SKEDMIA

ISO 22316:2017

Security and resilience — Organizational resilience — Principles and attributes

GUIDE

Document Master List

Controlled list of every document supplied in the ISO 22316:2017 kit, with its revision status and owner.

Document control

Document number	GDE-02	**Revision**	0
Document title	Document Master List	**Issue date**	[Date]
Document owner	Management Representative	**Next review**	[Date]
Management system	Organizational Resilience Framework	**Classification**	Internal
Standard clauses	7.5	**Status**	For approval

	Name	Position	Signature / Date
Prepared by	[Name]	[Position]	
Reviewed by	[Name]	[Position]	
Approved by	[Name]	[Position]	

Rev.	Date	Description of change	Author
0	[Date]	First issue.	[Name]

Before you issue this document

Replace every highlighted placeholder such as [Organisation Name] with your own details, delete any clause that does not apply to your scope, and have the document approved by the roles named above. Record the approval in the revision history — an auditor will ask who approved it and when.

This master list records every document in the ISO 22316:2017 Complete Documentation Kit. It is the register required by the standard's documented-information clause: when [Organisation Name] adopts the kit, update the revision and issue-date columns as each document is approved, and add any document created locally.

How to use this list

Keep one controlled copy. Every time a document is revised, raise its revision number here and on the document's own cover page. An auditor will normally ask for this list first and sample from it.

Doc. No	Document title	Clause(s)	Owner
00 Read Me First			
GDE-01	Kit Guide and Implementation Roadmap	5.3, 4.2, 4, 5, 6, 5.9	Resilience Coordinator
01 Manual			
MAN-01	Organizational Resilience Framework Manual	5.3, 3.2, 1, 5.8, 4.2, 5.2, 5.4, 4.1, 6.2.1, 5.7, 5.5, 6.4, 5.6, 5.10, 6.3.1, 6.3, 6.3.2, 5.9	Resilience Coordinator
MAN-02	Scope and Boundaries of the Organizational Resilience Framework	1, 5.8	Resilience Coordinator
MAN-03	Conformity Position, Assurance Routes and ISO 22301 Bridge	1, 2	Top Management
MAN-04	Resilience Terminology and Normative Reference Note	2, 3.1, 3.2, 3.3, 3.4, 3.5	Resilience Coordinator
MAN-05	Resilience Mandate and Governance Charter	4.1, 4.2, 5.8	Top Management
MAN-06	Culture, Behaviours and Speak-Up Framework	5.5	HR Manager
02 Policies			
POL-01	Purpose, Vision, Values and Goal Alignment Statement	5.2	Top Management
03 Procedures			
PRO-01	Context of the Organisation and Interested Parties	5.3, 3.2	Resilience Coordinator
PRO-02	Horizon Scanning Procedure and Emerging Issues Log	5.3	Resilience Coordinator
PRO-03	Objectives and Planning to Achieve Them	6.2.1	Resilience Coordinator
PRO-04	Communication	6.4	Resilience Coordinator
PRO-05	Control of Documented Information	5.6	Resilience Coordinator
PRO-06	Knowledge Sharing and Organizational Learning Procedure	5.4, 5.6	Resilience Coordinator
PRO-07	Monitoring, Measurement, Analysis and Evaluation	6.3.1	Resilience Coordinator

Doc. No	Document title	Clause(s)	Owner
PRO-08	Resilience Evaluation Procedure	6.1, 6.2.1, 6.2.2, 6.3.1, 6.3.2, 6.4	Top Management
PRO-09	Continual Improvement, Performance Criteria Review and Exercise Programme	5.9, 5.10	Resilience Coordinator
PRO-10	Management Review	6.3.2	Top Management
04 Forms, Registers & Templates			
FRM-01	Discipline Interface, Escalation and Uncertainty Coordination Pack	4.1, 5.8	Resilience Coordinator
FRM-02	Resilience Objectives, Measurement Criteria and Acceptance Threshold Schedule	6.2.1	Top Management
FRM-03	Nine-Attribute Maturity Assessment Tool and Scoring Guide	5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 6.2.2	Lead Internal Assessor
FRM-04	Change Anticipation and Review Trigger Assessment Form	5.10, 6.3.2	Resilience Coordinator
FRM-05	Context and Issues Analysis	5.3	Resilience Coordinator
FRM-06	Roles, Responsibilities and Authorities Matrix	5.4, 4.2	Top Management
FRM-07	Competence Matrix and Training Record	5.7	HR Manager
FRM-08	Culture Criteria for Individual Performance Assessment	5.5	HR Manager
FRM-09	Acceptable Service Level, Surge and Succession Schedule	5.7	Operations Director
FRM-10	Communication Log and Suggestion Form	6.4	Resilience Coordinator
FRM-11	Employee, Customer and Culture Survey Pack	5.5, 6.3.1	Resilience Coordinator
FRM-12	Management Review Minutes and Actions	6.3.2	Top Management
FRM-13	Board Resilience Report and Trend Pack	6.4	Top Management
FRM-14	Document Change Request	5.6	Resilience Coordinator
04 Forms, Registers & Templates			
REG-01	Management Discipline Inventory and Contribution Assessment	5.8, Annex A	Resilience Coordinator
REG-02	Interested Party, Dependency and Regulatory Expectation Register	3.2, 5.3	Resilience Coordinator
REG-03	Objectives and Action Plan Tracker	6.2.1	Resilience Coordinator
REG-04	Indicator Catalogue, Data Source Map and Monitoring Calendar	6.2.1, 6.3.1	Resilience Coordinator

