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GAQM Certified Business Continuity Professional (CBCP) Sample Questions (Q20-Q25):

NEW QUESTION # 20

What is the frequency of BCP testing for critical processes?

- **A. Annually**
- B. As per calendar planned at beginning of the year
- C. Half-yearly
- D. Quarterly

Answer: A

Explanation:

The frequency of BCP testing for critical processes is a fundamental aspect of ensuring a plan remains effective and relevant. Business Continuity Professional standards, such as those from DRI International and ISO 22301, provide guidance on testing frequency based on the criticality of processes and organizational needs.

* **Annually:** Industry standards recommend that critical processes undergo comprehensive BCP testing at least once a year. This ensures that plans are validated, personnel are trained, and any gaps or changes in the business environment are addressed. Annual testing is considered a baseline requirement for maintaining resilience, particularly for critical functions that, if disrupted, could severely impact the organization.

* **Quarterly:** While more frequent testing (e.g., quarterly) may be appropriate for highly dynamic environments or specific high-risk processes, it is not a universal requirement for all critical processes.

Quarterly testing is typically reserved for specific scenarios or as part of a progressive testing strategy rather than a standard frequency.

* **As per calendar planned at beginning of the year:** This option implies a flexible schedule, but it lacks specificity and does not align with standardized recommendations. Testing should follow a defined frequency rather than an arbitrary calendar plan unless explicitly tied to a standard (e.g., annual).

* **Half-yearly:** Semi-annual testing (every six months) may be adopted by some organizations for additional assurance, but it exceeds the minimum standard requirement of annual testing for critical processes unless specified by organizational policy or regulatory mandates.

The verified answer, A. Annually, reflects the widely accepted minimum frequency for testing critical processes as per Business Continuity Professional guidelines. However, organizations may increase frequency based on risk assessments or regulatory requirements, though this is not the default expectation.

References:

* DRI International Professional Practices for Business Continuity Management (2023), Section 9:

Testing and Exercising - Recommends annual testing as a minimum for critical processes.

* ISO 22301:2019, Clause 8.5 - Specifies regular testing and exercising, with annual frequency as a common benchmark for critical functions.

NEW QUESTION # 21

Which of the following four are action approach crisis and post-crisis management? (Choose four R's)

- **A. Response**
- **B. Readiness**
- **C. Reduction**
- D. Rss Feed
- **E. Recovery**
- F. Rustic

Answer: A,B,C,E

Explanation:

The four R's are action approaches for crisis and post-crisis management. They are:

* **Reduction:** This approach aims to prevent or mitigate the occurrence or impact of a crisis by identifying and addressing the root causes, vulnerabilities, and risks.

* **Readiness:** This approach aims to prepare for a potential crisis by developing plans, policies, procedures, systems, teams, and resources that can enable a timely and effective response.

* **Response:** This approach aims to manage a crisis by activating the plans, policies, procedures, systems, teams, and resources that can contain, control, and resolve the situation.

* **Recovery:** This approach aims to restore normal operations after a crisis by implementing actions that can repair damages, restore functions and processes, resume services and products, recover losses, and learn lessons. Verified References:

<https://www.cisco.com/c/en/us/solutions/hybrid-work/what-is-business-continuity.html> <https://phoenixnap.com/blog/what-is-business-continuity-management>

NEW QUESTION # 22

A formal "disaster" can only be declared by the firm owners or by the IT Department Manager.

- A. True
- B. False

Answer: B

Explanation:

A formal "disaster" can only be declared by the firm owners or by the IT Department Manager. This is false because a formal "disaster" can be declared by any authorized person who has the responsibility and authority to activate the business continuity and disaster recovery plan. The authorized person may vary depending on the type, scope, and severity of the disaster, but it should be clearly defined in the plan who can declare a disaster and under what circumstances. The authorized person should also communicate the declaration of a disaster to all relevant stakeholders, such as employees, customers, suppliers, partners, regulators, media, or the public. Verified References: <https://www.ready.gov/business-continuity-plan><https://www.csoonline.com/article/515730/business-continuity-and-disaster-recovery-planning-the-basics.html>

NEW QUESTION # 23

Which of the following should NOT be released in a publicly released BCP?

- A. Contact lists
- B. BIA results
- C. Process flows
- D. All of the above

Answer: A

Explanation:

In Business Continuity Planning (BCP), confidentiality and security of sensitive information are critical considerations when releasing details publicly. According to standard practices outlined in Business Continuity Professional guidelines, such as those from the Disaster Recovery Institute International (DRI) and ISO 22301, certain elements of a BCP should remain confidential to protect the organization and its stakeholders.

* Process flows: These describe how critical processes are maintained or recovered during a disruption.

While detailed process flows may be sensitive internally, a high-level overview can often be shared publicly to demonstrate preparedness without compromising operational security. Thus, they are not inherently prohibited from public release.

* Contact lists: These contain personal and operational details such as names, phone numbers, and roles of key personnel involved in the BCP. Releasing contact lists publicly poses significant risks, including privacy violations, potential targeting by malicious actors, and operational vulnerabilities. Best practices dictate that contact lists should remain confidential and restricted to authorized personnel only.

* BIA results: The Business Impact Analysis (BIA) identifies critical functions, recovery time objectives (RTOs), and potential impacts of disruptions. While detailed BIA results are sensitive, summary-level findings (e.g., critical processes identified without specific vulnerabilities) can sometimes be shared to show due diligence. However, this is not strictly prohibited in public releases if anonymized or generalized.

* All of the above: Since process flows and BIA results can be released in a controlled, summarized form, this option is incorrect. The key element that should unequivocally not be released is the contact list due to its sensitive nature.

Therefore, the correct answer is B. Contact lists, as it aligns with the principle of protecting sensitive personal and operational data in public disclosures.

References:

* DRI International Professional Practices for Business Continuity Management (2023), Section 6:

Business Continuity Plan Development - Emphasizes safeguarding sensitive data like contact details.

* ISO 22301:2019, Clause 8.4 - Highlights confidentiality in BCP documentation and communication.

NEW QUESTION # 24

Damage assessment includes all but which of the following steps?

- A. Having the insurance company declare the total extent of the damages.
- B. Estimate the time it will take to restore critical business functions.

- C. Identifying the affected business functions.
- D. Evaluating the time to restore operations and if greater than the MTD, a disaster should be declared and BCP enacted

Answer: A

Explanation:

Damage assessment is the process of evaluating the extent and severity of the damage caused by a disruption to an organization's facilities, equipment, systems, data, records, or personnel. It includes identifying the affected business functions and processes, estimating the time it will take to restore them to normal or acceptable levels of operation, and evaluating whether the recovery time exceeds the maximum tolerable downtime (MTD) for each function or process. If so, a disaster should be declared and the business continuity plan should be activated. Having the insurance company declare the total extent of the damages is not part of the damage assessment process, as it may take longer than the MTD and may not reflect the operational impact of the damage. Verified

References: https://www.fema.gov/pdf/emergency/nims/Damage_Assessment.

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NEW QUESTION # 25

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