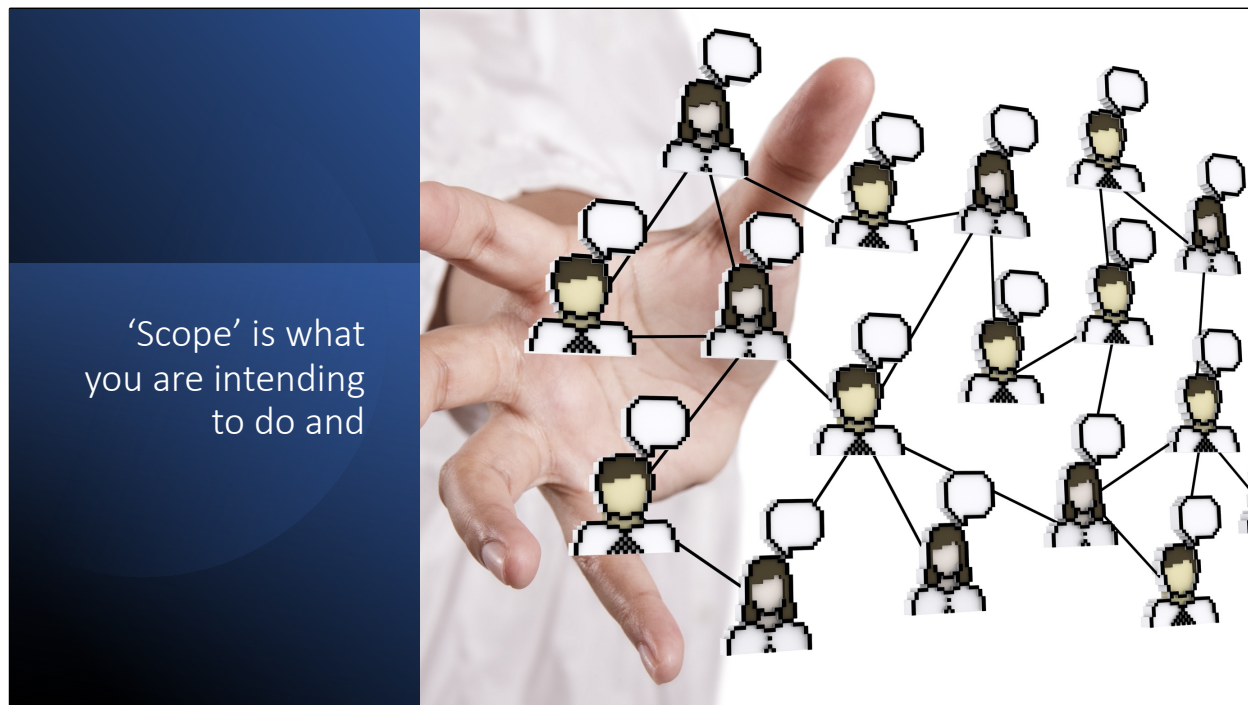


#### **4.2.2 Legal and regulatory requirements**

The organization shall:

- a) implement and maintain a process to identify, have access to, and assess the applicable legal and regulatory requirements related to the continuity of its products and services, activities and resources;
- b) ensure that these applicable legal, regulatory and other requirements are taken into account in implementing and maintaining its BCMS;
- c) document this information and keep it up to date.





### **4.3 Determining the scope of the business continuity management system**

#### **4.3.1 General**

The organization shall determine the boundaries and applicability of the BCMS to establish its scope.

When determining this scope, the organization shall consider:

- a) the external and internal issues referred to in 4.1;
- b) the requirements referred to in 4.2;
- c) its mission, goals, and internal and external obligations.

The scope shall be available as documented information.

#### **4.3.2 Scope of the business continuity management system**

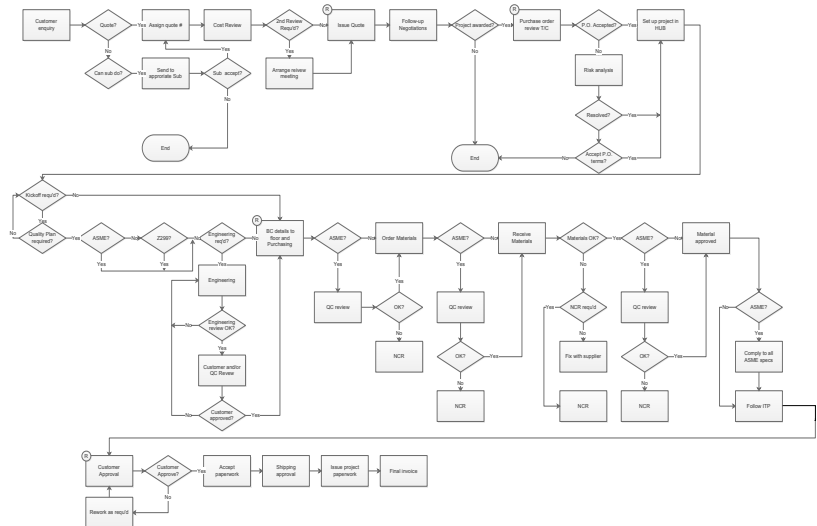
The organization shall:

- a) establish the parts of the organization to be included in the BCMS, taking into account its location(s), size, nature and complexity;
- b) identify products and services to be included in the BCMS.

When defining the scope, the organization shall document and explain exclusions.

They shall not affect the organization's ability and responsibility to provide business continuity, as determined by the business impact analysis or risk assessment and applicable legal or regulatory requirements.

Your management system needs to show the workflow of how you satisfy client and other requirements



#### 4.4 Business continuity management system

The organization shall establish, implement, maintain and continually improve a BCMS, including the processes needed and their interactions, in accordance with the requirements of this document.

### Here are some other resources to help you...

ISO 22313, **Societal security** — Business continuity management systems — Guidance

ISO 22316, **Security and resilience** — Organizational resilience — Principles and attributes

ISO/TS 22317, **Societal security** - Business continuity management systems — Guidelines for business impact analysis (BIA)

ISO/TS 22318, **Societal security** — Business continuity management systems — Guidelines for supply chain continuity

ISO/TS 22330, **Security and resilience** — Business continuity management systems — Guidelines for people aspects of business continuity

ISO/TS 22331, **Security and resilience** — Business continuity management systems — Guidelines for business continuity strategy

## Three takeaways from Context

1. Every organization exists in a 'context' and has interested parties with requirements
2. The 'scope' is the boundary of your management system
3. Design your BCMS to integrate with other Harmonized Structure standards

You'll need your copy of ISO 22301 to answer the quiz questions after each Lesson

