Application Directions
Process for Self-Declaration of Conformity to ISO 22301
In Support of the US Voluntary Private Sector Preparedness (PS-Prep™)
Accreditation and Certification Program, the Verification of Self-Declaration of Conformity Process, &
ISO 22301 Third-Party Certification

The International Consortium for Organizational Resilience (ICOR) is committed to increasing the resilience of organizations in an effort to increasing the resilience of communities world-wide. As part of this commitment, ICOR has created a process to formally recognize an organization's **Self-Declaration of Conformity to ISO 22301.** This process is intended to support and promote eventual third-party certification by providing organizations a tool to improve their Business Continuity Management (BCM) programs and to conform to ISO 22301 requirements.

One element of this process is the development of an **ISO 22301 Maturity Model** that organizations can use to self-assess the capability and maturity of their Business Continuity Management System (BCMS) using the International Standard ISO 22301 as a reference.

The ICOR **Self-Declaration of Conformity (SDoC) to ISO 22301** is available to organizations of all sizes globally. It is a process where an organization declares formally that its Business Continuity Management System (BCMS) meets the requirements of ISO 22301: Societal Security – Business Continuity Management Systems – Requirements.

Clause 1 Scope of the Standard states that ISO 22301 is *"… applicable to all types and sizes of organizations that wish to:*

a) *Establish, implement, maintain, and improve a BCMS,*
b) *Ensure conformity with stated business continuity policy,*
c) *Demonstrate conformity to others,*
d) *Seek certification/registration of its BCMS by an accredited third party certification body, or*
e) *Make a self-determination and self-declaration of conformity with this International Standard.*

This International Standard can be used to assess an organization's ability to meet its own continuity needs and obligations."

There are three types of conformity assessment activities most often associated with management systems:

1. **First-party**: Conducted by the organization itself – also called self-declaration of conformity ,
2. **Second-party**: Conducted by someone with an interest in the organization such as a customer, and
3. **Third-party**: Conducted by an independent third-party such as an accredited certification body

Self-declaration of conformity means that an organization issues a statement based on its own determination that upon review of its management system it has met all the specified requirements in ISO 22301. Rather than seeking formal third-party assistance to prove it, the organization is retaining the responsibility for testing.   The burden of proof that the organization has met all the requirements of ISO 22301 remains on the organization.

The International Consortium of Organizational Resilience (ICOR) has developed a narrative self-assessment process that blends first and second-party assessment. It includes an application process, review by an independent body of assessors, as well as a formal mechanism for recognizing successful participants.

The requirements of ISO 17050 parts 1 and 2 – Conformity Assessment – Suppliers' Declaration of Conformity was used as a guide in the development of this process.

Determination of an ICOR verified Self-Declaration of Conformity
Determination of meeting the requirements is based on a combination of the following scores and criteria:

1. Completion and submission of **ISO 22301 Maturity Model** with a minimum overall score of 2.5 with no single competency area scoring less than 2.0. 3.0 is a perfect score.
2. Successful completion of **Biographical Data** and review by ISO 22301 Auditor
3. Successful completion of **BCMS Information** and review by ISO 22301 Auditor
4. Submission of **Required Documents** or "Proofs" and review by ISO 22301 Auditor

The self-declaration process consists of the following activities:

1. **ICOR ISO 22301 Maturity Model Self-Assessment** (can be purchased separately or as part of the application)

2. **Submission of the Self-Declaration Online Application** which includes the following information and documentation (as required by ISO 17050-1:2010 Conformity Assessment. Supplier's Declaration of Conformity).

   a. **Biographical Data** *(The name and address of the organization and name of the person making the self-declaration will not be shared with assessors.)*
      i. Identification of the declaration of conformity
      ii. Name and address of the issuer of the declaration of conformity
      iii. Qualifications of the issuer of the declaration of conformity
      iv. Identification of the object of the declaration of conformity (e.g. organization name, address(es) url, phone, etc.)
      v. The statement of conformity
      vi. The date and place of issue of the declaration of conformity
      vii. The signature (or equivalent), the name and function of the authorized person acting on behalf of the issuer
      viii. Any limitation on the validity of the declaration of conformity

     b. **BCMS Information** *(The name of the organization will not be shared with the assessor)*
   - i. Description of the purpose of the organization, its products and/or services, number of employees, etc.
   - ii. Description of scope of the declaration of conformity if not the entire organization. Explanation of exclusions to scope.
   - iii. Description of why the organization decided to self-declare to ISO 22301.
   - iv. Description of financial status and budget for the BCMS (profit and loss, balance sheet, or BCMS budget) for the past year
   - v. Identification of the relevant interested parties for the BCMS and their needs.
   - vi. Identification of any legal or regulatory requirements for a BCMS.
   - vii. Identification of who is responsible for the day-to-day operations of the BCMS.
   - viii. Identification of who in top management supports the BCMS.
   - ix. Identification of organization's BC objectives.

     c. **Required Documents** *(It is recommended that the applicant redact the name and location of the organization on these documents.*)
   - i. Business Continuity Management (BCM) Policy (at least one)
   - ii. Risk Assessment Report (most recent)
   - iii. Business Impact Analysis Report (most recent)
   - iv. At least one plan document (supporting at least one critical activity with the scope of the Business Continuity Management System)
   - v. Exercise Report (for an exercise that validates at least one of the plan documents submitted)

3. **ISO 22301 Auditor Review**: A review of the application and submitted documentation by at least one ISO 22301 Lead Auditor (Competency verified by ICOR, BSI, or PECB as organizations that provide auditor education and credentialing programs.) Applications will be processed within 30 days.

4. **Payment of Application Fee**: $2,495.00 USD includes an electronic copy of the ISO 22301 Maturity Model, access to the online application, the auditor report, the ICOR accredited certificate verifying the self-declaration of conformity, the use of the ICOR Verification Logo, and the listing of the organization in ***ICOR's Directory of Verified Self-Declarations of Conformity to ISO 22301***. ANAB's website & other Accreditation Bodies globally will link to the ICOR Directory. The ICOR Verification of Conformity is valid for 3 years of the date awarded.

   a. The ISO 22301 Maturity Model may be purchased independently for $995.00 USD.
   b. ICOR members save $10-20% depending on membership level. Savings are automatic.

Contributors to the development of this process include representatives from the following organizations:
- ANSI-ASQ National Accreditation Board (ANAB)
- FEMA/DHS
- Emergency Management Accreditation Board (EMAP)
- Certifying Bodies: NQA-USA, Orion, and BSI

Questions? Contact ICOR by phone at +1630.705.0910, toll free North America 866.765.8321, or by email at ISO22301@theicor.org.