



Business Continuity Plan

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“Approved”

Rector of the Georgian Aviation University

D.t.sc., professor

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Statement _____

Georgian Aviation University



Business Continuity Plan

Master copy



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i. Revisions

Implementation of any Revision can only be performed through participation of the Head of Quality Manager and Governing Board. No revision will have legal power, unless it is reviewed and approved.

Created by:	Approved by:
Head of Quality Manager	Rector
Date:	Date:

Deleted Pages				Added Pages			
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2. Documentation control

Control of documentation is provided by the rules and procedures written in the Quality Manual of Georgian Aviation University. The aim of rules and procedures is to create system to identify and use all documents easily by employees within the organization. All documentation must be created, and storage by the format and terms indicated in Quality Manual. These procedures will establish effective system to create, renew and share documentations easily.

Document distribution list

Organization	Format	Copy n:
Quality service	Hard copy	Master copy
Quality service	Electronic version	Electronic version
University web page	Electronic version	Electronic version

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3. General provisions

Article 1. Introduction

1. Business Continuity Management is a process that includes:
 - 1.1. Identification of circumstances threatening the activities of the University;
 - 1.2. Assessment of the impact of these circumstances on the University's business and the achievement of its strategic goals;
 - 1.3. In case of their occurrence, setting the measures to reduce/mitigate the negative impact and the scheme of continuous implementation of business;
 - 1.4. Scheme of retrieval to normal operation mode.
2. The main purpose of the Emergency Action Plan is to protect the safety of the people, the University's property and assets and to ensure the fail-safe implementation of the main business as far as possible. The business continuity strategy ensures setting, as far as possible, the necessary measures to be taken to implement the core activity processes. The scheme of retrieval to normal operation mode defines the necessary measures needed to retrieve to the usual mode of the University business as soon as possible.

Article 2. Purpose

1. The purpose of this Manual is to formulate the Business Continuity Scheme of the Aviation University and to describe the procedures for developing, updating of emergency response instructions and practical training.
2. The policy describes the basic principles and system necessary to act in an emergency situation, to carry out activities as continuously as possible and to retrieve to normal operation mode.
3. The purpose of the policy is to establish control mechanisms and to identify the circumstances/risks threatening to:
 - 3.1. Human life and health;
 - 3.2. University buildings/premises, assets and infrastructure;
 - 3.3. Interests of the persons/entities concerned;
 - 3.4. Environment;
 - 3.5. Continuity of teaching, research and commercial activities;
 - 3.6. University reputation and "trademark".

Article 3. Scope of Application

1. The policy applies to the all University staff, material and technical facilities and support systems, at all business locations.
2. Termination of the University activities can be caused by many different circumstances. These procedures and policies provide general briefing on how to act in emergency situation, ensure the continuity of activities and retrieve to normal operation mode in such a way that adverse circumstances have a minimal negative impact on the University.
3. Adverse circumstances are divided into two categories.
4. Category 1 includes severe incidents and aviation accidents threatening human life, the environment, University buildings/premises, assets and infrastructure:
 - 4.1. Severe incidents/aviation accidents related to aircraft and/or aerodrome operation;
 - 4.2. Incidents related to hazardous substances;
 - 4.3. Fires, floods, earthquakes and other natural disasters.
5. Category 2 includes circumstances threatening the continuity of teaching, research and commercial activities:

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- 5.1. Financial risk;
 - 5.2. Communications blackout (electricity, IT, telephone systems);
 - 5.3. Mass absenteeism by academics and support staff (due to epidemic, traffic collapse, strike or mass dismissal), etc.
6. The University has developed emergency action plans (emergency action plan for incidents/aviation incidents related to the operation of an aircraft or aerodrome, emergency action plan for incidents related to the hazardous substances, building evacuation plan, etc.) for the first category of circumstances.
7. In the event of occurrence of the second category of circumstances, the University acts in accordance with the business continuity plan developed for a particular incident. However, due to the nature of the circumstances, it may also be necessary to implement an emergency action plan.
8. Plans developed by the University (for business continuity and emergency actions) are kept in both print and electronic version. (both at the respective offices and on the “drive”). Versions are monitored by the Quality Assurance Office.
9. Working-out of a business continuity plan is a dynamic, repetitive, and complex process requiring constant development and adaptation to a changing environment and the emergence of new risks.

