

# Reliability Standard Audit Worksheet<sup>1</sup>

# CIP-009-7 - Cyber Security - Recovery Plans for BES Cyber Systems

This section to be completed by the Compliance Enforcement Authority.

Audit ID: Audit ID if available; or REG-NCRnnnnn-YYYYMMDD

Registered Entity: Registered name of entity being audited

NCR Number: NCRnnnnn

Compliance Enforcement Authority: Region or NERC performing audit
Compliance Assessment Date(s)<sup>2</sup>: Month DD, YYYY, to Month DD, YYYY

**Compliance Monitoring Method:** [On-site Audit | Off-site Audit | Spot Check]

Names of Auditors: Supplied by CEA

### **Applicability of Requirements**

	ВА	DP	GO	GOP	PA/PC	RC	RP	RSG	то	TOP	TP	TSP
R1	Х	Х	Х	Х		Х			Х	Х		
R2	Х	Х	Х	Х		Х			Х	Х		
R3	Х	Х	Х	Х		Х			Х	Х		
R4	Х	Х	Х	Х		Х			Х	Х		

### Legend:

Text with blue background:	Fixed text – do not edit
Text entry area with Green background:	Entity-supplied information
Text entry area with white background:	Auditor-supplied information

The NERC RSAW language contained within this document provides a non-exclusive list, for informational purposes only, of examples of the types of evidence a registered entity may produce or may be asked to produce to demonstrate compliance with the Reliability Standard. A registered entity's adherence to the examples contained within this RSAW does not necessarily constitute compliance with the applicable Reliability Standard, and NERC and the Regional Entity using this RSAW reserves the right to request additional evidence from the registered entity that is not included in this RSAW. Additionally, this RSAW includes excerpts from FERC Orders and other regulatory references. The FERC Order cites are provided for ease of reference only, and this document does not necessarily include all applicable Order provisions. In the event of a discrepancy between FERC Orders, and the language included in this document, FERC Orders shall prevail.

<sup>&</sup>lt;sup>1</sup> NERC developed this Reliability Standard Audit Worksheet (RSAW) language in order to facilitate NERC's and the Regional Entities' assessment of a registered entity's compliance with this Reliability Standard. The NERC RSAW language is written to specific versions of each NERC Reliability Standard. Entities using this RSAW should choose the version of the RSAW applicable to the Reliability Standard being assessed. While the information included in this RSAW provides some of the methodology that NERC has elected to use to assess compliance with the requirements of the Reliability Standard, this document should not be treated as a substitute for the Reliability Standard or viewed as additional Reliability Standard requirements. In all cases, the Regional Entity should rely on the language contained in the Reliability Standard itself, and not on the language contained in this RSAW, to determine compliance with the Reliability Standard. NERC's Reliability Standards can be found on NERC's website. Additionally, NERC Reliability Standards are updated frequently, and this RSAW may not necessarily be updated with the same frequency. Therefore, it is imperative that entities treat this RSAW as a reference document only, and not as a substitute or replacement for the Reliability Standard. It is the responsibility of the registered entity to verify its compliance with the latest approved version of the Reliability Standards, by the applicable governmental authority, relevant to its registration status.

<sup>&</sup>lt;sup>2</sup> Compliance Assessment Date(s): The date(s) the actual compliance assessment (on-site audit, off-site spot check, etc.) occurs.

# **Findings**

(This section to be completed by the Compliance Enforcement Authority)

Req.	Finding	Summary and Documentation	Functions Monitored
R1			
R2			
R3			
Req.		Areas of Concern	
Req.		Recommendations	
D		Desiting Observation	
Req.		Positive Observations	

### **Subject Matter Experts**

Identify the Subject Matter Expert(s) responsible for this Reliability Standard.

