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**Overview**

This Standard is about conducting a Business Impact Analysis (BIA) and associated Risk Assessment (RA). It includes agreeing the scope of and objectives and deadlines for the BIA and RA, agreeing methods to be used to gather information, checking that information is valid and complete and producing and finalising the BIA and RA. It is for Business Continuity managers and/or other professionals who are responsible for conducting and validating a BIA and RA.

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**Performance  
criteria**

- You must be able to:
- P1 agree the scope of and objectives and deadlines for the BIA and RA
  - P2 agree the method to be used to gather information and the questions to be asked
  - P3 identify and record primary candidates to provide information required
  - P4 gather and record information from agreed subjects
  - P5 check that information is valid and complete
  - P6 consider the requirements and expectations of interested parties
  - P7 report information in agreed format
  - P8 produce the BIA and RA within agreed timescales and finalise with decision makers
  - P9 gather feedback and provide clarification or additional information where necessary

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**Knowledge and understanding****You need to know and understand:**

- K1 current legal and regulatory requirements, Standards and good practice guidelines that apply to BCM
- K2 the organisation's BCM strategy
- K3 the organisation's products and services and the supply chain on which these depend
- K4 principles and methods of undertaking a BIA and RA
- K5 the content of a BIA and RA and appropriate reporting formats
- K6 different methodologies for gathering information and the circumstances in which it is appropriate to use them
- K7 the specific sources of information for the BIA and RA and how to ensure that information gathered is valid and complete
- K8 how to select and engage the appropriate people when conducting a BIA and RA
- K9 interview techniques and how to apply them to obtain and record relevant information
- K10 how to consider the requirements and expectations of interested parties

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