



ACCREDITATION SCHEME FOR
MANAGEMENT SYSTEMS CERTIFICATION BODIES

CT 08
SAC CRITERIA FOR CERTIFICATION
BODIES
(BUSINESS CONTINUITY MANAGEMENT)

1 Introduction

- 1.1 This document specifies the supplementary SAC criteria for Certification Bodies (CBs) certifying the Business Continuity Management (BCM) System.
- 1.2 This document is to be used with ISO/IEC 17021-1, ISO/IEC TS 17021-6 and applicable IAF Mandatory Documents.

2 Certification Criteria

- 2.1 CBs shall certify organisations to (1) ISO 22301:2012 Societal Security – Business continuity management systems - requirements or (2) ISO 22301:2019 Security and resilience – Business continuity management systems – Requirements.
- 2.2 CBs shall cease conducting initial and recertification audits to ISO 22301:2012 by 30 April 2021.
- 2.3 All ISO 22301:2012 certifications shall expire or be withdrawn by 31 October 2022.

3 Criteria for BCM Auditors

- 3.1 CBs shall appoint qualified auditors to conduct BCM audits.
- 3.2 Auditors shall meet the criteria as defined in ISO/IEC TS 17021-6.

4 Duration of BCM Audits

- 4.1 Where applicable, references shall be made to IAF Mandatory Document 5 (IAF MD 5).
- 4.2 In determining the audit duration, a CB shall determine the effective number of personnel in an organization. This includes full time staff and associates.
- 4.3 For initial audit, the minimum audit duration (Stage 1 + Stage 2) shall be as indicated in Table 4-1.

Table 4-1: Relationship between Effective Number of Personnel and Audit Duration

Effective Number of Personnel	Minimum Audit Duration (Stage 1 + Stage 2)
1 – 25	3 auditor days
26 – 175	4 auditor days
> 175	CB shall calculate the audit duration and provide justification for the calculation. The auditor days shall be more than 4 days.

- 4.4 Surveillance audit duration shall be 1/3 of initial audit duration.

- 4.5 Recertification audit duration shall be $\frac{2}{3}$ of initial audit duration.
- 4.6 CB shall calculate the audit duration and provide justification for the calculation including any increase or decrease in audit duration.
- 4.7 If after the calculation the result is a decimal number, the number of auditor days should be adjusted to the nearest half day (e.g. 1.3 auditor days becomes 1.5 auditor days, 1.2 auditor days becomes 1 auditor day).