

ISO 22301:2019 Transition Guidance for Clients

UPDATE: DUE TO COVID-19 THE TRANSITION DEADLINE HAS BEEN EXTENDED BY SIX MONTHS TO 30TH APRIL 2023.

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 transition to the 2019 revision of the standard within the set transition period.

It is AQSCERT's goal to maintain a straightforward transition approach that is easy for all of our clients to follow, along with the guidance and tools to make the transition from ISO 22301:2012 to ISO 22301:2019 as smooth as possible.

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 rules noted below, but plans should be made for an organization's transition to fully occur prior to the transition period ending.

DETAILED TRANSITION PERIOD

- **October 2019 – Transition period begins.**
 - All current existing certificates to ISO 22301:2012 will expire three years *and six months* from the last day of the month of the release and publication of ISO 22301:2019. (i.e. April 30, 2023).
- **April 30, 2021 – CB's must cease conducting initial and recertification audits to ISO 22301:2012 certificates after this date.** As such, all initial and recertification audits occurring after this date must be conducted against the 2019 revision.
 - AQSCERT will continue to accept applications for ISO 22301:2012 only for organizations with plans for initial audits prior to that deadline, although preference will be for adoption of ISO 22301:2019. There is not expected to be any difference in quoted time or cost for organizations initially certifying to the new standard.
- **October 31, 2022 – Original Transition Period End**
 - IAF have extended this by six months due to COVID-19.
- **August 31, 2022 – Any remaining transition audits should be completed by this date** (allowing suitable time for corrective actions and certification issuance).
- **April 30, 2023 – Current Transition Period End**
 - Certificates for ISO 22301:2012 will no longer be valid.

CHANGE ANALYSIS

AQSCERT considers ISO 22301:2019 to be a fairly minor change.

The majority of requirements and intents have been left intact, some with minor modifications for improved clarity. Additionally, certain parts of the standard have been re-organized to eliminate redundancies and focus business continuity-specific requirements within Section 8 of the standard.

Section 8 itself was restructured but its intents have otherwise not significantly changed, although certain requirements have been expanded upon or modified. Organizations are also afforded more flexibility in terms of documentation specifics. Finally, the list of terms and definitions has been modified.

AQSCERT has developed an ISO 22301:2019 Transition Checklist in order to provide more detailed interpretation and guidance on the changes within the standard. We encourage organizations to use this checklist as a tool to facilitate and record the changes within their management system and to retain this document for review at their transition audit. AQSCERT auditors will use this very same Transition Checklist within their transition audits.

In order to ensure that clients are successful with their transition AQSCERT advises the following steps:

PREPARING FOR YOUR ISO 22301 TRANSITION

- Organizations must transition their *management system* in accordance with the requirements to ISO 22301:2019 before their transition audit is conducted. This should include any documentation changes, along with evidence of any new or changed process requirements.
- Of note, organizations must conduct an *internal audit and management review* of the new/changed requirements prior to the AQSCERT transition audit being conducted.
- Organizations may have a transition gap assessment conducted by AQSCERT prior to their official transition audit. This could be conducted in conjunction with an earlier ISO 22301:2012 surveillance, or at any other stand-alone time prior to their transition audit.

YOUR ISO 22301 TRANSITION AUDIT

- All organizations must have a transition audit to confirm the implementation of the revised standard. The transition audit may be conducted in conjunction with an existing audit, or may be a stand-alone audit.
- 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 in order to cover the new requirements/concepts introduced by ISO 22301:2019.
- If a *stand-alone audit* is carried out for the transition audit, the duration be calculated on an individual organization basis.

REVISED ISO 22301:2019 CERTIFICATES

- As with any 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 corrective action approval.
- Updated ISO 22301:2019 certificate issuance and validity will be as follows:
 - **Transition surveillance** – The organization's existing 'Valid Until Date' will be maintained.
 - **Transition re-assessment** – A new 'Valid Until Date' will be issued for the renewed 3 year period.
 - **Stand-alone transition** – The organization's existing 'Valid Until Date' will be maintained.

ISO 22301:2019 TRANSITION CHECKLIST

Our ISO 22301:2019 Transition Checklist provides a simple framework for evaluating your management system against the requirements of ISO 22301:2019. You can download a copy of the transition timeline, the transition checklist and any other hand documents below.

AQSCERT encourages organizations to use this checklist as a tool to facilitate and record the changes within their management system and to retain this document for review at their transition audit.

Tirane, May 2020