



Competency Unit:

RABQSA-BC – Business Continuity Auditing

Effective date: June 2009

Competency	Performance Criteria	Evidence Guide
<p>1. Understand the application of a Business Continuity Management System (BCMS) in the context of a nationally or internationally recognized Standard, such as BS25999:2006.</p>	<p>1.1. The intent and the requirements of each clause of a BCMS Standard can be described within the contextual activities of an organization¹.</p> <p>1.2. Describe the documentation required by a BCMS Standard and the interrelationships between the documented BCMS. BCMS planning, policy, objectives and controls are explained within the context of the organization's environment.</p> <p>1.3. Evidence needed to demonstrate compliance to the requirements of a BCMS Standard is identified.</p> <p>1.4. Business continuity and organization/activity sector terminologies are correctly used.</p> <p>1.5. The effectiveness of the entire BCMS, including the Plan, Do, Check, Act (PDCA) process approach used to develop, implement and improve the effectiveness of the BCMS, and continual monitoring and improvement is evaluated within the context of the organization's activities.</p> <p>1.6. Audit reference documentation is suitable and appropriate to the requirements of a BCMS Standard in the context of the auditee's organization size, activity sector and environmental factors.</p>	<p>1.1. The intent and requirements of a BCMS Standard are defined, without error, giving examples for specific organizational environments.</p> <p>1.2. The documentation required for compliance to a BCMS Standard is defined, with justified omissions or deviations.</p> <p>1.3. Audit evidence to demonstrate compliance to the clauses of a BCMS Standard is identified, with justified omissions or deviations, giving examples for specific organizational environments.</p> <ul style="list-style-type: none"> • The principles and practices of using a BCMS Standard are accurately described. <p>1.4 Use of correct BCMS terminology is demonstrated.</p> <p>1.5 Evidence required to demonstrating the operational effectiveness of a documented BCMS, using a BCMS Standard as the reference, is properly identified with omissions or deviations being justified, giving examples for specific organizational environments.</p> <p>1.6 Information required for a BCMS audit is accurately defined, giving examples for specific organizational environments.</p>
<p>2. Understand the relationship of the BCMS, including risk assessment, Business Impact Analysis (BIA) and controls, to the organization's essential continuity requirements.</p>	<p>2.1 The relationship between an organization's operational continuity requirements derived from its activities and stakeholders and a BCMS Standard is demonstrated.</p>	<p>2.1 Evidence is required and demonstrated to ensure the appropriateness and effectiveness of the BCMS in meeting stakeholder requirements.</p> <ul style="list-style-type: none"> • The relationship between a documented BCMS and an organization's essential continuity requirements included under the



Competency Unit:

RABQSA-BC – Business Continuity Auditing

Effective date: June 2009

Competency	Performance Criteria	Evidence Guide
	2.2 Risk assessment and BIA approaches are evaluated to assess the appropriateness and effectiveness of the organization's continuity program against risk assessment and BIA conclusions. 2.3 Training, exercise and review process alignment with risk assessment and BIA, for the purpose of the organization's resilience requirements is demonstrated.	scope of the BCMS is accurately defined, giving examples for specific organizations. 2.2 Risk assessment and BIA methodologies are accurately described in accordance with a BCMS Standard. 2.3 Evidence is required and demonstrated to show that training, exercise and review processes are appropriate to a BCMS Standard as well as an organization's continuity and resilience requirements.

1. Organization, as is used in this text, refers to any structured entity such as business organization, government, government institution, association, etc.