

# NCEMA 7000

## Self-Assessment Checklist



**Continuity & Resilience**



## **NCEMA 7000 SELF-ASSESSMENT CHECKLIST**

*By law, it is mandatory to implement Business Continuity Management (BCM) in the UAE. This is equally applicable to all entities. NCEMA (National Emergency Crisis and Disaster Management Authority) has developed the AE/SCNS/ NCEMA 7000:2015 standard (known as NCEMA 7000 in short). NCEMA has also developed training courses around this standard and the organisational certifications can also be achieved.*

*This document has been provided to you as complimentary input from Continuity & Resilience (CORE) as your starting point to see your maturity and conduct a self-assessment.*

*The checklist contains 86 major questions, 209 total questions in 22 sections/ categories.*

Section A: Mandatory Documents			
Question No.	Sub-Question Series	Question	Response
1		The following 17 documents are mandatory as defined in the NCEMA 7001. Do you have these:	
	A	Understanding the organization (also includes context)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	B	Objectives and Policy of BCM?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	C	Roles and Responsibilities? (good to take care of roles, responsibilities, and authorities).	Yes <input type="checkbox"/> No <input type="checkbox"/>
	D	External and internal issues and interested parties? (good to have the processes to establish these issues and interested parties)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	E	Competency of personnel?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	F	Business Impact Analysis: a. Business Impact Analysis Methodology? b. Business Impact Analysis Report?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	G	Risk Assessment: a. Risk Assessment Methodology? b. Risk Assessment Report?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
	H	Business Continuity Strategy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	I	Incident Response plan? (this may include Crisis Management Plan also)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	J	Business Continuity Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	K	Media Response Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	L	Awareness and Training records?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	M	Test and Exercises records? (including plans and reports)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	N	Internal Audit records? (including plans and reports)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	O	Management Review records?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	P	Corrections and corrective actions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Q	Regulatory requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section A: Mandatory Documents			
Question No.	Sub-Question Series	Question	Response
The first basic check you can do is to see whether you have all the above documents.			
2		Second basic check is that having a document means – written, reviewed, approved, published, used and current as well. Do all your BCM documents meet this requirement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3		Your organisation most likely has a QMS (Quality Management System), which would have a Document Management Process – this is third basic check that all documents are developed and maintained according to that process. Do all your BCM documents meet this requirement?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section B: Scope			
Question No.	Sub-Question Series	Question	Response
4		Have you defined the scope of your Business Continuity Capabilities? (this may include deliverables, outputs, activities, services, and functions that fall within the scope)	Yes <input type="checkbox"/> No <input type="checkbox"/>
5		Have you ensured any prioritised activity/ process has not been excluded from the scope? (this is linked to a later question on BIA that helps to establish the prioritised activities/ processes).	Yes <input type="checkbox"/> No <input type="checkbox"/>
6		Have you identified all Interested Parties (known as stakeholders in the past) relevant to your business? (also linked to question 1D above. Some organisations have this process, but the identification of Interested Parties is not done according to this).	Yes <input type="checkbox"/> No <input type="checkbox"/>
7		Have you established the Business Continuity requirements of these Interested Parties? (it will be good to have a documented process for doing this).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section B: Scope			
Question No.	Sub-Question Series	Question	Response
		(some organisations have this process, but the actual identification of Interested Parties and their BC requirements is not done according to this).	
8		Have you identified all applicable legislative, regulatory, international, local and contractual requirements? (it will be good to have a documented process for this identification). (some organisations have this process, but the actual identification of these requirements is not done according to this).	Yes <input type="checkbox"/> No <input type="checkbox"/>
9		Have you identified any internal issues, which might influence your business continuity capabilities?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section C: Understanding the Organisation			
Question No.	Sub-Question Series	Question	Response
10		Does your top management participate in the BCM Program:	
	a	In implementation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	In on-going maintenance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	In testing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	d	In reviewing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	e	In continual improvement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		(keep in mind that you would have to produce the evidence for wherever you say 'Yes'. There will be more checks on Top Management Commitment in the later section).	
11		Have you understood the context of your organisation with respect to:	
	a	Identification of all processes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Identification of all relationships (including partners and suppliers)?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section C: Understanding the Organisation			
Question No.	Sub-Question Series	Question	Response
12		Have you established the overall risk which your organization is willing to undertake? (this is also known as Risk Appetite. Also, it will be good to have a documented process to establish the same).	Yes <input type="checkbox"/> No <input type="checkbox"/>
13		Have you established the external and internal issues that may affect the outcome of implementing business continuity management program?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section D: Top Management Commitment			
Question No.	Sub-Question Series	Question	Response
14		Has the top management defined the objectives of the BCM Program:	
	a	In alignment with the organizational strategic objectives?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Established the Minimum Business Continuity Objective (MBCO)? (this is linked to BIA related questions in a later section).	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Are these objectives SMART?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	d	Are these used in evaluating the performance of the BCM program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15		Do you have a Business continuity policy approved by the top management?	Yes <input type="checkbox"/> No <input type="checkbox"/>
16		Does the BC policy include BCM objectives and risk appetite?	Yes <input type="checkbox"/> No <input type="checkbox"/>
17		Is the BC policy published to relevant interested parties?	Yes <input type="checkbox"/> No <input type="checkbox"/>
18		Has the policy been reviewed in the past year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
19		Do you have sufficient resources for the BCM Program:	
	a	In number?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	By competencies? (do not forget the associated evidences e.g. the competencies requirement document – also known as Training Needs Analysis document, and the competencies document).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section D: Top Management Commitment			
Question No.	Sub-Question Series	Question	Response
20		Have the roles & responsibilities been defined for:	
	a	Business Continuity Manager?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Incident Response Manager?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Business Continuity Team?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	d	Internal sectors/ departments representatives?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	e	Other relevant interested parties?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		(there may be more or less roles depending upon the size, nature and complexity of the organisation. Be prepared to justify your answers. Good to take care of roles, responsibilities, and authorities)	
21		Have these roles and responsibilities been communicated to relevant interested parties? (what evidence will you show? Good to take care of roles, responsibilities, and authorities).	Yes <input type="checkbox"/> No <input type="checkbox"/>
22		Do you have an approved governance framework:	
	a	How the BCM program will be managed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	The reporting structure for the purpose of its effective implementation, maintenance and continual improvement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Is the governance framework in line with the organizational structure?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section E: Business Continuity Capability			
Question No.	Sub-Question Series	Question	Response
23		Is your business continuity capability 'fit for purpose' - Will it ensure performance of prioritized activities and services during emergencies, crises and disasters? (this will be linked with your BC tests later).	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section F: Required Documents

