

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Validate and revise business continuity plan (BCP) periodically
Code	107079L5
Range	Conducting regular review and update of the BCP for business development continuity. This applies to the periodical review and update of BCP that integrate business continuity planning into every business decision-making, assign responsibilities for regular review of the BCP, update the BCP to incorporate review results, and keep the revision history to record the changes, with the involvement of all relevant employees.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the need for review to cater for unforeseen or disruptive events that are not included in the existing BCP • Understand different methods to test, review and improve a BCP (e.g. table-top exercise, emergency evacuation drill) 2. Applications and Processes <ul style="list-style-type: none"> • Identify and invite employees who have previously experienced business disruptions and / or emergency situations to participate in review of the BCP • Revise the BCP based on learning and review of annual drill and / or refresher training • Restructure / replace the BCP designated committee / members in the event of employee movements, business growth or expansion of business units and departments • Review service agreements with vendors to establish an agreed BCP in order to maintain critical and vital services uninterrupted • Revise the BCP to address new development (e.g. new BCP designated committee / members, new facility installation) 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Regularly practise the emergency evacuation procedures at suitable intervals to alert employees of the BCP and to identify areas for improvement • Articulate the roles and responsibilities in a BCP to enable a sustained organisational development (e.g. perform impact assessment) with all relevant employees
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Execution of review of BCP to cater for unforeseen or disruptive events in collaboration with the employees who have previously experienced business disruptions and / or emergency situations. • Execution of adjustments of BCP in accordance with the review results and new development (e.g. new BCP designated committee / members, new facility installation).
Remark	