Date: 15-11-2019

GABRIEL REGISTRAR'S TRANSITION GUIDANCE ON ISO 22301:2019

Introduction

ISO 22301:2019 "Security and Resilience – Business Continuity Management Systems - Requirements" was released in October 2019 and is set to replace ISO 22301:2012 via a three-year transition period *(which has since been extended for an additional six months by IAF due to COVID-19).* All organizations that wish to remain certified to ISO 22301 will need to make a transition to the 2019 revision of the standard within the set transition period.

The overall transition period is *now three years and six months* from October 2019 through to April 30, 2023. During that period both versions of the ISO 22301 standard remain valid and audits to either version of the standard may be conducted subject to the cutoff dates as given below.

Transition Timeline

Transition Start Date	October 31, 2019
Actual Transition End Date	October 31, 2022
Transition End Date as per extension by IAF due to COVID 19 pandemic crisis	April 30, 2023

GR – Transition Cut off Dates for clients

GR Cut off Date for conducting initial & recertification audits on ISO 22301:2012	April 30, 2021.
GR Cut off Date for completion of transition to ISO 22301:2019	August 31, 2022

GR – Accreditation Transition Target Dates

GR target date for transition of UAF accreditation to newer version	August 15, 2020.
Start date for receipt of ISO 22301:2019 application under UAF accreditation	August 31, 2020

GR, hereby inform all its clients to make transitions plans for their organization's transition to fully occur prior to the transition timeline.

Key Changes in ISO 22301:2019 version

No fundamental new requirements have been added in newer version. The main areas of changes include:

1. The structure of the standard has been reviewed to make it easier to read and implement, providing greater clarification of what is required.

2. The language and terminology related to business continuity have been simplified and modified to improve clarity and consistency and to better reflect today's thinking in the business continuity world.

3. Use of the High Level Structure (HLS) has been further streamlined to remain in line and compatible with all other ISO management system standards.

4. Section 8 itself restructured in a way to focus business continuity-specific requirements. However, its intents have otherwise not significantly changed, although certain requirements have been expanded upon or modified.

It is to be noted that for organizations that have already implemented standards based on HLS, the transition must be relatively straightforward compared with other recent transitions such as for ISO 9001. Also, with 2019 version, organizations are also afforded more flexibility in terms of documentation requirements.

Key Steps towards Transition to ISO 22301:2019

1. Before their transition audit is conducted organizations must transition their Business Continuity management system in accordance with the requirements to ISO 22301:2019.

2. Conduct an internal audit and management review of the new/changed requirements prior to the transition audit being conducted by GR.

3. Requesting GR for the Transition Audit. The transition audit can be conducted in conjunction with an earlier ISO 22301:2012 surveillance, or as a stand-alone transition audit.

Audit Time Duration for a Transition Audit

1. If the transition audit is conducted in conjunction with an existing surveillance (i.e. transition surveillance) or recertification audit (i.e. transition re-assessment), additional time may be added to the audit duration (as determined by accreditation bodies / GR based on organization's size and the complexity of the BCMS) in order to cover the new requirements/concepts introduced by ISO 22301:2019.

2. If a stand-alone audit is carried out for the transition audit, the duration be calculated based on the details of respective organization such as the organization's size and the complexity of the BCMS.

REVISED ISO 22301:2019 CERTIFICATES & VALIDITY

1. As with any normal audit, non-conformances identified during a transition audit will require a corrective action to be submitted and approved. An updated ISO 22301:2019 certification will be issued following successful verification of corrective action submitted by the organization.

2. Updated ISO 22301:2019 certificate will be issued subject to decision by CB Manager and validity will be as follows:

   (a) **Transition during surveillance:**

   The organization's existing 'Valid / Expiry Date' will be maintained.

   (b) **Transition during re-certification:**

    A new 'Valid / Expiry Date' will be issued for the renewed 3-year period.

   (c) *Stand-alone transition*:

   The organization's existing 'Valid / Expiry Date of the certificate' will be maintained.

Note:

Organizations certified to ISO 22301:2012 version can contact GR to obtain necessary information on transition steps in detail.

GR can offer its clients with the transition checklist, awareness trainings and by offering a gap assessment at a minimal fee.

Please contact us to for transition checklist or to schedule an awareness training or a gap assessment of your revised BCMS to determine the level of conformance to the requirements of ISO 22301:2019 prior to your transition audit.