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CBCI EXAM Questions & Answers 100% Correct!

What does the business continuity policy do - ANSWERIt sets out the purpose, scope and governance of the business continuity programme

If an organisation doesn't have any business continuity capacity - ANSWERGet an interim structure and plan in place

The BCP should be what - ANSWERShort, precise and to the point

Business Continuity should include - ANSWERDefinition for use, Objectives and scope, Roles and responsibilities, Legals and standards, Identification of interested parties, Measurement and review frequency and methods, Sign off and comms

The definition of scope should be? - ANSWERWhich areas of the organisation are included and which aren't. A grasp of the organisation's strategies, objectives and culture and its risk appetite. Also list its regulatory constraints

Business continuity governance focuses on - ANSWEROversight and support, Monitoring and review, Alignment with organisational objectives, Compliance with legal and regulatory requirements.

Business continuity roles - ANSWERShould be embedded in the job descriptions and performance plans.

Roles - top management - ANSWERLeadership, commitment and resources

Roles - steering group - ANSWEROversee, advise and manage - making the recommendations to top mgmt.

Business continuity plan owner - ANSWERMake sure the plan reflects the business continuity capability.

Business Continuity Programme - ANSWEROn-going mgt and governance process appropriately resourced to implement and maintain business continuity mgt.

Business continuity mgt. programme documentation - ANSWERBusiness Continuity policy, Business continuity programme of activities, Project management documentation

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BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q41-Q46):

NEW QUESTION # 41

Which of the following describes an operational plan?

- A. Detailed information on any processes that have not been risk assessed by the organization and therefore present an increased risk
- B. Pre-prepared information to facilitate the coordination of response activities when several different operational teams are involved
- C. Documented plans to protect people and property while supporting the recovery of the organization's prioritised activities
- D. Documented procedures that are still in draft form as they have not yet been tested via exercises or actual incidents

Answer: C

Explanation:

Operational plans sit within Enabling Solutions (PP5) and are designed to support the continuity and recovery of prioritised activities at the departmental or specialist-service level (e.g., facilities, ICT, logistics), from the beginning of an incident through recovery and return to normal. They translate agreed continuity solutions and resource requirements into actionable procedures for operational teams.

Option A is the best description because it captures the operational intent: protect people/property (immediate operational control and safety) while enabling recovery of prioritised activities and services. Option D is closer to what BCI guidance describes as a tactical plan outcome—a coordination framework between strategic and operational teams—rather than an operational plan itself. Option B confuses plan status (draft/untested) with plan type; an operational plan can be draft or validated, but that does not define it. Option C is about risk documentation, not operational recovery planning. Operational plans are therefore best represented by A.

NEW QUESTION # 42

Establishing a Business Continuity Management System (BCMS) requires a range of complex activities and the involvement of personnel across an organization. Which of the following is considered to be the most effective way of coordinating a range of activities on this scale?

- A. Adding a standard item to discuss Business Continuity (BC) at the end of team meetings
- B. Applying a programme and/or project management methodology with oversight over all planning, activities and timelines
- C. Appointing a task coordinator who allocates tasks to colleagues when asked to do so by top management and keeps a record of who has agreed to carry out the task
- D. Holding regular meetings with colleagues to keep everyone up to date and confirm that tasks agreed at the last meeting have been completed

Answer: B

Explanation:

PP1 (Establishing a BCMS) is fundamentally a management practice: it defines how the BCMS programme will be designed and implemented and coordinated across stakeholders and workstreams. Because BCMS establishment spans governance, scope, policy, analysis activities, strategy design, implementation planning, and validation preparation, coordination must be structured: clear work breakdown, dependencies, milestones, owners, reporting, and change control. A programme/project management methodology provides exactly that—end-to-end oversight of planning, activities, timelines, and delivery governance—making it the most effective approach at organizational scale.

Option B is too reactive and lacks integrated planning and control. Option C (meetings) supports communication but is not a delivery methodology; meetings alone don't manage dependencies or risks. Option D is minimal awareness activity, not coordination of a complex implementation programme. Therefore, the best-practice answer is A.

NEW QUESTION # 43

Why is it important to use a warning or code word such as "exercise only" when providing communication injects during an exercise?

- A. To ensure that the information is treated as confidential
- B. To indicate that all information should be treated as real during the exercise
- C. To indicate that the message has been approved by the exercise facilitator
- **D. To ensure that the information is not treated as a real message**

Answer: D

Explanation:

In BC validation and exercising, "injects" are simulated messages used to drive decisions and actions. Using a clear code word (e.g., "For exercise" / "Exercise only") is essential to prevent simulated information being mistaken for a real incident notification-especially when exercise communications travel through normal channels (phone, radio, email, chat). This protects people, avoids unnecessary escalation, and prevents operational disruption caused by staff believing a real emergency is underway. Exercise guidance commonly defines "For Exercise" as a preamble meaning the message relates to the exercise only and "is not to be confused with real activity," and recommends prefixing simulated calls/messages accordingly.

Therefore, option A is correct.

Option B (confidentiality) is not the main purpose of the code word; confidentiality is handled through exercise ground rules and distribution controls. Option C is not what the code word signifies. Option D is the opposite of the intent-while participants should act realistically within the exercise play, the code word ensures everyone understands the scenario is simulated, preventing real-world misinterpretation and unintended consequences.

NEW QUESTION # 44

Which of the following is NOT a way in which an organization can use exercise programs to ensure and validate supply chain continuity?

- A. By conducting internal exercises to assess the impact of supply chain failures
- B. By requiring suppliers to share evidence that recovery plans and exercise programs have been developed and implemented
- C. By including a requirement in Service Level Agreements (SLAs) for suppliers to carry out exercise activities and share the outcomes
- **D. By including key suppliers in an internal exercise**

Answer: D

Explanation:

While including key suppliers in internal exercises might seem beneficial, the CBCI 7.0 course highlights that external suppliers should be engaged in their own exercises, separate from the organization's internal exercises. Instead, validation of supply chain continuity is better achieved by requiring suppliers to develop and test their recovery plans independently and sharing outcomes. Contractual obligations such as those embedded in SLAs ensure suppliers maintain their own Business Continuity preparedness, while internal exercises focus on organizational responses to supply chain disruptions. Conducting internal exercises to assess impacts remains essential to understand dependencies and potential vulnerabilities without compromising exercise control.

NEW QUESTION # 45

In relation to validation, what is meant by review?

- A. The ability of an organization to develop business continuity solutions and to train personnel to implement them effectively
- **B. The process for assessing the suitability, adequacy, and effectiveness of the Business Continuity Management System (BCMS) and identifying opportunities for improvement**
- C. The process to ensure that personnel have embraced business continuity and are complying with requirements
- D. The process to identify an event that could lead to disruption

Answer: B

Explanation:

The CBCI 7.0 course explains that review refers to the systematic process of evaluating the BCMS to assess whether it remains suitable, adequate, and effective in meeting organizational needs and objectives. Reviews identify areas for improvement, ensuring continual enhancement of Business Continuity capabilities. This encompasses analysis of internal and external factors, performance data, audit results, and feedback from exercises and incidents. It differs from compliance checks or personnel engagement assessments by focusing on the overall system's fitness for purpose, promoting proactive adaptation to changing risks and environments.

NEW QUESTION # 46

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