Article 4. Functions and Responsibilities

1. Continuity management is closely linked to the security management system and contingency planning, due to which the functions and responsibilities required in this context are detailed in the University Security Management System Manual (SMS Manual SSU/01/03), the Emergency Action Plans (SSU/01/05) and the Security Service Regulations (SSU/01/17).
2. Business Continuity and Emergency Action Plans are not the sole responsibility of the University management. The University staff with management and supervision functions is actively involved in these processes in accordance with the procedures established.
3. The Head of the University Quality Assurance Office reviews the Business Continuity Plans at intervals of not less than two years. The Business Continuity Plan may be renewed unplanned in case of introduction of a new system or line at the University.
4. At regular intervals, the Head of the Quality Assurance Office also provides regular internal and hands-on training for those involved in the Emergency Action Plan. (Defined in the Emergency Action Plan).

Article 5. Risk Identification and Assessment

1. A detailed description of the methodology for threat detection, risk assessment and risk management is provided in the University Safety Management Manual (SMS Manual). Hazards posing a threat to flight safety are listed in the University Hazard Log.
2. A list of internal and external hazards that may cause business disruption, risks associated with them and risk management measures is provided in the Annex to this Manual.

Article 6. Temporary Suspension of Teaching, Research and Other Key Processes (Reduction of Scope of Activities)

1. Save the cases when it is impossible to continue activities on a continuous basis due to lack of staff or other local factors (such as the transport system collapse, natural disasters, etc.), the University will try to run its core activities smoothly.

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2. The Quality Assurance Office, in coordination with the Safety Manager, will analyze the level of impact of the circumstances on the activities and determine the parameters and provocative circumstances when a complete or partial suspension of teaching, research and other key processes is necessary. (Annex) The following is a detailed description of the activity impact analysis process:

- 2.1. Identification of the University key activities according to the faculties and the key resources needed for their implementation;
 - 2.2. Assessment of the impact of the absence/lack of one or more key resources on the business;
 - 2.3. Likelihood of occurrence of these circumstances and the severity of their impact on the core business.
3. Based on the analysis of these criteria, the need for a partial or complete suspension of teaching, research and other key activities is determined. This need can be caused by:
- 3.1. Lack of staff;
 - 3.2. Lack of finances;
 - 3.3. Decommissioning of the building(s)/premises;
 - 3.4. Communication malfunction (electricity, internet access, etc.)
 - 3.5. Inability to ensure a satisfactory health and safety, etc.
4. The University determines what kind of measures should be taken to maintain the continuity of processes and to what extent it will be possible to maintain activities based on the negative impact of circumstances.

Article 7. Retrieval to Normal Operation Mode

1. Retrieval to normal operation mode is a part of the business continuity planning process and takes effect upon suspension of the activity.
2. The Business Continuity Plan defines the emergency measures, the implementation of which is obligatory upon the cessation of activities, in order for the University to be able to resume its normal functioning as soon as possible.
3. The plan defines the composition of the group, which will be responsible for providing the necessary resources and taking measures to retrieve to the normal operation mode.
4. An integral part of retrieval to normal operation mode is an assessment of the effectiveness of the measures taken and documenting the experience gained.

Article 8. Business Continuity System Internal Training

1. The Quality Assurance Office is responsible for organizing the business continuity system internal training. Detailed training is mandatory for all individuals who will be directly involved in business continuity planning, emergency action and retrieval to normal operation mode.
2. Introductory information will be provided to the University students and staff. In connection with the 1st category circumstances, the University conducts practical trainings/courses in accordance with the procedure described in the Emergency Action Plan.