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What does the business continuity policy do **Correct Answer** It sets out the purpose, scope and governance of the business continuity programme

If an organisation doesn't have any business continuity capacity **Correct Answer** Get an interim structure and plan in place

The BCP should be what **Correct Answer** Short, precise and to the point

Business Continuity should include **Correct Answer**
Definition 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? **Correct Answer** Which 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

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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"> Design: Here, learners explore how to translate analysis into strategic plans by developing continuity designs that mitigate identified risks, ensuring critical operations remain functional or can be quickly restored during disruptions.
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.

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BCI Certificate of the Business Continuity Institute (CBCI) Sample Questions (Q90-Q95):

NEW QUESTION # 90

In relation to governance roles and responsibilities, what should be put in place to ensure that the responsibilities of each Business Continuity Management System (BCMS) role holder will be fulfilled should the primary role holder be ill, out of the area, or be otherwise unavailable?

- A. The Incident Response Team will assume responsibility for the responsibilities of the absent BCMS role holder
- B. A subject matter expert will be assigned as the deputy for each primary BCMS role holder**
- C. The Business Continuity professional will temporarily take over the responsibilities of the absent role holder
- D. Responsibilities of the absent role holder will be put on hold while a substitute is located

Answer: B

Explanation:

The CBCI 7.0 course stipulates that appointing deputies or alternates for each BCMS role is a governance best practice ensuring continuity of responsibility and decision-making. Deputies are subject matter experts equipped to act on behalf of the primary role holder during absences, maintaining operational integrity and responsiveness. Relying on the Business Continuity professional or Incident Response Team to cover absent roles without formal deputization risks delays and gaps. Putting responsibilities on hold is unacceptable as it compromises continuity efforts.

Reference: CBCI 7.0 Study Guide, Module 1: Governance and Roles, pages 24-26.

NEW QUESTION # 91

Which type of review provides an evaluation of the Business Continuity Management System (BCMS) outputs against the requirements or expectations to determine whether Business Continuity is incorporated into every task undertaken through the BCMS?

- A. Post-incident Review
- B. Performance Appraisal
- C. Quality Assurance (QA)**
- D. External Audit

Answer: C

Explanation:

The CBCI 7.0 course identifies Quality Assurance (QA) reviews as evaluations that assess whether BCMS processes and outputs meet defined standards and requirements. QA examines whether Business Continuity principles and practices are effectively embedded into organizational tasks and workflows. Unlike performance appraisals (individual focus) or post-incident reviews (event focus), QA provides systematic assurance that Business Continuity is integrated consistently and effectively throughout the BCMS.

lifecycle.

External audits verify compliance but QA focuses on continuous process improvement.

Reference: CBCI 7.0 Study Guide, Module 6: Audit and Review, pages 134-137.

NEW QUESTION # 92

Which of the following solutions in the context of building and work environment resources would support a strategy of relocating operations to another work area belonging to the organization should an incident occur?

- A. Contract former employees and contractors to undertake work at the replacement during a disruption
- B. Advise personnel that they will have to work around the existing workstations and equipment in the alternative site as it will be an emergency situation
- C. Create a separate supply chain to support the alternative site in the case of an incident occurring
- D. Re-purpose work areas and facilities to enable working arrangements for organization personnel during a disruption

Answer: D

Explanation:

The CBCI 7.0 course outlines that a key solution to support relocation strategies involves re-purposing existing work areas and facilities to accommodate essential personnel and functions during disruptions. This may involve modifying spaces, reallocating equipment, or adapting layouts to maintain operations efficiently.

Such pre-planning ensures that the organization can resume activities quickly and safely. Contracting former employees or creating separate supply chains may assist but are secondary to establishing viable physical environments. Expecting personnel to adapt to unprepared facilities risks inefficiency and morale issues.

Proactive adaptation of workspace is a cornerstone of effective relocation strategies.

Reference: CBCI 7.0 Study Guide, Module 5: Solutions Design, pages 90-92.

NEW QUESTION # 93

Which of the following is the first step in the process for developing recovery strategies and solutions?

- A. Training personnel to carry out strategy determination activities
- B. Carrying out a gap analysis to determine needs
- C. Developing a Business Continuity policy
- D. Consulting relevant stakeholders on draft designs and proposals

Answer: B

Explanation:

The CBCI 7.0 course clarifies that conducting a gap analysis is the initial step in developing recovery strategies and solutions. The gap analysis compares current Business Continuity capabilities with the requirements identified in the BIA and risk assessments, highlighting deficiencies that must be addressed.

This systematic evaluation informs strategy development by identifying where improvements or new solutions are necessary. While policy development and stakeholder consultation are important subsequent steps, gap analysis provides the evidence base required for informed decision-making. Training personnel comes later as part of implementation.

Reference: CBCI 7.0 Study Guide, Module 5: Solutions Design, pages 91-95.

NEW QUESTION # 94

In order to enable Business Continuity solutions, it is necessary to:

- A. Establish and implement a strategy to ensure that business objectives are aligned to the agreed solutions
- B. Create guidance documents that detail response activities and procedures that specific teams need to follow
- C. Measure capabilities to deliver the solutions by carrying out a gap analysis
- D. Carry out a review of the Business Continuity policy to ensure that it is updated with the detail of the agreed solutions

Answer: A

Explanation:

The CBCI 7.0 course emphasizes that establishing and implementing a strategy aligned with business objectives is fundamental to enabling Business Continuity solutions. Business Continuity solutions must not only be technically sound but also directly support the

organization's goals and priorities. Alignment ensures that continuity efforts contribute meaningfully to sustaining critical operations and delivering value during and after disruptions. This strategic approach drives resource allocation, prioritizes recovery efforts, and integrates continuity planning into broader organizational frameworks. While gap analyses, guidance documents, and policy reviews support solution enablement, without strategic alignment solutions risk being disconnected from business needs and may fail to gain management support or achieve desired outcomes.

Reference: CBCI 7.0 Study Guide, Module 5: Enabling and Implementing Solutions, pages 98-101.

NEW QUESTION # 95

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