

	United States Accreditation, INC. Instruction for Business Continuity Management for Certification Bodies	Document No:	USACC-G-21
		Release Date:	01/04/2021
		Rev Date / No:	0

1 Scope

1.1 This document specifies the supplementary United States Accreditation, INC. criteria for Certification Bodies (CBs) certifying the Business Continuity Management (BCM) System.

1.2 This document is to be used with ISO/IEC 17021-1, ISO/IEC TS 17021-6 and applicable IAF Mandatory Documents.

2 Certification Criteria

2.1 CBs shall certify organisations to (1) ISO 22301:2012 Societal Security – Business continuity management systems - requirements or (2) ISO 22301:2019 Security and resilience – Business continuity management systems – Requirements.

2.2 CBs shall cease conducting initial and recertification audits to ISO 22301:2012 by 30 April 2021.

2.3 All ISO 22301:2012 certifications shall expire or be withdrawn by 31 October 2022.

3 Criteria for BCM Auditors

3.1 CBs shall appoint qualified auditors to conduct BCM audits.

3.2 Auditors shall meet the criteria as defined in ISO/IEC TS 17021-6.

4 Duration of BCM Audits

4.1 Where applicable, references shall be made to IAF Mandatory Document 5 (IAF MD 5).

4.2 In determining the audit duration, a CB shall determine the effective number of personnel in an organization. This includes full time staff and associates.

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4.3 For initial audit, the minimum audit duration (Stage 1 + Stage 2) shall be as indicated in Table 4-1.

Table 4-1: Relationship between Effective Number of Personnel and Audit Duration

Effective Number of Personnel	Minimum Audit Duration (Stage 1 + Stage 2)
1 – 25	3 auditor days
26 – 175	4 auditor days
> 175	CB shall calculate the audit duration and provide justification for the calculation. The auditor days shall be more than 4 days.

4.4 Surveillance audit duration shall be 1/3 of initial audit duration.

4.5 Recertification audit duration shall be 2/3 of initial audit duration.

4.6 CB shall calculate the audit duration and provide justification for the calculation including any increase or decrease in audit duration.

4.7 If after the calculation the result is a decimal number, the number of auditor days should be adjusted to the nearest half day (e.g. 1.3 auditor days becomes 1.5 auditor days, 1.2 auditor days becomes 1 auditor day).

5 Implementation

5.1 This instruction is a part of USACC-G-28 Guidelines for Accreditation of Conformity Assessment Bodies and USACC-P-01 Accreditation Procedure of CABs, these will be use together. Cannot be used separately.