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<i>Issued By</i>	CEO
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<i>Approved By</i>	Board of Directors

RM02 – Risk Monitoring Procedures BCP Maintenance

This procedure has been developed to ensure that the institution’s BCP strategies remain in compliance with both internal and external requirements and to ensure that all personnel, equipment, communications, software, forms/supplies, and reports/docs/files related requirements are adequately maintained at all hot site and final recovery site locations.

BCP documentation and data maintenance should occur at least annually and should coincide with annual plan testing (RM01-BCPTesting.doc). In addition to annual plan maintenance, the BCP document and all applicable supporting elements should be updated any time significant changes are made to the institution’s organization, IT/production environment, hot site location designations, or other-related recovery provisions or as changes in external regulatory compliance requirements dictate.

The CEO should oversee the completion of all appropriate maintenance procedures detailed below, as required based on the schedule described above. All procedures should be completed for annual maintenance. **MM&T** (BCP Outsourcing Consultants) should assist the institution in BCP maintenance throughout and according to the terms stated in its current contract with the institution.

Locations Update

The CEO should do the following on an annual basis and/or anytime a new branch/location is opened or an existing location closes/changes. Reports/Docs should be printed from the most current copy of the BCP-CD.

➤ “Locations” report

1. The CEO should review the “Locations” report and make necessary modifications to the report.
2. The CEO should review changes and forward final updates of the BCP document, **MM&T** database reports (BCP-CD), and/or supporting documentation/elements to MM&T.
3. For annual update, go to Personnel Update. For non-regularly scheduled updates, refer to #4 & #5 of Board & Senior Management Review.

Personnel Update

The CEO should do the following on an annual basis and/or anytime new employees join the institution or existing employee information changes. Reports/Docs should be printed from the most current copy of the BCP-CD.

➤ “Personnel” report

➤ Section 4 | Recovery Teams & Responsibilities of the BCP document

1. The CEO should review and make any additions or deletions to the Personnel catalog, as well as subsequent modifications to emergency contact information, department/location, primary/secondary callers, and BCP requirements and responsibilities.
2. The CEO should forward final updates of the BCP document, **MM&T** database reports (BCP-CD), and/or supporting documentation/elements to **MM&T**.
3. For annual update, go to Vendors/External Resources Update. For non-regularly scheduled updates, refer to #4 & #5 of Board & Senior Management Review.