

---

---

Draft Jamaican Standard

Technical Specification

for

Security and resilience —

**Business continuity management systems**

**— Guidelines for business impact analysis**

---

---



**BUREAU OF STANDARDS JAMAICA**

**NON-OBJECTION PERIOD:**  
**14 AUGUST 2022 – 12 SEPTEMBER 2022**

DRAFT JAMAICAN STANDARD

DRAFT JAMAICAN STANDARD

**IMPORTANT NOTICE**

Jamaican standards are subjected to periodic review. The next amendment will be sent without charge if you cut along the dotted line and return the self-addressed label. If we do not receive this label we have no record that you wish to be kept up-to-date. Our address:

Bureau of Standards Jamaica  
6 Winchester Road  
P.O. Box 113  
Kingston 10  
Jamaica W.I.

-----(~~✂~~cut along the line)-----

JS ISO/TS 22317: 2022

NAME OR DESIGNATION.....

ADDRESS.....

## JBS CERTIFICATION MARK PROGRAMME

The general policies of the JBS Certification Mark Programme are as follows:

- The JBS provides certification services for manufacturers participating in the programme and licensed to use the gazetted JBS Certification Marks to indicate conformity with Jamaican Standards.
- Where feasible, programmes will be developed to meet special requirements of the submitter. Where applicable, certification may form the basis for acceptance by inspection authorities responsible for enforcement of regulations.
- In performing its functions in accordance with its policies, JBS will not assume or undertake any responsibility of the manufacturer or any other party.

Participants in the programme should note that in the event of failure to resolve an issue arising from interpretation of requirements, there is a formal appeal procedure.

Further information concerning the details of the JBS Certification Mark Programme may be obtained from the Bureau of Standards, 6 Winchester Road, Kingston 10.

### CERTIFICATION MARKS



Product Certification Marks



Plant Certification Mark



Certification of Agricultural Produce  
(CAP) Mark



Jamaica-Made Mark

**Draft Jamaican Standard**

**Technical Specification**

**for**

**Security and resilience — Business continuity management systems  
— Guidelines for business impact analysis**

Bureau of Standards Jamaica  
6 Winchester Road  
P.O. Box 113  
Kingston 10  
Jamaica W. I.  
Tel: (876) 926 -3140-5, (876) 618 - 1534 or (876) 632-4275  
Fax: (876) 929 -4736  
E-mail: [info@bsj.org.jm](mailto:info@bsj.org.jm)  
Website: [www.bsj.org.jm](http://www.bsj.org.jm)

**Month 202X**

© 202X Bureau of Standards Jamaica

**All rights reserved. Unless otherwise specified, no part of a Bureau of Standards publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including, photocopying microfilm or scanning, without permission in writing.**

ISBN XXX.XXXX.XXX

Declared by the Bureau of Standards to be a **standard technical specification** pursuant to section 7 of the Standards Act 1969.

First published **Month 202X**

This standard was circulated in draft form for thirty (30) days non-objection under the reference **DJS ISO/TS 22317: 2022**.

Jamaican Standards establish requirements in relation to commodities, processes and practices, but do not purport to include all the necessary provisions of a contract.

The attention of those using this specification is called to the necessity of complying with any relevant legislation.

#### Amendments

| No. | Date of Issue | Remarks | Entered by and date |
|-----|---------------|---------|---------------------|
|     |               |         |                     |