Registered Entity Response (Required; Insert additional rows if needed):

SME Name	Title	Organization	Requirement(s)

### **R1 Supporting Evidence and Documentation**

- **R1.** Each Responsible Entity shall have one or more documented recovery plan(s) that collectively include each of the applicable Requirement Parts in CIP-009-7 Table R1 Recovery Plan Specifications. [Violation Risk Factor: Medium] [Time Horizon: Long Term Planning].
- **M1.** Evidence must include the documented recovery plan(s) that collectively include the applicable Requirement Parts in CIP-009-7 Table R1 Recovery Plan Specifications.

### R1 Part 1.1

	CIP-009-7 Table R1 – Recovery Plan Specifications							
Part	Applicable Systems	Requirements	Measures					
1.1	High impact BCS and their associated:  1. Electronic Access Control and Monitoring Systems(EACMS); and  2. Physical Access Control Systems(PACS)	Conditions for activation of the recovery plan(s).	An example of evidence may include, but is not limited to, one or more plans that include language identifying conditions for activation of the recovery plan(s).					
	Medium impact BCS and their associated:  1. EACMS; and 2. PACS							

### Registered Entity Response (Required):

### **Compliance Narrative:**

Provide a brief explanation, in your own words, of how you comply with this Requirement. References to supplied evidence, including links to the appropriate page, are recommended.

### Registered Entity Evidence (Required):

The following information is requested for each document submitted as evidence. Also, evidence submitted should be highlighted and bookmarked, as appropriate, to identify the exact location where evidence of compliance may be found.

File Name	Document Title	Revision or Version	Document Date	Relevant Page(s) or Section(s)	Description of Applicability of Document

Audit Team Evidence Reviewed	(This section to be com	pleted by the Com	pliance Enforcement Authori	ty)	:
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NERC Reliability Standard Audit Worksheet

Audit ID: Audit ID if available; or NCRnnnnn-YYYYMMDD

RSAW Version: RSAW CIP-009-7 2022 vDRAFT1 Revision Date: July, 2023 RSAW Template: RSAW2022R8.0

# NERC Reliability Standard Audit Worksheet Compliance Assessment Approach Specific to CIP-009-7, R1 Part 1.1 This section to be completed by the Compliance Enforcement Authority

Verify the Responsible Entity has documented one or more recovery plans which include conditions for activation of the recovery plan(s).

Auditor N	otes:	

### R1 Part 1.2

	CIP-009-7 Table R1 – Recovery Plan Specifications								
Part	Applicable Systems	Requirements	Measures						
1.2	High impact BCS and their associated:  1. EACMS; and 2. PACS	Roles and responsibilities of responders.	Examples of evidence may include, but are not limited to, one or more recovery plans that include language identifying the roles and responsibilities of responders.						
	Medium impact BCS and their associated:  1. EACMS; and 2. PACS								

### Registered Entity Response (Required):

### **Compliance Narrative:**

Provide a brief explanation, in your own words, of how you comply with this Requirement. References to supplied evidence, including links to the appropriate page, are recommended.

### Registered Entity Evidence (Required):

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<b>Audit T</b>	Audit Team Evidence Reviewed (This section to be completed by the Compliance Enforcement Authority):						

### Compliance Assessment Approach Specific to CIP-009-7, R1 Part 1.2

This section to be completed by the Compliance Enforcement Authority

Verify the Responsible Entity has documented one or more recovery plans which define roles and responsibilities of responders.

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NERC Reliability Standard Audit Worksheet

Audit ID: Audit ID if available; or NCRnnnnn-YYYYMMDD

RSAW Version: RSAW\_CIP-009-7\_2022\_vDRAFT1 Revision Date: July, 2023 RSAW Template: RSAW2022R8.0

### R1 Part 1.3

	CIP-009-7 Table R1 – Recovery Plan Specifications							
Part	Applicable Systems	Requirements	Measures					
1.3	High impact BCS and their associated:  1. EACMS; and 2. PACS	One or more processes for the backup and storage of information required to recover Applicable System functionality.	An example of evidence may include, but is not limited to, documentation of specific processes for the backup and storage of information required to recover Applicable					
	Medium impact BCS and their associated:  1. EACMS; and 2. PACS		System functionality.					