Doc. No	Document title	Clause(s)	Owner
REG-05	Resource, Capacity, Key-Person and Single Point of Failure Register	5.6, 5.7	Operations Director
05 Plans & Programmes			
PLN-01	Competence and Training Plan	5.7, 5.5	HR Manager
PLN-02	Leadership Development, Empowerment and Decision Authority Plan	5.4	HR Manager
PLN-03	Communication Plan	6.4	Resilience Coordinator
PLN-04	Baseline Gap Assessment Report and Gap Treatment Roadmap	6.2.2	Resilience Coordinator
PLN-05	Resilience Programme Implementation Roadmap	4, 5, 6	Resilience Coordinator
06 Checklists			
CHK-01	ISO 22316 Self-Assessment, Gap and Assurance Readiness Checklist	1, 3, 4, 5, 6	Lead Internal Assessor
07 Internal Auditor Training Pack			
TRN-01	Internal Auditor Participant Handbook	6.3	Resilience Coordinator
TRN-02	Trainer's Guide	6.3	Resilience Coordinator
TRN-03	Presentation Slides Outline	6.3	Resilience Coordinator
TRN-04	Exercises and Case Studies	6.3	Resilience Coordinator
TRN-05	Examination	6.3	Resilience Coordinator
TRN-06	Examination Answer Key and Marking Scheme	6.3	Resilience Coordinator
TRN-07	Course Forms	6.3	Resilience Coordinator
TRN-08	Certificate of Training Template	6.3	Resilience Coordinator

Revision status

Record the approved revision of each document as it is issued. Rows are pre-filled at revision 0 (first issue).

Doc. No	Rev.	Issue date	Approved by	Next review
GDE-01	0	[Date]	[Name]	[Date]
MAN-01	0	[Date]	[Name]	[Date]

Doc. No	Rev.	Issue date	Approved by	Next review
MAN-02	0	[Date]	[Name]	[Date]
MAN-03	0	[Date]	[Name]	[Date]
MAN-04	0	[Date]	[Name]	[Date]
MAN-05	0	[Date]	[Name]	[Date]
POL-01	0	[Date]	[Name]	[Date]
REG-01	0	[Date]	[Name]	[Date]
FRM-01	0	[Date]	[Name]	[Date]
PRO-01	0	[Date]	[Name]	[Date]
PRO-02	0	[Date]	[Name]	[Date]
PRO-03	0	[Date]	[Name]	[Date]
FRM-02	0	[Date]	[Name]	[Date]
PRO-04	0	[Date]	[Name]	[Date]
MAN-06	0	[Date]	[Name]	[Date]
PRO-05	0	[Date]	[Name]	[Date]
PRO-06	0	[Date]	[Name]	[Date]
PRO-07	0	[Date]	[Name]	[Date]
PRO-08	0	[Date]	[Name]	[Date]
PRO-09	0	[Date]	[Name]	[Date]
FRM-03	0	[Date]	[Name]	[Date]
PRO-10	0	[Date]	[Name]	[Date]
FRM-04	0	[Date]	[Name]	[Date]
FRM-05	0	[Date]	[Name]	[Date]
REG-02	0	[Date]	[Name]	[Date]
FRM-06	0	[Date]	[Name]	[Date]
REG-03	0	[Date]	[Name]	[Date]
REG-04	0	[Date]	[Name]	[Date]
FRM-07	0	[Date]	[Name]	[Date]
FRM-08	0	[Date]	[Name]	[Date]
REG-05	0	[Date]	[Name]	[Date]
FRM-09	0	[Date]	[Name]	[Date]
FRM-10	0	[Date]	[Name]	[Date]
FRM-11	0	[Date]	[Name]	[Date]
FRM-12	0	[Date]	[Name]	[Date]
FRM-13	0	[Date]	[Name]	[Date]
FRM-14	0	[Date]	[Name]	[Date]

