**POLICY & PROCEDURES**

***Defining the Overall Approach toward Meeting a Requirement***

### **Testing and Revision Procedures §164.308(a)(7)(ii)(D)**

### **Effective Date:** <Month Day, Year>

### **Policy Number:** <If applicable> **Rev.** 0

**Policy:** Under the direction of our Security Official, we must conduct testing of our contingency plans to ensure that they are current and operative. We must have a formal process defining how and when our plans will be tested. The contingency plans must be revised as necessary to address issues or gaps identified in the testing process.

**Procedures:** Our Security Official will direct the testing of our contingency plans on an annual basis. Revisions to the plans will be made, as necessary, to address issues or gaps identified by the testing process. In cases where security incidents occur that warrant immediate changes in our plans, we will make the proper changes to remedy the security problem.

**Details:** The testing and revision procedures include but are not limited to:

* The Security Official along with authorized personnel (i.e. Contingency Team) are responsible for testing our data backup, disaster recovery and emergency mode operation plans.
* Actual full-scale simulations of these plans would be impractical and cost prohibitive to conduct on a periodic basis. However, conducting a paper test on a periodic, at least annual, basis is a reasonable approach.
* The Contingency Team will conduct a paper test that consists of a detailed walkthrough of each plan. Where practical, elements of each plan may be actually tested such as recovery of individual application systems by using files and documentation stored off-site, the ability to process on a different computer or the ability to contact the key people.
* Update contingency plan procedures as with any lessons learned during the testing.
* Workforce members will receive updated training on any significant changes to the contingency plans.
* Documentation (e.g. meeting notes, updated procedures) of the practices in place will be retained as evidence of compliance.

**Location of supporting documentation:** If so, identify the document and location it is stored here.

## REVISION HISTORY

| Revision | Date | Initiator | Nature of Change |
| --- | --- | --- | --- |
| 0 |  |  | Initial draft |
| 1 |  |  |  |