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BCI CBCI Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">• Policy and Programme Management and Embedding: This part guides users through establishing a Business Continuity Management System (BCMS), including how to craft governance, define a policy, and embed these elements into the fabric of an organization for long-term sustainability.
Topic 2	<ul style="list-style-type: none">• Implementation: This section covers putting the designed continuity strategies into action, including creating and deploying incident response and business continuity plans, structuring effective response teams, and ensuring operational readiness.
Topic 3	<ul style="list-style-type: none">• Analysis This module dives into the analytical stage, focusing on tools such as Business Impact Analysis (BIA) and risk assessment to identify critical functions and vulnerabilities—essential for understanding what the organization must protect and why.
Topic 4	<ul style="list-style-type: none">• Validation: This final module emphasizes testing and verifying the effectiveness of implemented plans through exercises and reviews—ensuring that what was designed and implemented actually performs as intended under real-world conditions.

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BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions

(Q15-Q20):

NEW QUESTION # 15

Which of the following would NOT be taken into account when developing and drafting a Business Continuity policy?

- A. Designing the policy to be appropriate to the type of organization and to reflect the culture and operating environment
- B. Providing detailed background information in the introduction to the policy which explains, with examples, how the new approach will be different from past approaches
- C. Setting expectations for how the BCMS will be operationalized
- D. Using concise and straightforward language that is accessible to all personnel

Answer: B

Explanation:

The CBCI 7.0 course indicates that Business Continuity policies should be clear, concise, and focused on the organization's current continuity objectives and governance, rather than including detailed historical background or examples of past approaches. The policy is a guiding document that sets expectations and scope, written in accessible language tailored to the organization's culture and operating environment.

Extensive background details can dilute the clarity and purpose of the policy, making it less effective as a communication tool.

Operationalization expectations and cultural appropriateness are key inclusions.

Reference: CBCI 7.0 Study Guide, Module 1: Policy Development, pages 15-18.

NEW QUESTION # 16

In order to ensure that priority is given to activities with the shortest Recovery Time Objectives (RTOs), strategies can:

- A. Include a risk assessment to identify the best treatment option
- B. Highlight activities with short RTOs by categorising strategies by timeframe
- C. Identify workarounds for all activities other than those with short RTOs
- D. Include relevant extracts from the Business Impact Analysis (BIA)

Answer: B

Explanation:

The CBCI 7.0 course highlights that categorizing strategies by timeframe is an effective method to ensure focus on activities with short RTOs. This approach visually and operationally segments recovery strategies, allowing the organization to prioritize resources and actions that address the most time-critical functions first.

Including BIA extracts supports understanding but is insufficient on its own. Risk assessments inform treatment choices but do not inherently prioritize by RTO. Workarounds for non-priority activities are useful but are a secondary measure after prioritization.

Categorizing by recovery time frames aligns operational focus with impact tolerances.

Reference: CBCI 7.0 Study Guide, Module 5: Solutions Development, pages 91-94.

NEW QUESTION # 17

An example of regularly planned ongoing maintenance of the Business Continuity Management System (BCMS) is:

- A. Taking corrective actions to revise the Business Continuity plan after an actual incident
- B. Making changes to the evacuation procedures after an emergency building evacuation demonstrates the procedures include unexpected risks
- C. Examining with department heads the performance of their systems following near misses
- D. Performing a check of backup equipment at the alternate site on a monthly basis

Answer: D

Explanation:

The CBCI 7.0 course highlights that regularly scheduled maintenance activities, such as monthly checks of backup equipment, are essential for ensuring that Business Continuity resources remain operational and ready for use. Such preventative maintenance helps detect failures before incidents occur, supporting system reliability. While corrective actions and reviews following incidents or near misses are important, ongoing, planned maintenance is the proactive foundation of system resilience. Evacuation procedure changes are reactive and part of continual improvement, but routine equipment checks represent essential planned maintenance.

Reference: CBCI 7.0 Study Guide, Module 6: Maintenance and Continual Improvement, pages 140-142.

NEW QUESTION # 18

Which of the following statements about embracing Business Continuity is correct?

- A. Embracing Business Continuity is a culture that exists separately from the organization's culture
- B. Embracing Business Continuity is relevant only to top management as other personnel are required to comply with tasks in their role description
- C. Embracing Continuity is where personnel commit to Business Continuity because they believe that is necessary to protect the organization and its interested parties
- D. Embracing Business Continuity can be described as a corporate mandate driven by policy

Answer: C

Explanation:

The CBCI 7.0 course defines embracing Business Continuity as a cultural commitment by personnel who recognize the importance of Business Continuity in protecting organizational interests. It goes beyond policy mandates or role compliance and reflects genuine belief and ownership. Embracing Business Continuity is integrated with the broader organizational culture rather than existing separately. This deep commitment improves resilience and the effectiveness of continuity efforts at all levels.

Reference: CBCI 7.0 Study Guide, Module 4: Business Continuity Culture, pages 65-68.

NEW QUESTION # 19

After all Business Impact Analyses (BIAs) have been completed, a consolidated analysis is carried out and a report is written to document the results. What is the purpose of this?

- A. For review by all BIA participants
- B. For submission to top management for final approval
- C. For internal audit
- D. For planning an exercise

Answer: B

Explanation:

The CBCI 7.0 course highlights that the consolidated BIA report, combining all individual BIAs, serves as a key governance document submitted to top management for review and approval. This final approval confirms that management understands the criticality of prioritized activities, recovery objectives, and resource requirements. It enables informed decision-making regarding resource allocation, strategy development, and risk treatment. While BIA participants, auditors, and exercise planners use the report, top management's endorsement is critical for organizational commitment and effective BCMS progression.

Reference: CBCI 7.0 Study Guide, Module 3: Business Impact Analysis and Reporting, pages 50-54.

NEW QUESTION # 20

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