Question No.	Sub-Question Series	Question	Response
24		Do you have all the documents as defined in question1 above?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section G: Controlling BCM Documentation and Records

Question No.	Sub-Question Series	Question	Response
25		Is your document management process capable of the following:	
	a	The documents are easily understandable, identifiable and accessible especially in times of emergency, crisis or disaster?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	The documents have the identification needed to store, protect and easily retrieve them?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	The documents are approved for compliance with the standard prior to issuance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	d	The documents are reviewed, updated, and re-approved if need be, in addition to documenting all updates?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	e	Up to date copies are available where needed (for instance, alternative sites and other points of use)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	f	Identifies documents received from external sources, if any?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	g	Distribution and change control are monitored?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section H: Business Impact Analysis

Question No.	Sub-Question Series	Question	Response
26		Do you have a BIA methodology (process) that:	
	a	Identifies all activities/ processes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Identifies prioritized functions, activities and services?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Identifies impact categories (e.g. financial, reputational etc.) that are fit to the nature of the organization?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	d	Identifies disruption impacts on the organization based on predefined impact categories?	Yes <input type="checkbox"/> No <input type="checkbox"/>



Section H: Business Impact Analysis			
Question No.	Sub-Question Series	Question	Response
	e	Identifies Recovery Time Objective (RTO) of each activity disruption?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	f	Identifies Maximum Acceptable Outage (MAO)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	g	Identifies actions required to support prioritized functions, activities and services? (this may be covered in Strategies and BC Plans stages later).	Yes <input type="checkbox"/> No <input type="checkbox"/>
	h	Identifies activities deemed paramount to the continuity of prioritized activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	i	Prioritizes activities and services according to their recoverability priority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	j	Identifies internal and external bodies, which an organization relies on for continual performance of main/ essential activities and services, including support by suppliers and service providers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	k	Verifies the capability of vendors, suppliers and service providers to support and maintain minimum service levels for prioritized activities during disruptive incidents? (this may be covered separately through supplier contract management and review of their BC capabilities which need to be in sync with your BC needs).	Yes <input type="checkbox"/> No <input type="checkbox"/>
	l	Identifies the indispensable resources for each prioritized activity, function or service to ensure business continuity? (these resources may include people, space/ desk, IT infrastructure, phones, printers, other equipment and supplies etc.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	m	Is approved by the top management?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	n	Is reviewed at regular intervals and at significant changes in the organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(some organisations have this process, but the actual BIA is not conducted according to this. It is good to establish RPOs also during the BIA).		

Section I: Risk Assessment			
Question No.	Sub-Question Series	Question	Response
27		Do you have a RA methodology (process) that:	
	a	Identifies risk parameters?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Identifies the risks that can disrupt the performance of prioritized activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Analyzes the risks against predefined evaluation criteria?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	d	Evaluates the impact of the addressed risk?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	e	Takes into account interdependencies related to the performance of prioritized activities? (this may be part of BIA also)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	f	Is approved by the top management?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	g	Is reviewed at regular intervals and at significant changes in the organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(some organisations have this process, but the actual RA is not conducted according to this).		

Section J: Business Continuity Strategy			
Question No.	Sub-Question Series	Question	Response
28		Have you developed BCM strategies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
29		Are these approved by the top management?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
30		Are these covering all prioritized activities/ processes and services?	Yes <input type="checkbox"/> No <input type="checkbox"/>
31		Are these strategies covering establishing stability, resumption and recovery of prioritized activities? (this may be linked with your tests later).	Yes <input type="checkbox"/> No <input type="checkbox"/>
32		Do you have a process to analyze the BCM capability of your suppliers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
33		Has this process been executed on regular basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
34		Have these strategies been implemented?	Yes <input type="checkbox"/> No <input type="checkbox"/>
35		Are these strategies capable of achieving defined RTO's for the prioritized activities?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section J: Business Continuity Strategy

Question No.	Sub-Question Series	Question	Response
36		Have you allocated required resources to achieve desired RTO's? (these resources may include People, Buildings and facilities, Information and communication infrastructure, Budget allocation, Suppliers and service providers etc.).	Yes <input type="checkbox"/> No <input type="checkbox"/>
37		Have you used your risk appetite in selecting these strategies? (this is also used in RA)	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section K: Incident Response Plan

