

# Adopting standards - Your next steps

## What is a standard?

A standard is the best practice approach to doing something, put together and agreed upon by a wide range of sources including industry, government, consumers, academics, environmental organizations and charities. Standards can be used to improve nearly every aspect of your business, including safety, quality, sustainability, productivity, business continuity and lots more.

To successfully implement and embed a standard it's important to plan how your business will use this expert knowledge to best effect. Follow the steps to discover how your organization can benefit from adopting and implementing standards.



## Step 1 - Get everyone involved

Talk to stakeholders, team leaders and staff about adopting your chosen standard. Discuss how you see it adding value to your organization and ensure everyone is on board with the implications of adopting the standard. BSI and other UKAS members can offer guidance, training sessions and external consultations to help with this.

### Benefits of standards according to UK businesses<sup>1</sup>:



**84%**  
enhance their  
reputation



**70%**  
improve the quality of  
their supply chain



**89%**  
optimise compliance  
with regulations



**50%**  
spark innovation  
through knowledge  
sharing

<sup>1</sup>Centre for Economics and Business Research (2015).  
The Economic Contribution of Standards to the UK Economy, published by BSI, June 2015.

## Step 2 - Plan, prepare, preview

You can find previews of over 60,000 standards at [BSI Knowledge](#), as well as detailed implementation guides for many standards. Take time to read all available information about your chosen standard to check it's right for you and your business needs.

### Your choice: Certification or non-certification?

It's up to you whether you go for certification, and gain 3rd party validation of your implementation of the standard, or prefer to pick and choose the elements of the standard that have most relevance and impact upon your organization. There's no right or wrong way – it just depends on what's right for your business.

### Top tip

When planning your implementation strategy, ask customers, stakeholders and suppliers for feedback on your current information security setup.

### Step 3 - Get your copy

You're now ready to buy your standard from [BSI Knowledge](#). Simply download a PDF of the standard and you can start to explore it in full, understand the value it can add to your organization and the ways you will implement it.



#### Best practice advice for SMEs

Standards can be applied to any size of business and, with every recommendation implemented, you'll reap the benefits. The more recommendations implemented, the more benefits you get. Getting accredited by a third party shows your customers and stakeholders that your business is committed to going the extra mile and adhering to the standard.

### Step 4 - Start the implementation process

Once you've started implementing the processes and writing the policy recommended by the standard, remember to review your existing processes and keep records as a benchmark to monitor your progress and positive change.

#### During implementation:

- Get commitment and support from senior management
- Create workgroups with defined roles, responsibilities and deadlines
- Compare your current system with the standard guidance



## Step 5 - Time to get certified

If you wish to gain full certification, and demonstrate that you're meeting with or exceeding industry best practice, there are various organizations, including BSI, who can help with this.



### Get ready

Find a third-party to provide certification – BSI or another organization recognised by the UK Accreditation Service (UKAS) can help with this.



### Gap analysis

Use an optional pre-assessment service to examine your existing systems and identify which areas need improvement to meet the requirements of the standard you've implemented.



### Formal assessment

A two-stage assessment is carried out by a representative of the certification body who will examine how you're applying the standard and check necessary procedures and controls are in place.

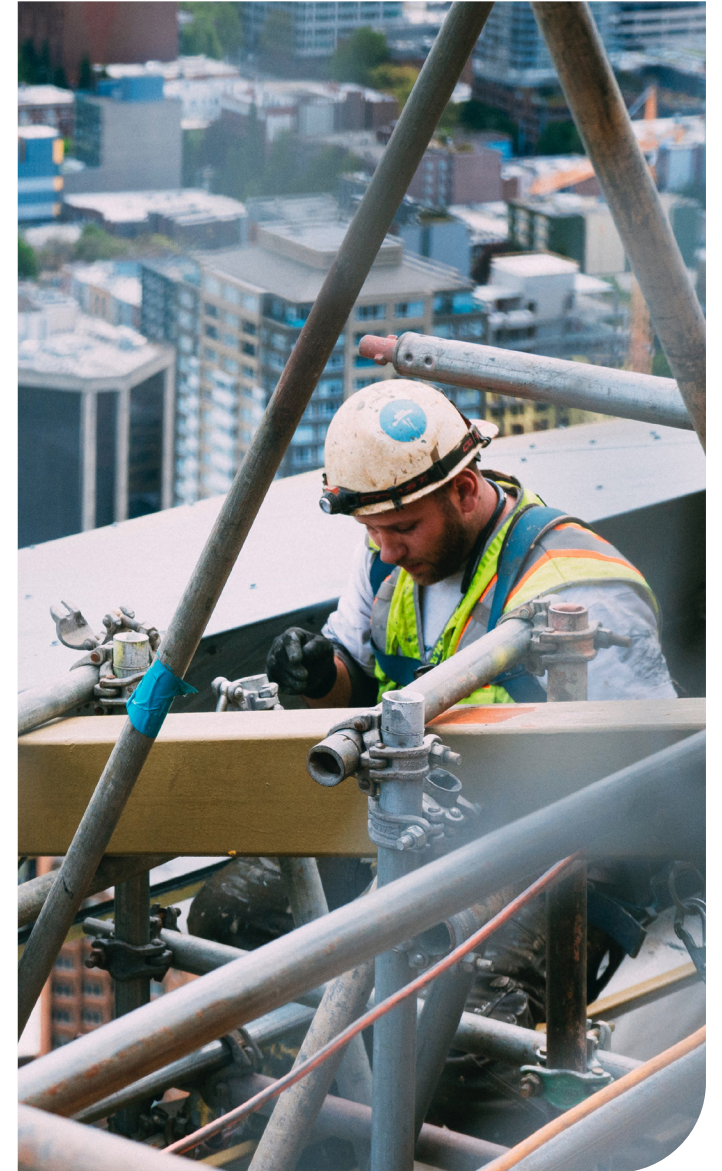


### Certification

When you achieve certification, your certification is valid for three years.

## Step 6 - The journey begins

Getting certified is just the beginning of your standards journey. Once you're accredited, you'll have the skills and knowledge to continue building on the improvements you've made with the adoption of a standard. You only have to implement a standard once, but you'll protect your reputation and data reaping the rewards well into the future.



**Start your standards journey**

Visit [BSI Knowledge](#) to explore over 60,000 standards and see how the right one can transform your business for the better. To find out more about standards for your business contact our customer service team on 0345 086 9001.