### Registered Entity Response (Required):

### **Compliance Narrative:**

Provide a brief explanation, in your own words, of how you comply with this Requirement. References to supplied evidence, including links to the appropriate page, are recommended.

### Registered Entity Evidence (Required):

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<b>Audit Team Evidence Reviewed</b>	This section to be completed by the Compliance Enforcement Authority):

### Compliance Assessment Approach Specific to CIP-009-7, R1 Part 1.3

This section to be completed by the Compliance Enforcement Authority

Verify the Responsible Entity has documented one or more recovery plans which include one or more processes for the backup and storage of information required to recover Applicable System functionality.

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NERC Reliability Standard Audit Worksheet

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### **R1 Part 1.4**

	CIP-009-7 Table R1 – Recovery Plan Specifications							
Part	Applicable Systems	Requirements	Measures					
1.4	High impact BCS and their associated:  1. EACMS; and 2. PACS  Medium impact BCS at Control Centers and their associated:  1. EACMS; and 2. PACS	One or more processes to verify the successful completion of the backup processes in Part 1.3 and to address any backup failures.	Examples of evidence may include, but are not limited to, logs, workflow or other documentation confirming that the backup process completed successfully and backup failures, if any, were addressed.					

### Registered Entity Response (Required):

### **Compliance Narrative:**

Provide a brief explanation, in your own words, of how you comply with this Requirement. References to supplied evidence, including links to the appropriate page, are recommended.

### Registered Entity Evidence (Required):

The following information is requested for each document submitted as evidence. Also, evidence submitted should be highlighted and bookmarked, as appropriate, to identify the exact location where evidence of compliance may be found.

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<b>Audit T</b>	eam Evidence Reviewed	This section to be completed by the C	ompliance Enforcement Authority):

### Compliance Assessment Approach Specific to CIP-009-7, R1 Part 1.4

This section to be completed by the Compliance Enforcement Authority

Verify the Responsible Entity has documented one or more recovery plans which include one or more processes to verify the successful completion of the backup processes in Part 1.3 and to address any backup failures.

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NERC Reliability Standard Audit Worksheet

### R1 Part 1.5

CIP-009-7 Table R1 – Recovery Plan Specifications						
Part	Applicable Systems	Requirements	Measures			
1.5	High impact BCS and their associated:  1. EACMS; and 2. PACS  Medium impact BCS and their associated:  1. EACMS; and 2. PACS	One or more processes to preserve data, per system capability, for determining the cause of a Cyber Security Incident that triggers activation of the recovery plan(s). Data preservation should not impede or restrict recovery.	Examples of evidence may include, but are not limited to, procedures to preserve data, such as preserving a corrupted drive or making a data mirror of the system before proceeding with recovery.			
	SCI supporting an Applicable System in this Part					

### Registered Entity Response (Required):

### **Compliance Narrative:**

Provide a brief explanation, in your own words, of how you comply with this Requirement. References to supplied evidence, including links to the appropriate page, are recommended.

### Registered Entity Evidence (Required):

The following information is requested for each document submitted as evidence. Also, evidence submitted should be highlighted and bookmarked, as appropriate, to identify the exact location where evidence of compliance may be found.

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Audit Team Evidence Reviewed (This section to be completed by the Compliance Enforcement Authority):				

## Compliance Assessment Approach Specific to CIP-009-7, R1 Part 1.5

This section to be completed by the Compliance Enforcement Authority

Verify the Responsible Entity has documented one or more recovery plans which include one or more processes to preserve data, per system capability, for determining the cause of a Cyber Security Incident that triggers activation of the recovery plan(s). Data preservation should not impede or restrict recovery.