Question No.	Sub-Question Series	Question	Response
38		Have you developed an incident response plan? (keep in mind – this means written, reviewed, approved, published and used. Maintenance and testing portions will also be covered in later sections).	Yes <input type="checkbox"/> No <input type="checkbox"/>
39		Does the incident response plan take care of:	
	a	Life safety of personnel?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Safety of organisational assets?	Yes <input type="checkbox"/> No <input type="checkbox"/>
40		Does the incident response include:	
	a	Incident response structure:	
		i. To monitor incidents on a regular basis?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		ii. Enable early detection of any incident causing disruption?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		iii. Incident's impact?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		iv. Criterion for invoking business continuity response?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Assigned roles and responsibilities for relevant interested parties? (good to take care of roles, responsibilities, and authorities).	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Incident detecting and warning procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	d	Activation criteria?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section K: Incident Response Plan			
Question No.	Sub-Question Series	Question	Response
	e	Escalation process?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	f	Recovery procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	g	Communication to the relevant interested parties?	Yes <input type="checkbox"/> No <input type="checkbox"/>
41		Do you maintain an incident log covering:	
	a	Post-incident review?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Key lessons learned?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Activation of emergency, crisis or disaster management plan or business continuity plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	d	Approved by top management?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section L: Business Continuity Plan			
Question No.	Sub-Question Series	Question	Response
42		Have you developed Business Continuity plan (or plans) supporting the approved strategies? (remember this means written, reviewed, approved, published and used. Maintenance and testing portions will be covered in later sections).	Yes <input type="checkbox"/> No <input type="checkbox"/>
43		Is it covering all prioritised activities/ processes?	Yes <input type="checkbox"/> No <input type="checkbox"/>
44		Is it taking care of recovery requirements established in BIA i.e. MAO, RTO, RPO, MBCO etc.?	Yes <input type="checkbox"/> No <input type="checkbox"/>
45		Does the BC Plan include:	
	a	Purpose and scope?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Key obligations and reference information?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Identification of people who have the authority to invoke each plan under any given circumstances?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	d	Criteria for invoking the plan and the method whereby the plan is invoked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	e	Details of primary and alternative locations as applicable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	f	Contact and other details including service level agreement for the key suppliers, vendors and service providers?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section L: Business Continuity Plan			
Question No.	Sub-Question Series	Question	Response
	g	Impact of disruption on prioritized activities over pre-determined timeframes? (this information would have come from BIA).	Yes <input type="checkbox"/> No <input type="checkbox"/>
	h	List of procedures and actions that need to be performed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	i	List of the resources required for recovery? (this information would have come from BIA).	Yes <input type="checkbox"/> No <input type="checkbox"/>
	j	Prioritized objectives in terms of prioritized activities to be recovered, recovery timescale and recovery levels needed for each main activity? (this information would have come from BIA).	Yes <input type="checkbox"/> No <input type="checkbox"/>
	k	Recovery procedures to be followed to return to normal post emergency, and after minimum business continuity objectives have been met? (keep in mind that return to normalcy is more than BCM).	Yes <input type="checkbox"/> No <input type="checkbox"/>
	l	"Stand down procedure" once incident is over and organization personnel need to return to their normal duties?	Yes <input type="checkbox"/> No <input type="checkbox"/>
46		Is it communicated to all relevant interested parties that have role, responsibility and authority defined within this?	Yes <input type="checkbox"/> No <input type="checkbox"/>
47		Is it in line with the BCM strategy and incident response plan, capabilities and requirements of interested parties?	Yes <input type="checkbox"/> No <input type="checkbox"/>
