

BUSINESS CONTINUITY PLANNING PROGRAM DOCUMENT VERSION CONTROL

Operating Concept

Given the “evergreen” nature of the BCPP, there will be constant updating BCPP documentation. This will necessitate a process to ensure that the most current and accurate versions of all documentation are in use at all times, and that the same versions are available to all stakeholders.

The BCPP Document Version Control operating concept includes the following:

- BCPP documentation includes, but is not limited to:
 - relevant DAODs;
 - Threat and Risk Assessments (TRA);
 - Business Impact Analyses (BIA);
 - Business Continuity Plans (BCP); and
 - Pandemic Plans.
- BCPP documentation should be revised every time there is a change that has an impact on the BCPP. This includes, but is not limited to:
 - organizational changes;
 - changes to mandate or function;
 - new accommodation;
 - significant changes to existing accommodation;
 - new IM/IT or communications equipment;
 - significant changes to existing IM/IT or communications capabilities; and
 - personnel changes requiring amendments to contact lists.
- All BCPP documentation and the handling thereof must conform to GoC, TB, PS and DND/CF regulations pertaining to privacy, security classification and physical security.
- L0 will refresh its BCP every year by 31 Mar.
- L1 organizations will refresh their BCPs every year by 31 Sep.
- There shall be a Central BCPP Repository under the authority of the BCP Action Team Co-Chairs. This Repository will hold current copies of all L0 and L1 BCPP documentation under the authority of the BCP Action Team Co-Chairs. The Repository will maintain a secondary remote site with duplicates of everything held in the main site.
- Copies of all changes to any L0 and L1 BCPP documentation shall be sent to the Central BCPP Repository with xx days of publication.
- The Central BCPP Repository will track the dates, authorities and content of all changes to BCPP documentation (initially this will be tracked through a spreadsheet, to be evolved into an automated system with auto-updates and backups).