NERC Reliability Standard Audit Worksheet

Audit ID: Audit ID if available; or NCRnnnnn-YYYYMMDD

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# NERC Reliability Standard Audit Worksheet Auditor Notes:

### **R2 Supporting Evidence and Documentation**

- **R2.** Each Responsible Entity shall implement its documented recovery plan(s) to collectively include each of the applicable Requirement Parts in CIP-009-7 Table R2 Recovery Plan Implementation and Testing. [Violation Risk Factor: Lower] [Time Horizon: Operations Planning and Real-time Operations.]
- **M2.** Evidence must include, but is not limited to, documentation that collectively demonstrates implementation of each of the applicable Requirement Parts in *CIP-009-7 Table R2 Recovery Plan Implementation and Testing*.

### **R2 Part 2.1**

	CIP-009-7 Ta	and Testing	
Part	Applicable Systems	Requirements	Measures
2.1	High impact BCS and their associated:  1. EACMS; and 2. PACS	Test each of the recovery plans referenced in Requirement R1 at least once every 15 calendar months:	Examples of evidence may include, but are not limited to, dated evidence of a test (by recovering from an actual incident, with a paper drill or tabletop exercise, or with an
	Medium impact BCS at Control Centers and their associated:  1. EACMS; and 2. PACS	<ul> <li>By recovering from an actual incident;</li> <li>With a paper drill or tabletop exercise; or</li> <li>With an operational exercise.</li> </ul>	operational exercise) of the recovery plan at least once every 15 calendar months. For the paper drill or full operational exercise, evidence may include meeting notices, minutes, or other records of exercise findings.

### **Registered Entity Response (Required):**

### **Compliance Narrative:**

Provide a brief explanation, in your own words, of how you comply with this Requirement. References to supplied evidence, including links to the appropriate page, are recommended.

### Registered Entity Evidence (Required):

The following information is requested for each document submitted as evidence. Also, evidence submitted should be highlighted and bookmarked, as appropriate, to identify the exact location where evidence of compliance may be found.

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### Compliance Assessment Approach Specific to CIP-009-7, R2 Part 2.1

This section to be completed by the Compliance Enforcement Authority

Verify the Responsible Entity has tested each of the recovery plans referenced in Requirement R1 at least once every 15 calendar months:

- By recovering from an actual incident;
- with a paper drill or tabletop exercise; or
- with an operational exercise.

<b>Auditor N</b>	otes:	

### **R2 Part 2.2**

	CIP-009-7 Table R2 – Recovery Plan Implementation and Testing				
Part	Applicable Systems	Requirements	Measures		
2.2	High impact BCS and their associated:  1. EACMS; and 2. PACS  Medium impact BCS at Control Centers and their associated:  1. EACMS; and 2. PACS	Test a representative sample of information used to recover Applicable System functionality at least once every 15 calendar months to ensure that the information is useable and is compatible with current configurations.  An actual recovery that incorporates the information used to recover Applicable System functionality substitutes for this test.	Examples of evidence may include, but are not limited to, operational logs or test results with criteria for testing the usability (e.g. sample tape load, browsing tape contents) and compatibility with current system configurations (e.g. manual or automated comparison checkpoints between backup media contents and current configuration).		

### Registered Entity Response (Required):

### **Compliance Narrative:**

Provide a brief explanation, in your own words, of how you comply with this Requirement. References to supplied evidence, including links to the appropriate page, are recommended.

### **Registered Entity Evidence (Required):**

The following information is requested for each document submitted as evidence. Also, evidence submitted should be highlighted and bookmarked, as appropriate, to identify the exact location where evidence of compliance may be found.

File Name	Document Title	Revision or Version	Document Date	Relevant Page(s) or Section(s)	Description of Applicability of Document

<b>Audit</b>	Audit Team Evidence Reviewed (This section to be completed by the Compliance Enforcement Authority):			

### Compliance Assessment Approach Specific to CIP-009-7, R2 Part 2.2

This section to be completed by the Compliance Enforcement Authority

For each recovery plan, verify either:

 The Responsible Entity has tested a representative sample of information used to recover Applicable System functionality at least once every 15 calendar months to ensure that the

	information is useable and is compatible with current configurations; or
•	the Responsible Entity has performed an actual recovery that incorporates the information used
	to recover Applicable System functionality.