48		Is the BC Plan accessible to and understood by all relevant interested parties? (some of these are based on observations and may not have a documented evidence).	Yes <input type="checkbox"/> No <input type="checkbox"/>
49		Have you developed Crisis Communication Plan:	
	a	With identified lines of communications?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	With details of who is authorized to communicate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	With details of what to communicate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	d	With details of whom to communicate with?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	e	With details of how to communicate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	f	With details of when to communicate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	g	Covering all interested parties? (including relevant internal and external parties).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section M: Media Response Continuity Plan			
Question No.	Sub-Question Series	Question	Response
50		Have you developed a Media Response Plan? (this means written, reviewed, approved, published and used. Maintenance and testing portions will be covered in later sections).	Yes <input type="checkbox"/> No <input type="checkbox"/>
51		Have you identified a spokesperson? (be prepared to answer questions about his/ her capabilities/ competence also).	Yes <input type="checkbox"/> No <input type="checkbox"/>
52		Have spokesperson's details been communicated with all in the organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
53		Does this include procedures to receive, acknowledge and respond to any queries related to the organization?	Yes <input type="checkbox"/> No <input type="checkbox"/>
54		Does it have capability to integrate with national/ regional/ global communication systems?	Yes <input type="checkbox"/> No <input type="checkbox"/>
55		Does it include early warning procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
56		Does your test program include testing of media response plan also?	Yes <input type="checkbox"/> No <input type="checkbox"/>
57		Does your media response plan include:	
	a	Media Contact list including its update frequency?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Media Templates?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Legal procedures prior to issuing a media statement?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section N: Awareness and Training			
Question No.	Sub-Question Series	Question	Response
58		Have you developed a training and awareness program covering required competence? (this means written, reviewed, approved, published and used document. A supporting question may be about conducting Training Needs Analysis).	Yes <input type="checkbox"/> No <input type="checkbox"/>
59		Does this include awareness/ training on:	
	a	BCM policy and objectives?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Procedure and parameters to evaluating its effectiveness?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section N: Awareness and Training			
Question No.	Sub-Question Series	Question	Response
	c	Staff's roles and responsibilities in BCM program? (good to include authorities also).	Yes <input type="checkbox"/> No <input type="checkbox"/>
60		Does your awareness and training program take care of other relevant interested parties also (e.g. suppliers and vendors)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
61		Does your awareness and training program feed into continual improvement of your BCM Program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
62		Do the awareness and trainings provided to various interested parties match their roles and responsibilities in BCM Program? (good to include authorities also).	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section O: Tests and Exercises			
Question No.	Sub-Question Series	Question	Response
63		Have you developed a 'Test and Exercise Plan'? (this means written, reviewed, approved, published and used).	Yes <input type="checkbox"/> No <input type="checkbox"/>
64		Do you write test plan for each test, covering assessment of readiness, usability and adequacy of the tools, technology, facilities, and infrastructure required to implement the organization's BCM plans?	Yes <input type="checkbox"/> No <input type="checkbox"/>
65		Do the test plans cover:	
	a	Aims and objectives?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Scope and scenarios?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Least impact on business operations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
66		Do you write Post-Test reports covering:	
	a	Whether the objectives of the test have been achieved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Corrective actions, where necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Opportunities for continual improvement? (there can be additional questions about review and approval of each test plan/ test report).	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section P: Annual BCM Review

