

**SKILLS FRAMEWORK FOR BIOPHARMACEUTICALS MANUFACTURING
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	General Management					
TSC	Business Continuity Management					
TSC Description	Execute business impact analysis, risk analysis, testing and exercising to ensure the currency of the organisation's Business Continuity Plans					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
				BPM-GMT-4002-1.1	BPM-GMT-5002-1.1	BPM-GMT-6002-1.1
				Develop Business Continuity Plans (BCPs) for the department by evaluating the impact of disruptive events and effectiveness of plans	Formulate business continuity processes and monitor the effectiveness of business continuity management to minimise consequences	Influence business continuity management to ensure alignment as well as monitor and review Business Continuity Plans (BCPs) to cope with changes in the business environments
Knowledge				<ul style="list-style-type: none"> • Components of BCPs • Test criteria for BCPs • Components of testing BCPs • Recovery strategies • Business continuity strategies 	<ul style="list-style-type: none"> • One's role in development of Business Continuity Plans (BCPs) • One's role in advising organisation on business continuity management • One's role in assessment of effectiveness of business continuity management • Relevant stakeholders in disruptive events • One's role in leading post response/recovery phase activities • Impact of consequences of disruptive events 	<ul style="list-style-type: none"> • Objectives and scope of business continuity management • Awareness of business continuity management leading practices within the industry • Levels of maturity of business continuity management in organisations
Abilities				<ul style="list-style-type: none"> • Evaluate the impact of disruptive events on critical business functions of the department • Compare effectiveness of BCPs against test criteria • Perform cost-benefit analysis to re-assess viability and sustainability of BCPs • Report findings to management for follow-up actions in accordance 	<ul style="list-style-type: none"> • Develop BCPs aligned with business continuity strategies in consultation with relevant stakeholders • Consolidate, summarise and document BCPs for senior management review • Advise organisation on requirements for business continuity management in consultation with senior management 	<ul style="list-style-type: none"> • Ensure Business Continuity Plans (BCPs) and crisis management plans are in accordance with business continuity strategies • Approve business continuity frameworks, policies, strategies and plans • Provide oversight to business continuity management within the organisation to ensure rapid responses during disruptive events

**SKILLS FRAMEWORK FOR BIOPHARMACEUTICALS MANUFACTURING
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

				<p>with communication plans</p> <ul style="list-style-type: none">• Review and refine BCPs in accordance with recovery strategies and business continuity strategies	<ul style="list-style-type: none">• Monitor and report on the effectiveness of business continuity management• Advise organisation and relevant stakeholders in the post response or recovery phases to minimise consequences	
--	--	--	--	--	--	--