## Contents

|  | Page      |
|--|-----------|
| National foreword  | iii       |
| Acknowledgement  | iii       |
| <b>Foreword</b> .....  | <b>iv</b> |
| <b>Introduction</b> .....  | <b>v</b>  |
| <b>1 Scope</b> .....   | <b>1</b>  |
| <b>2 Normative references</b> .....                                      | <b>1</b>  |
| <b>3 Terms and definitions</b> .....                                     | <b>1</b>  |
| <b>4 Prerequisites</b> .....   | <b>1</b>  |
| 4.1 General.....   | 1         |
| 4.2 Context and scope.....   | 2         |
| 4.2.1 Context.....   | 2         |
| 4.2.2 Scope.....   | 2         |
| 4.3 Roles and responsibilities.....                                      | 2         |
| 4.3.1 General.....   | 2         |
| 4.3.2 BIA leader.....  | 2         |
| 4.3.3 Activity owners.....   | 3         |
| 4.4 Commitment.....  | 3         |
| <b>5 The BIA process</b> .....   | <b>3</b>  |
| 5.1 Fundamentals.....  | 3         |
| 5.2 Plan BIA.....  | 4         |
| 5.3 Agree approach for undertaking BIA process.....                      | 4         |
| 5.3.1 Understand impacts.....  | 4         |
| 5.3.2 Define impact types and criteria.....                              | 5         |
| 5.3.3 Define time frames.....  | 7         |
| 5.3.4 Define methodology.....  | 7         |
| 5.4 Determine products and services' priorities with top management..... | 8         |
| 5.4.1 Overview.....  | 8         |
| 5.4.2 Inputs.....  | 8         |
| 5.4.3 Product and service priority determination.....                    | 8         |
| 5.4.4 Outcomes.....  | 9         |
| 5.5 Determine the prioritized activities.....                            | 9         |
| 5.5.1 Overview.....  | 9         |
| 5.5.2 Inputs.....  | 9         |
| 5.5.3 Identify activities.....   | 9         |
| 5.5.4 Set RTO for the activities.....                                    | 9         |
| 5.5.5 Define the prioritized activities.....                             | 10        |
| 5.5.6 Results.....   | 10        |
| 5.6 Identify resources and other dependencies.....                       | 10        |
| 5.6.1 Identify resource and other dependency requirements.....           | 10        |
| 5.6.2 Resource requirements.....   | 11        |
| 5.7 Analyse and consolidate BIA results.....                             | 11        |
| 5.8 Obtain top management approval for BIA results.....                  | 12        |
| <b>6 Review BIA</b> .....  | <b>12</b> |
| 6.1 Review BIA process and methodology.....                              | 12        |
| 6.2 Review BIA results.....  | 12        |
| <b>Annex A (informative) BIA within the BCMS of ISO 22301:2019</b> ..... | <b>14</b> |
| <b>Annex B (informative) BIA information collection methods</b> .....    | <b>15</b> |
| <b>Annex C (informative) Other uses for the BIA process</b> .....        | <b>22</b> |
| <b>Annex D (informative) Examples for performing a BIA</b> .....         | <b>25</b> |
| <b>Bibliography</b> .....  | <b>36</b> |

## National foreword

This standard is an adoption and is identical to **ISO/TS 22317: 2021(E)** Security and resilience — Business continuity management systems — Guidelines for business impact analysis published by the International Organization for Standardization.

### Scope of the standard

This document gives guidelines for an organization to implement and maintain a formal and documented business impact analysis (BIA) process appropriate to its needs. It does not prescribe a uniform process for performing a BIA.

This document is applicable to all organizations regardless of type, size and nature, whether in the private, public or not-for-profit sectors. The guidance can be adapted to the needs, objectives, resources and constraints of the organization.

Where the words 'International Standard' appear, referring to this standard, they should be read as 'Jamaican Standard'.

Where reference is made to informative and normative annexes the following definitions should be noted:

- Informative Annex – gives additional information intended to assist in the understanding or use of the document. They do not contain requirements.
- Normative Annex – gives provisions additional to those in the body of a document. They contain requirements.

Users should note that all standards undergo revision from time to time and that any reference made herein to any standard implies its latest edition, unless otherwise stated.

This standard is voluntary.

## Acknowledgment

Acknowledgement is made to the International Organization for Standardization (ISO) for permission to adopt **ISO/TS 22317: 2021(E)**.