Auditor Notes:		

### **R2 Part 2.3**

	CIP-009-7 Table R2 – Recovery Plan Implementation and Testing				
Part	Applicable Systems	Requirements	Measures		
2.3	High impact BCS	Test each of the recovery plans referenced in Requirement R1 at least once every 36 calendar months through an operational exercise of the recovery plans in an environment representative of the production environment.  An actual recovery response may substitute for an operational exercise.	<ul> <li>Examples of evidence may include, but are not limited to, dated documentation of:</li> <li>An operational exercise at least once every 36 calendar months between exercises, that demonstrates recovery in a representative environment; or</li> <li>An actual recovery response that occurred within the 36 calendar month timeframe that exercised the recovery plans.</li> </ul>		

### Registered Entity Response (Required):

### **Compliance Narrative:**

Provide a brief explanation, in your own words, of how you comply with this Requirement. References to supplied evidence, including links to the appropriate page, are recommended.

### Registered Entity Evidence (Required):

The following information is requested for each document submitted as evidence. Also, evidence submitted should be highlighted and bookmarked, as appropriate, to identify the exact location where evidence of compliance may be found.

Revision

Revision

Rescription of Applicability

	Revision		Page(s)	
	or	Document	or	Description of Applicability
Document Title	Version	Date	Section(s)	of Document
	Document Title	or	or Document	or Document or

Audit Team Evidence Reviewed (This section to be completed by the Compliance Enforcement Authority):

### Compliance Assessment Approach Specific to CIP-009-7, R2 Part 2.3

This section to be completed by the Compliance Enforcement Authority

For each recovery plan, verify either:

• The Responsible Entity has tested each of the recovery plans referenced in Requirement R1 at least once every 36 calendar months through an operational exercise of the recovery plans in an

	environment representative of the production environment; or
	<ul> <li>the Responsible Entity has performed an actual recovery response.</li> </ul>
Aud	ditor Notes:

### **R3 Supporting Evidence and Documentation**

- **R3.** Each Responsible Entity shall maintain each of its recovery plan(s) in accordance with each of the applicable Requirement Parts in CIP-009-7 Table R3 Recovery Plan Review, Update and Communication. [Violation Risk Factor: Lower] [Time Horizon: Operations Assessment].
- **M3.** Acceptable evidence includes, but is not limited to, each of the Applicable Requirement parts in *CIP-009-7 Table R3 Recovery Plan Review, Update and Communication.*

### **R3 Part 3.1**

	CIP-009-7 Table R3 – Recovery Plan Review, Update and Communication								
Part	Applicable Systems	Requirements	Measures						
3.1	High impact BCS and their associated:  1. EACMS; and 2. PACS	No later than 90 calendar days after completion of a recovery plan test or actual recovery:	Examples of evidence may include, but are not limited to, all of the following:  1. Dated documentation of identified						
	Medium impact BCS at Control Centers and their associated: 1. EACMS; and 2. PACS	3.1.1. Document any lessons learned associated with a recovery plan test or actual recovery or document the absence of any lessons learned;	deficiencies or lessons learned for each recovery plan test or actual incident recovery or dated documentation stating there were no lessons learned;  2. Dated and revised recovery plan						
		3.1.2. Update the recovery plan based on any documented lessons learned associated with the plan; and	showing any changes based on the lessons learned; and  3. Evidence of plan update distribution including, but not limited to:						
		3.1.3. Notify each person or group with a defined role in the recovery plan of the updates to the recovery plan based on any documented lessons learned.	<ul> <li>Emails;</li> <li>USPS or other mail service;</li> <li>Electronic distribution system; or</li> <li>Training sign-in sheets.</li> </ul>						

### Registered Entity Response (Required):

### **Compliance Narrative:**

Provide a brief explanation, in your own words, of how you comply with this Requirement. References to supplied evidence, including links to the appropriate page, are recommended.

