

Specification of Competency Standards
for the Banking Industry
Unit of Competency

Functional Area - 4. Risk Management
(Key Function – 4.4 Business Continuity Planning)

Title	Monitor and implement business continuity plan
Code	109316L4
Range	Managing and monitoring the implementation process of different kinds of business continuity measures. This applies to business continuity plans designed for different operations of the bank.
Level	4
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Demonstrate comprehensive and proficient understanding in business continuity planning in order to identify activities to be conducted; • Understand the process and limitation of BCP and based on that to conduct assessment and determination of timeframe to resume critical functions in event of disaster. <p>2. Applications</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Analyse inter-dependency of key services to determine feasibility of different recovery strategies and priorities; • Implement viable recovery strategies for continuity of services according to the severity and degree of disruption; • Implement BCP processes to oversee recovery and restoration efforts on facilities and business services; • Arrange backup copies of vital records and ensure reliability for data recovery; • Perform logistical arrangements for relocation of operations, telecommunication facilities in event of crisis. <p>3. Professional Behaviour and Attitude</p> <p>Be able to:</p> <ul style="list-style-type: none"> • Monitor the development of situations, detect any signs for deteriorating the situations and provide prompt notification to all relevant parties; • Make effort to ensure business continuity plan of all critical process are being tested on a regular basis (e.g. annually, quarterly, etc.).
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Development of monitoring and implementation plans for business continuity measures based on the assessment on the urgency and impacts of the situations; • Development of suitable remedial measures to ensure the achievement of intended objectives based on the identification of deviations from the implementation plan and assessment on the possible consequences.
Remark	