Doc. No	Rev.	Issue date	Approved by	Next review
PLN-01	0	[Date]	[Name]	[Date]
PLN-02	0	[Date]	[Name]	[Date]
PLN-03	0	[Date]	[Name]	[Date]
PLN-04	0	[Date]	[Name]	[Date]
PLN-05	0	[Date]	[Name]	[Date]
CHK-01	0	[Date]	[Name]	[Date]
TRN-01	0	[Date]	[Name]	[Date]
TRN-02	0	[Date]	[Name]	[Date]
TRN-03	0	[Date]	[Name]	[Date]
TRN-04	0	[Date]	[Name]	[Date]
TRN-05	0	[Date]	[Name]	[Date]
TRN-06	0	[Date]	[Name]	[Date]
TRN-07	0	[Date]	[Name]	[Date]
TRN-08	0	[Date]	[Name]	[Date]

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ISO 22316:2017

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Clause Cross-Reference Matrix

Shows which kit document answers each clause of ISO 22316:2017 — the table certification bodies ask for at stage 1.

Document control

Document number	GDE-03	**Revision**	0
Document title	Clause Cross-Reference Matrix	**Issue date**	[Date]
Document owner	Management Representative	**Next review**	[Date]
Management system	Organizational Resilience Framework	**Classification**	Internal
Standard clauses	—	**Status**	For approval

	Name	Position	Signature / Date
Prepared by	[Name]	[Position]	
Reviewed by	[Name]	[Position]	
Approved by	[Name]	[Position]	

Rev.	Date	Description of change	Author
0	[Date]	First issue.	[Name]

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Use this matrix to demonstrate that every requirement of ISO 22316:2017 is addressed by documented information. Complete the final column with the evidence or record that proves the requirement is being met in practice, and take it to the stage 1 audit.

Good practice

Auditors use a matrix like this to plan their sample. A complete, honest matrix shortens stage 1 considerably; an aspirational one invites a deeper audit.

Clause	Kit document(s)	Evidence / records in use
1	CHK-01, MAN-01, MAN-02, MAN-03	
2	MAN-03, MAN-04	
3	CHK-01	
3.1	MAN-04	
3.2	MAN-01, MAN-04, PRO-01, REG-02	
3.3	MAN-04	
3.4	MAN-04	
3.5	MAN-04	
4	CHK-01, GDE-01, PLN-05	
4.1	FRM-01, MAN-01, MAN-05	
4.2	FRM-06, GDE-01, MAN-01, MAN-05	
5	CHK-01, GDE-01, PLN-05	
5.1	FRM-03	
5.2	FRM-03, MAN-01, POL-01	
5.3	FRM-03, FRM-05, GDE-01, MAN-01, PRO-01, PRO-02, REG-02	
5.4	FRM-03, FRM-06, MAN-01, PLN-02, PRO-06	
5.5	FRM-03, FRM-08, FRM-11, MAN-01, MAN-06, PLN-01	
5.6	FRM-03, FRM-14, MAN-01, PRO-05, PRO-06, REG-05	
5.7	FRM-03, FRM-07, FRM-09, MAN-01, PLN-01, REG-05	
5.8	FRM-01, FRM-03, MAN-01, MAN-02, MAN-05, REG-01	
5.9	FRM-03, GDE-01, MAN-01, PRO-09	
5.10	FRM-03, FRM-04, MAN-01, PRO-09	
6	CHK-01, GDE-01, PLN-05	
6.1	PRO-08	

Clause	Kit document(s)	Evidence / records in use
6.2.1	FRM-02, MAN-01, PRO-03, PRO-08, REG-03, REG-04	
6.2.2	FRM-03, PLN-04, PRO-08	
6.3	MAN-01, TRN-01, TRN-02, TRN-03, TRN-04, TRN-05, TRN-06, TRN-07, TRN-08	
6.3.1	FRM-11, MAN-01, PRO-07, PRO-08, REG-04	
6.3.2	FRM-04, FRM-12, MAN-01, PRO-08, PRO-10	
6.4	FRM-10, FRM-13, MAN-01, PLN-03, PRO-04, PRO-08	
Annex A	REG-01	

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