

Resource C; Part 4 – Act Management Review Potential Evidence

The following table is taken from the requirements of ISO 22301, which may be used and submitted as potential evidence for the management review.

Requirements	Potential Evidence
Follow-up actions from previous management reviews	Recommendations and action plan report
Results of previous reviews and audits, including where appropriate those of key suppliers and outsource partners	Incident and debrief reports, action plans Internal Audit Reports Performance Statistics Reports Results from external audits and assurance
Any internal or external changes that could affect the BCMS	Business Impact Analysis Corporate Risk Register including any business continuity risks
Vulnerabilities or threats not adequately addressed in the previous risk assessment	BCMR Recommendations Report and Action Plan Corrective Action / Preventative Action Log
Levels of residual risk and acceptable risk	Corporate Risk Register Register of Business Continuity Risks
Results of the training programme	Feedback forms Training Schedule
Lessons from incidents	Corrective / Preventative Action Log Incident Logs Post Incident Reports
Exercise results	Post Exercise Reports Corrective Action / Preventative Action Log Exercise Schedule
Status of preventative and corrective actions	Corrective Action / Preventative Action Log Lessons Log
Recommendations for improvement	Training Feedback Forms Incident Logs Incident and Exercise Reports Corrective Action / Preventative Action Log Papers submitted to Trust Board (or equivalent forum)
Techniques, products or procedures, which could be used in the organisation to improve the BCMS performance and effectiveness.	BIA Business Continuity training programme Business Continuity Plans
Emerging good practice and guidance	Business Continuity Industry Good practice and guidance