



BSI Standards Publication

Conformity assessment — Requirements for bodies providing audit and certification of management systems

Part 6: Competence requirements for
auditing and certification of business
continuity management systems

National foreword

This Published Document is the UK implementation of ISO/IEC TS 17021-6:2014.

The UK participation in its preparation was entrusted to Technical Committee BCM/1/-/12, Development of ISO/IEC TS 17021-6.

A list of organizations represented on this committee can be obtained on request to its secretary.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

© The British Standards Institution 2014. Published by BSI Standards Limited 2014

ISBN 978 0 580 86360 8

ICS 03.100.01; 03.120.20

Compliance with a British Standard cannot confer immunity from legal obligations.

This Published Document was published under the authority of the Standards Policy and Strategy Committee on 31 December 2014.

Amendments issued since publication

Date	Text affected
------	---------------

TECHNICAL
SPECIFICATION

**ISO/IEC
TS
17021-6**

First edition
2014-12-01

**Conformity assessment —
Requirements for bodies providing
audit and certification of management
systems —**

Part 6:

**Competence requirements for
auditing and certification of business
continuity management systems**

*Évaluation de la conformité — Exigences pour les organismes
procédant à l'audit et à la certification des systèmes de
management --*

*Partie 6 Exigences de compétence pour l'audit et la certification des
systèmes de management de la continuité d'activité*

Reference number
ISO/IEC TS 17021-6:2014(E)





COPYRIGHT PROTECTED DOCUMENT

© ISO 2014

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
Web www.iso.org

Published in Switzerland

Contents

Page

Foreword	iv
Introduction	v
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 Generic competence requirements	1
5 Competence requirements for BCMS auditors and personnel reviewing audit reports and making certification decisions	2
5.1 General.....	2
5.2 Business continuity management (BCM) terminology.....	2
5.3 Context of an organization.....	2
5.4 Applicable laws, regulations and other requirements.....	2
5.5 Relationships within the business continuity management process.....	2
5.6 Business impact analysis and risk assessment.....	2
5.7 Business continuity strategies.....	3
5.8 Incident management.....	3
5.9 Business continuity plans.....	3
5.10 Business continuity exercises.....	3
5.11 BCMS performance evaluation.....	3
6 Competence requirements for personnel conducting the application review to determine audit team competence required, to select the audit team members, and to determine the audit time	4
6.1 General.....	4
6.2 BCM terminology.....	4
6.3 Context of an organization.....	4
6.4 Relationships within the business continuity management process.....	4
Annex A (informative) Knowledge for BCMS auditing and certification	5
Bibliography	6

Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of conformity assessment, the ISO Committee on conformity assessment (CASCO) is responsible for the development of International Standards and Guides.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

Draft International Standards are circulated to the national bodies for voting. Publication as an International Standard requires approval by at least 75 % of the national bodies casting a vote.

In other circumstances, particularly when there is an urgent market requirement for such documents, a technical committee may decide to publish other types of document:

- an ISO/IEC Publicly Available Specification (ISO/IEC PAS) represents an agreement between technical experts in an ISO working group and is accepted for publication if it is approved by more than 50 % of the members of the parent committee casting a vote;
- an ISO/IEC Technical Specification (ISO/IEC TS) represents an agreement between the members of a technical committee and is accepted for publication if it is approved by 2/3 of the members of the committee casting a vote.

An ISO/PAS or ISO/TS is reviewed after three years in order to decide whether it will be confirmed for a further three years, revised to become an International Standard, or withdrawn. If the ISO/PAS or ISO/TS is confirmed, it is reviewed again after a further three years, at which time it must either be transformed into an International Standard or be withdrawn.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO/IEC/TS 17021-6 was prepared by the ISO Committee on conformity assessment (CASCO).

ISO/IEC 17021 consists of the following parts, under the general title *Conformity assessment — Requirements for bodies providing audit and certification of management systems*:

- *Part 2: Competence requirements for auditing and certification of environmental management systems* [Technical Specification]
- *Part 3: Competence requirements for auditing and certification of quality management systems* [Technical Specification]
- *Part 4: Competence requirements for auditing and certification of event sustainability management systems* [Technical Specification]
- *Part 5: Competence requirements for auditing and certification of asset management systems* [Technical Specification]
- *Part 6: Competence requirements for auditing and certification of business continuity management systems* [Technical Specification]
- *Part 7: Competence requirements for auditing and certification of road traffic safety management systems* [Technical Specification]

The next revision of ISO/IEC 17021:2011 will reflect the different parts and will become ISO/IEC 17021-1.

Introduction

This Technical Specification complements ISO/IEC 17021:2011. In particular, it clarifies the requirements for the competence of personnel involved in the certification process set out in ISO/IEC 17021:2011, Annex A.

The guiding principles in ISO/IEC 17021:2011, Clause 4, are the basis for the requirements in this Technical Specification.

Certification bodies have a responsibility to interested parties, including their clients and the customers of the organizations whose management systems are certified, to ensure that business continuity management system (BCMS) certification is credible by only using certification personnel that have demonstrated relevant competence.

BCMS certification personnel need to have the generic competencies described in ISO/IEC 17021:2011, as well as the specific BCMS competencies described in this Technical Specification.

Certification bodies will need to identify the specific audit team competence needed for the scope of each BCMS audit.

In this Technical Specification, the following verbal forms are used:

- “shall” indicates a requirement;
- “should” indicates a recommendation;
- “may” indicates a permission;
- “can” indicates a possibility or a capability.

Further details can be found in the ISO/IEC Directives, Part 2.

For the purposes of research, users are encouraged to share their views on this Technical Specification and their priorities for changes to future editions. Click on the link below to take part in the online survey:

<https://www.surveymonkey.com/s/T17021JCL>

Currently in preview, click buy full version

Conformity assessment — Requirements for bodies providing audit and certification of management systems —

Part 6:

Competence requirements for auditing and certification of business continuity management systems

1 Scope

This Technical Specification complements the existing requirements of ISO/IEC 17021:2011. It includes specific competence requirements for personnel involved in the certification process for business continuity management systems (BCMS).

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC 17000, *Conformity assessment — Vocabulary and general principles*

ISO/IEC 17021:2011, *Conformity assessment — Requirements for bodies providing audit and certification of management systems*

ISO 22301, *Societal security — Business continuity management systems — Requirements*

ISO 22300, *Societal security — Terminology*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 22300, ISO 22301, ISO/IEC 17000 and ISO/IEC 17021:2011 apply.

4 Generic competence requirements

The certification body shall define the competence requirements for each certification function as referenced in ISO/IEC 17021:2011, Table A.1. When defining these competence requirements, the certification body shall take into account all the requirements specified in ISO/IEC 17021:2011, as well as those specified in [Clauses 5](#) and [6](#) of this Technical Specification.

NOTE 1 [Annex A](#) provides an informative summary of the competence requirements for personnel involved in specific certification functions.

NOTE 2 Information on the principles of auditing is provided in ISO 19011.