



ACCREDITATION SCHEME FOR
MANAGEMENT SYSTEMS CERTIFICATION BODIES

CT 08
SAC CRITERIA FOR CERTIFICATION
BODIES (BUSINESS CONTINUITY
MANAGEMENT)

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1 Introduction

This document specifies the supplementary SAC criteria for the certification of Business Continuity Management (BCM) Systems, and is to be used with ISO/IEC 17021.

2 Criteria for BCM Auditors

- 2.1 A certification body shall appoint qualified auditors to conduct BCM audits. Auditors shall meet the criteria as defined in Annex 1 of this document.

3 Duration of BCM Audits

- 3.1 Where applicable, references shall be made to the IAF Mandatory Document for Duration of QMS and EMS Audits Issue 1 (IAF MD 5).
- 3.2 For initial audit, the minimum audit duration (Stage 1 + Stage 2) will be as indicated in Table 1.

Effective no of personnel	Minimum Audit Duration (Stage 1 + Stage 2)
1 – 25	3 auditor days
26 – 175	4 auditor days
Above 175	More than 4 auditors days Refers to IAF MD 5 Annex A (QMS) (to provide justifications)

- 3.4 Surveillance audit duration = 1/3 of initial audit duration
- 3.5 Recertification audit duration = 2/3 of initial audit duration

Criteria for BCM Auditors

The summary of the BCM Auditors' criteria is tabulated below.

Criteria	BCM Auditor	BCM Lead Auditor
Personal Attributes	Demonstrates personal attributes for effective and efficient performance of audits	
Qualifications <i>(includes risk based approach management systems)</i>	<p><u>Degree Holder</u> 4 years full time working experience which includes minimum of 2 years full time working experience in business continuity management or risk based approach management including industry sector competence</p> <p><u>Diploma</u> 5 years full time working experience which includes minimum of 2 years full time working experience in business continuity management or risk based approach management including industry sector competence</p>	
Auditor Training	<ul style="list-style-type: none"> • Successfully completed and passed a 5-day licensed or registered examination course for business continuity covering the SS 540 or ISO 22301 BCM framework • Successfully completed and passed a <ul style="list-style-type: none"> ○ recognized Auditor / Lead Auditor course for Business Continuity Management or ○ recognized Auditor / Lead Auditor course for risk-based approach management systems. 	

Criteria	BCM Auditor	BCM Lead Auditor
<p>Audit Experience</p> <p><i>(Audits may include risk based approach management systems)</i></p>	<p>Performed a minimum of 4 audits within a 2-year period with a minimum of 10 auditor days on site.</p>	<p>Same requirement as for auditor.</p> <p>Performed additional minimum of 3 audits as a lead auditor-in-training within a 2-year period.</p> <p><i>Note: An auditor must perform a minimum of 7 audits within 2 year period before he or she is qualified to be a Lead Auditor.</i></p>
<p>Maintenance of qualification (once every 3 years)</p>	<p>Performed at least 5 BCM or risk based audits at the end of every 3-year cycle.</p>	<p>Same requirement as for auditor.</p> <p>At least 2 of these audits performed shall be in the capacity as the audit team leader.</p>

Notes:

- 1) *Approval of BCM auditors can be done internally by a certification body to perform BCM audits.*
- 2) *BCM audits such as initial, surveillance or recertification audits. 2nd party audits (supplier / vendor audits) performed based on SS 540 or ISO 22301 can be considered as audit experience stated in this document. All audits have to cover the critical processes.*