Question No.	Sub-Question Series	Question	Response
67		Do you conduct the reviews of your BCM capability covering:	
	a	Policy and objectives?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	BCM framework and documentation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Exercise reports?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	d	Audit Reports?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	e	Changes to the business and risks that can result in business disruption?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	f	Risk appetite?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	g	Business continuity strategy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	h	All plans?	Yes <input type="checkbox"/> No <input type="checkbox"/>
68		Do you follow change management process for carrying out any changes in your BCM Program?	Yes <input type="checkbox"/> No <input type="checkbox"/>
69		Do you develop Annual BCM Evaluation Report on the BCM program status?	Yes <input type="checkbox"/> No <input type="checkbox"/>
70		Is this report approved by top management?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### Section Q: Review of Suppliers and Service Providers

Question No.	Sub-Question Series	Question	Response
71		Do you conduct review of suppliers and service providers on their BCM capability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
72		Are you satisfied that they are capable of meeting the identified BIA requirements and agreements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
73		Do you assess this through:	
	a	Joint tests and exercises?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Organization review of the extent of supplier's compliance with this Standard?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Submission of supplier's BCP test report?	Yes <input type="checkbox"/> No <input type="checkbox"/>



Section R: Compliance and Internal Audit			
Question No.	Sub-Question Series	Question	Response
74		Do you have an internal audit program? (this means written, reviewed, approved, published and used).	Yes <input type="checkbox"/> No <input type="checkbox"/>
75		Do you conduct internal audit of the BCM Program at least once in a year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
76		Does it cover all requirements of this standard?	Yes <input type="checkbox"/> No <input type="checkbox"/>
77		Have you developed Internal Audit procedures for BCM Program identifying the responsibilities, competencies, and requirements for:	
	a	Planning and conducting audits?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Reporting results and maintaining related records?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Audit criteria, scope, frequency and methods?	Yes <input type="checkbox"/> No <input type="checkbox"/>
78		Do you write Internal Audit Report containing:	
	a	Audit results?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Recommendations for improvement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Non-conformities?	Yes <input type="checkbox"/> No <input type="checkbox"/>
79		Is the Internal Audit report communicated to relevant interested parties?	Yes <input type="checkbox"/> No <input type="checkbox"/>
80		Is the Internal Audit report approved by the top management?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section S: Management Review			
Question No.	Sub-Question Series	Question	Response
81		Does your Management conduct review of the organization's BC capability at least once a year or whenever significant changes happen in the organisation, covering the following:	
	a	Results of BCM audits?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Post emergency, crisis or disaster reviews?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Level of remaining and acceptable risks?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section S: Management Review			
Question No.	Sub-Question Series	Question	Response
	d	Inadequately managed risks, including those identified in the organization's previous risk assessment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	e	Internal or external changes likely to affect the organization's BCM capability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	f	Results of tests and exercises?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	g	Accomplishments of awareness and training programs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	h	BCM status of key suppliers and service providers, if applicable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	i	Follow-up procedures based on previous management reviews?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	j	Proposed recommendations for development of the organization's BC capability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(You may not have all of these evidences first time or every time. It will be good to have a Management Review Process covering all these points.)		
82		Do you maintain the outcome of this review covering the following:	
	a	Deficiencies in the organization's BCM capability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Recommendation to enhance the effectiveness of organization's BC capability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Change in the organization's:	
		i. Strategies and procedures to respond to internal or external incidents likely to impact its BC capability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		ii. Need for resources required for BCM?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section T: BCM Program Continual Improvement			
Question No.	Sub-Question Series	Question	Response
83		Does your top management ensure continual improvement of its plans, performance and documentation?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section U: Non-Conformities			
Question No.	Sub-Question Series	Question	Response
84		Do you address BC capability's non-conformities with this Standard, through corrective actions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
85		Are these actions aligned with the Business Continuity Policy and objectives?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section V: Corrective Actions			
Question No.	Sub-Question Series	Question	Response
86		Do you develop corrective actions report containing: (there may be a related question on the effectiveness of the corrective and preventive actions taken by the organisation).	
	a	Root cause analysis for each non-conformity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	b	Required action to eliminate the causes of non-conformity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	c	Required action to prevent their recurrence?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Note:** Having answered most questions as 'yes' does not necessarily mean that it's meeting all requirements of the NCEMA 7000 standard. All sections and questions do not carry equal weightage. Each 'yes' needs to be supported with an evidence (which may be one or more documents and/ or records/ observations). Please submit your 'self-assessment' report to us. We invite you to our **Complimentary 'Resilience OPD'**, where or consultants will conduct a diagnosis and will recommend next steps for you to further improve your BCM Program.

