TrustIoT Framework for Industry 4.0

"Business Continuity Plan"

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**Approval**

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# Introduction

## How to Use This Plan

In the event of a disruption that affects the organisation's ability to operate its IoT infrastructure, this plan shall be used by designated personnel to coordinate the recovery and restoration of IoT services. The plan contains or references all necessary information for effective business continuity in the face of IoT disruptions.

## Objectives

The objective of this Business Continuity Plan is to ensure the resilience and continuity of the organisation's IoT ecosystem in the event of disruptions, such as natural disasters, cyberattacks, or equipment failures. This includes:

* Minimising downtime and disruption to IoT-dependent operations
* Protecting the integrity and availability of IoT data
* Enabling swift recovery and restoration of IoT services
* Maintaining the confidentiality and security of IoT systems

## Scope

This plan encompasses all IoT devices, systems, and data within the organisation's network, regardless of their location or function. It covers various aspects of IoT business continuity, including:

* Data backup and recovery
* Device replacement and provisioning
* Network and connectivity restoration
* Remote access and management
* Incident response and communication

## Assumptions

The viability of this Business Continuity Plan is based on the following assumptions:

* A robust IT Disaster Recovery Plan is in place to restore critical IT infrastructure and services.
* Alternate sites or cloud resources are available for relocating or replicating IoT operations.
* This plan is regularly reviewed, updated, and tested to ensure its effectiveness.
* All personnel involved in the plan are adequately trained and aware of their roles and responsibilities.

## Changes to the Plan/Maintenance Responsibilities

* **Plan Maintenance:** The Information Security Officer, in collaboration with relevant stakeholders, is responsible for maintaining and updating this plan.
* **Change Management:** Changes to the plan shall be subject to a formal change management process to ensure proper review and approval.

## Plan Testing Procedures and Responsibilities

* **Regular Testing:** The plan shall be tested regularly through tabletop exercises, simulations, or actual failover scenarios to validate its effectiveness and identify areas for improvement.
* **Testing Schedule:** A testing schedule shall be established and communicated to all relevant personnel.
* **Documentation:** Test results and lessons learned shall be documented and incorporated into plan updates.

## Plan Training Procedures and Responsibilities

* **Training and Awareness:** All personnel involved in the plan shall receive appropriate training and awareness on their roles and responsibilities, as well as the procedures outlined in the plan.
* **Regular Refresher Training:** Refresher training shall be conducted periodically to ensure that personnel remain familiar with the plan and any updates.

## Plan Distribution List

* The plan shall be distributed to relevant personnel and departments, including:
  + Information Security Officer
  + IT Department
  + IoT Device Owners
  + Incident Response Team
  + Senior Management

# Business Continuity Strategy

## Introduction

This section outlines the strategies and approaches for maintaining the continuity of IoT operations in the event of a disruption.

## IoT System and Data Recovery Priorities

* **Criticality Assessment:** IoT systems and data shall be classified based on their criticality to business operations and the potential impact of their unavailability.
* **Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs):** RTOs and RPOs shall be defined for each critical system and data set, specifying the maximum acceptable downtime and data loss.

## Relocation and Redundancy Strategy

* **Alternate Sites or Cloud Resources:** Alternate sites or cloud resources shall be identified and provisioned to enable the relocation or replication of IoT operations in case of a disruption at the primary location.
* **Geographic Diversity:** Alternate sites or cloud resources shall be geographically dispersed to minimise the risk of simultaneous impact from regional disasters.
* **Failover and Redundancy:** Redundancy mechanisms, such as load balancing or clustering, shall be implemented to ensure high availability of critical IoT services.

## Recovery Plan Phases

The recovery process shall be divided into four phases:

1. **Disaster Occurrence:** This phase begins with the identification of a disruption and continues until the decision is made to activate the recovery plan.
2. **Plan Activation:** This phase involves the mobilisation of the incident response team, notification of relevant personnel, and initiation of recovery procedures.
3. **Alternate Operations:** This phase encompasses the operation of IoT systems and services from the alternate site or cloud resources until the primary location is restored.
4. **Transition to Primary Operations:** This phase involves the gradual and controlled transition of IoT operations back to the primary location once it is deemed safe and operational.

## Data Backup and Recovery

* **Regular Backups:** IoT data shall be backed up regularly to ensure its availability in case of data loss or corruption.
* **Secure Storage:** Backups shall be stored in secure offsite locations or in the cloud, with appropriate encryption and access controls.
* **Recovery Testing:** Backup and recovery procedures shall be tested periodically to validate their effectiveness.

## Device Replacement and Provisioning

* **Spare Devices:** A sufficient inventory of spare IoT devices shall be maintained to enable rapid replacement of failed or compromised devices.
* **Secure Provisioning:** Replacement devices shall be securely provisioned with appropriate configurations, firmware, and credentials before deployment.

## Connectivity and Network Restoration

* **Redundant Network Connectivity:** Redundant network connections shall be established to ensure continued connectivity in case of primary link failures.
* **Network Failover:** Network failover mechanisms shall be implemented to automatically switch to backup connections in case of disruptions.
* **Remote Access:** Secure remote access mechanisms shall be provided to enable troubleshooting and management of IoT devices from alternate locations.

## Remote Access and Management

* **Secure Remote Access:** Remote access to IoT devices and systems shall be securely managed, utilising strong authentication and encryption protocols.
* **Access Control:** Access to remote management interfaces shall be restricted to authorised personnel only.
* **Logging and Monitoring:** Remote access activities shall be logged and monitored for suspicious activity.

# Recovery Teams

## Purpose and Objective

This section identifies the teams and individuals responsible for executing the IoT Business Continuity Plan.

## Recovery Team Descriptions

* **IoT Incident Response Team:** Responsible for coordinating the overall response to IoT disruptions and security incidents.
* **IT Recovery Team:** Responsible for restoring IT infrastructure and services supporting IoT operations.
* **Network Recovery Team:** Responsible for restoring network connectivity and communication channels for IoT devices.
* **Data Recovery Team:** Responsible for recovering and restoring IoT data from backups.
* **Device Replacement Team:** Responsible for replacing failed or compromised IoT devices.

## Recovery Team Assignments

* [List the names and contact information of individuals assigned to each recovery team]

## Personnel Notification

* **Communication Channels:** Define the communication channels (e.g., phone, email, SMS) to be used for notifying recovery team members in case of a disruption.
* **Escalation Procedures:** Outline the escalation procedures if primary contacts are unavailable.

## **Team** **Contacts**

* **External Contacts:** List the contact information for external vendors, service providers, or other relevant parties that may need to be contacted during the recovery process.

## Team Responsibilities

* **Detailed Responsibilities:** Clearly define the specific responsibilities and tasks assigned to each recovery team and

# Breaches of Policy

Failure to conduct regular gap assessments or to address identified gaps in a timely manner may result in increased security risks, non-compliance with regulations, and potential financial or reputational damage to the organisation.

# Document Management

This document is valid as of [dd/mm/yyyy].

This document is reviewed periodically and at least annually to ensure compliance with the following prescribed criteria.

* Compliant with the Internet of Things (IoT) Security Framework for Industry 4.0.
* Legislative requirements defined by law, where appropriate.

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[Name 1]

Manager