



## What is HBCM®?

1 A whole business management system which is compatible with British Standard BS 25999-2 Part 2 and has been developed to meet the specification of PAS 99:2006.

### 2. What is PAS 99?

PAS 99 is the Publicly Available Specification (PAS) published by British Standards which specifies the requirements of an integrated management system which allows an organisation to run a single management system but by combining the specific elements of the various standards for, as examples, quality, health and safety, environment and business continuity meet the relevant ISO standards for these management systems.

### 3. What is BS 25999-2?

BS 25999-2 is the British Standard (there is no ISO standard currently although one is in development ISO 22399 (Code of Practice) ISO22301 (Specification)).

### 4. Why was BS 25999-2 Developed?

BS 25999 was developed by BSI in the UK in response to business and government leaders who requested a standard to meet their business continuity needs. These needs included the ability to respond to incidents that disrupt normal business operations, which could be because of minor, frequent interruptions to the business, or because of the increasing major natural disasters and deliberate acts of terrorism.

The introduction of BS 25999 also aimed to move the focus away from Information Technology to the organisation's (business) operations. Subsequently, BS 25999 has built up a broad following not just in the UK but throughout the world. Many organisations from different industry sectors and geographies have implemented the standard and become certified.

### 5. Why should we strive for certification to BS 25999?

Organisations can claim they comply with BS 25999 through self-assessment, or internal audit, but what does this mean to their stakeholders? Some might say this is similar to marking your homework because an independent party is not involved. We believe that only independent and repeatable certification audits to a defined standard are acceptable as evidence of conformity and continual improvement to BCM best practice.





## 6. What are the elements that make up HBCM®?

HBCM® was registered with the Trade Marks Registry on 4<sup>th</sup> June 2007 ( Reg No. 2457327) in the names of Sapira LLP and Leema Management Ltd. The Sapira™ Logo, Trade Mark and Process was registered in March 1997 (Reg No 2127819) and then renewed again with additions in Jan 2007 (Reg No 2444121)

The following elements are used to make up HBCM.

- a. The SAPIRA™ process (Survey, Assess, Plan, Implement, Review, Audit)
- b. Sapira-IMS the Integrated Management System (Sapira-IMS®) Framework
- c. The Sapira, Sapira-IMS and HBCM Document Library
- d. The combined Intellectual Property of Mark East and Lee Weavers in creating HBCM®
- e. The Sapira DAR Software
- f. The Leema HBCM-IL Interactive Learning Software

## 7. Why do we license organisations to use HBCM®?

To protect our intellectual property but also to protect our clients. The license ensures that documents that we provide you from our document library cannot then be taken away by former employees and used elsewhere. In addition it gives you both an edge in the market and the confidence to know that the approach that you are taking to Business Continuity is considered best practice across the world

## 8. Why is it a registered copyright?

Because you will be using our product in your responses to regulators and suppliers questions and audits and we need to make sure that our intellectual property is not squandered or used by our competitors

## 9. Why is it relevant to you?

As a regulated organisation the fact that you are using in part or whole the elements of HBCM® will give external auditors the confidence that you are using leading best practice. As a result references to the use of HBCM® within response to Regulators can help in mitigation of perceived risks.

## 10. More information?

A more detailed explanation of the HBCM elements follows below :-

## The SAPIRA Process



The Sapira Cycle 1

The Sapira process of Survey, Assess, Plan, Implement, Review, Audit was developed in 1992 by Mark East. Taking note of the Deming/Shewhart, Plan, Do, Check, Act approach from the 1950's used for process improvement and mainly applied to quality, the concept behind Sapira was to produce an output lead methodology which could be applied to a whole organisation.

Sapira also references the Argenti Corporate Planning Cycle



The Argenti Corporate Planning Cycle 1

and the resulting methodology was conceived as an easy to remember mnemonic which can be used to apply a logical approach to risk assessment surveys, gap analysis audits and the subsequent development of an action plan for improvement and rationalisation.

## Sapira-IMS



Developed by Mark East and Phil Heath in 2002 was the next step in the development of a fully integrated management system approach. Launched as a CD, Sapira-IMS was one of the first management system methodologies to take an integrated approach across several management systems thus creating a framework for the integration of quality and environmental management systems. PAS 99 : 2006 was subsequently launched by BSI in 2006.

The Sapira-IMS model provides a Management System Framework as follows:-

- 1.0 Scoping
- 2.0 Normative References and Corporate Governance
- 3.0 Terms and Definitions



## 4.0 Management System Requirements

4.1 General Mgt System Requirements

4.2 Management System Policy

4.3 Planning

4.4 Implementation and Operation of the Management System

4.4.1 Operational Controls

4.4.2 Management System Specific Elements (QMS, EMS, BCMS etc)

4.4.3 Document Index and Library – Folders 1 to 14

## 4.0 Management System Requirements (Continued)

4.5 Performance Assessment

4.6 Improvements

4.7 Management Review

### 4.4.3 Document Library Index

Folder 1- Corporate Governance & Policy Documents

Folder 2- Scoping Documents

Folder 3- Integrated Management System Documents

Folder 4- Quality Management System Documents

Folder 5-Environmental Management System Documents

Folder 6-Health and Safety Management System Documents

Folder 7-Security Management System Documents

Folder 8-Audit Documents

Folder 9-Business Continuity Management System Documents

Folder 10-Emergency Plans

Folder 11-Exercises & Learning & Development

Folder 12-HR Management System

Folder 13-Training Documents

Folder 14-Legislation & Compliance

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