The following NCEMA courses are available:

### NCEMA COURSES (NCEMA 7000:2015)

Course	Duration	Audience	Course Description
BCM Awareness Training	1 Day	Senior Management and others where a high level understanding would be enough	Provides a high-level understanding of why all organizations in the UAE (public and private) must implement BCM. Covers the importance of BCM, the NCEMA BCM Action Model, and how BCM can assist in ensuring the welfare and stability of the nation. No certification.
BCM Introduction Training	1-2 Days	Department Heads who would need to oversee the BCM implementation with their teams	Provides a fundamental understanding of why all organizations in the UAE (public and private) must implement BCM. Covers the importance of BCM and how BCM can assist in ensuring the welfare and stability of the nation. The NCEMA BCM Action Model is explained in considerable detail. Certification issued to those who pass the exam.
BCM Implementation Training (or Implementer)	5 Day	The team that would perform the BCM implementation within the organisation	Provides a very detailed and comprehensive training. Along with hands-on exercises, covers in detail the steps involved for the organization to implement BCM, and be able to perform its prioritized activities during an emergency or disruptive event. Certification issued to those who pass the exam.
BCM Exercising Training	2 Day	The team that would design and perform the BCM Exercises and Tests	Provides training in how to perform BCM tests and exercise the Business Continuity Plans. Covers exercise design, planning, execution, reporting and improvement. Certification issued to those who pass the exam.
BCM Lead Auditor Training	5 Day	The team that would audit the BCM Program	Provides very detailed and comprehensive training in how to audit the BCM Program. Covers BCM audit design, planning, execution, reporting and continual improvement. Certification issued to those who pass the exam.

All these courses are developed by NCEMA, and taught only by NCEMA approved training providers  
An NCEMA certification is available to all those who pass the examination (open book)

*NCEMA sessions are taught by CORE Consultants, in partnership with GCAS (Gulf Center for Aviation Studies), which is officially approved by NCEMA to deliver the NCEMA trainings.*

For any guidance with respect to BCM Implementation according to NCEMA 7000 or NCEMA 7000 based trainings, please feel free to write to us at [info@continuity&resilience.com](mailto:info@continuity&resilience.com) and our advisor will be happy to get back to you.

It will be helpful to have your filled in response to this checklist to provide you our initial assessment and guidance for way forward for your organisation.

All information will be kept confidential.

<b>Completed By:</b>	
<b>Organisation:</b>	
<b>Emailid:</b>	
<b>Designation:</b>	
<b>Phone number (direct):</b>	
<b>Phone number (cell):</b>	



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