Th	ould be highlighted	tion is requested for and bookmarked, as				ce. Also, evidence submitte cation where evidence of
COI	mpliance may be fo	Document Title	Revision or Version	Document Date	Relevant Page(s) or Section(s)	Description of Applicabilit of Document
Com	ipliance Assessment section to be comp	t Approach Specific t	o CIP-009-7, nce Enforce	. R3 Part 3.1 ment Author	ity	test or actual recovery,
	the Responsible En  1. Documente document t  2. updated the and 3. notified eac	tity has: d any lessons learned he absence of any les e recovery plan based	d associated ssons learne d on any doc th a defined	with a recovent; umented less	ery plan test sons learned ecovery plan	or actual recovery, or actual recovery or associated with the plan; of the updates to the
Aud	itor Notes:	, , , ,				

### **R3 Part 3.2**

	CIP-009-7 Table R3 – Recovery Plan Review, Update and Communication						
Part	Applicable Systems	Requirements	Measures				
3.2	High impact BCS and their associated:  1. EACMS; and 2. PACS  Medium impact BCS at Control Centers and their associated:  1. EACMS; and 2. PACS	No later than 60 calendar days after a change to the roles or responsibilities, responders, or technology that the Responsible Entity determines would impact the ability to execute the recovery plan:  3.2.1. Update the recovery plan; and  3.2.2. Notify each person or group with a defined role in the recovery plan of the updates.	Examples of evidence may include, but are not limited to, all of the following:  1. Dated and revised recovery plan with changes to the roles or responsibilities, responders, or technology; and  2. Evidence of plan update distribution including, but not limited to:  • Emails;  • USPS or other mail service;  • Electronic distribution system; or  • Training sign-in sheets.				

### **Registered Entity Response (Required):**

### **Compliance Narrative:**

Provide a brief explanation, in your own words, of how you comply with this Requirement. References to supplied evidence, including links to the appropriate page, are recommended.

### Registered Entity Evidence (Required):

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Audit Te	Audit Team Evidence Reviewed (This section to be completed by the Compliance Enforcement Authority):				

### Compliance Assessment Approach Specific to CIP-009-7, R3 Part 3.2

This section to be completed by the Compliance Enforcement Authority

Verify that no later than 60 calendar days after a change to the roles or responsibilities, responders, or technology that the Responsible Entity determines would impact the ability to execute the recovery plan, the Responsible Entity has:

- 1. Updated the recovery plan; and
- 2. notified each person or group with a defined role in the recovery plan of the updates.

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**Auditor Notes:** 

### Additional Information:

### **Reliability Standard**

The full text of CIP-009-7 may be found on the NERC Web Site (www.nerc.com) under "Program Areas & Departments", "Reliability Standards."

In addition to the Reliability Standard, there is an applicable Implementation Plan available on the NERC Web Site.

In addition to the Reliability Standard, there is background information available on the NERC Web Site.

Capitalized terms in the Reliability Standard refer to terms in the NERC Glossary, which may be found on the NERC Web Site.

### **Sampling Methodology**

Sampling is essential for auditing compliance with NERC Reliability Standards since it is not always possible or practical to test 100% of either the equipment, documentation, or both, associated with the full suite of enforceable standards. The Sampling Methodology Guidelines and Criteria (see NERC website), or sample guidelines, provided by the Electric Reliability Organization help to establish a minimum sample set for monitoring and enforcement uses in audits of NERC Reliability Standards.

### **Regulatory Language**

See FERC	Order 822	

# **Revision History for RSAW**

Version	Date	Reviewers	Revision Description
DRAFTv1	02/28/2024		Initial Draft