

ISO 22301:2019 (whole Part)

Audit Checklist

89 audit questions across 7 sections.

HOW TO USE THIS CHECKLIST

Each question has three boxes the auditor fills in during the audit:

1. **Compliance** — the binary headline: Compliant / Non-compliant.
2. **Classification** — where the gap is, four-state grid: Documented / Implemented matrix.
3. **Finding level** — severity: Maj / Min / Obs (Major nonconformity / Minor nonconformity / Observation).

Severity is the auditor's call on the day, against the real finding — no severity is pre-suggested per question.



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Context of the organization

Q1 CLAUSE

ISO-22301 §4.1

Has the organisation determined the external and internal issues relevant to its purpose that affect its ability to achieve the intended outcomes of its BCMS?

SOURCE VERBATIM

Cite ISO 22301:2019 Clause 4.1.

COMPLIANCE

Compliant Non-compliant

CLASSIFICATION (FOUR-STATE)

- Documented and Implemented
- Documented Not Implemented
- Not Documented but Implemented
- Not Documented and Not Implemented

FINDING LEVEL

Maj Min Obs
Maj = Major nonconformity · Min = Minor nonconformity · Obs = Observation

SUGGESTED EVIDENCE TO REQUEST

- BCMS context document (external and internal issues)

MANAGEMENT SYSTEM REFERENCE:

FINDINGS / NOTES:

When establishing its BCMS, has the organisation determined the interested parties relevant to the BCMS and their relevant requirements?

SOURCE VERBATIM

Cite ISO 22301:2019 Clause 4.2.1.

COMPLIANCE

Compliant Non-compliant

CLASSIFICATION (FOUR-STATE)

- Documented and Implemented
- Documented Not Implemented
- Not Documented but Implemented
- Not Documented and Not Implemented

FINDING LEVEL

Maj Min Obs
 Maj = Major nonconformity · Min = Minor nonconformity · Obs = Observation

SUGGESTED EVIDENCE TO REQUEST

- Interested-parties register + their relevant requirements

MANAGEMENT SYSTEM REFERENCE:

FINDINGS / NOTES:

Does the organisation implement and maintain a process to identify, access and assess applicable legal and regulatory continuity requirements, ensure they are taken into account in the BCMS, and document and keep this information up to date?

SOURCE VERBATIM

Cite ISO 22301:2019 Clause 4.2.2.

COMPLIANCE

Compliant Non-compliant

CLASSIFICATION (FOUR-STATE)

- Documented and Implemented
- Documented Not Implemented
- Not Documented but Implemented
- Not Documented and Not Implemented

FINDING LEVEL

Maj Min Obs
Maj = Major nonconformity · Min = Minor nonconformity · Obs = Observation

SUGGESTED EVIDENCE TO REQUEST

- Legal/regulatory requirements register related to continuity + currency evidence

MANAGEMENT SYSTEM REFERENCE:

FINDINGS / NOTES:

[Empty text box for findings and notes]