



ISO 22301 Business Continuity Management System (BCMS)

Introduction:

Understand and prioritize the threats to your business with the international standard for business continuity. ISO 22301 specifies the requirements for a management system to protect against, reduce the likelihood of, and ensure your business recovers from disruptive incidents. Prepare for the unexpected with our Introduction to ISO 22301 business continuity management course. Help protect your organization with a basic understanding of business continuity. ISO 22301 provides an international best practice framework for identifying potential threats, evaluating their impact and developing capability to minimize the impact of disruption. You will learn about the key concepts of business continuity, understand the benefits of a business continuity management system and become familiar with the requirements of ISO 22301.

Implementing a strong business continuity management system (BCMS) will aid the organization in quickly recovering from a disaster or disruption. The business BCM standard can also safeguard an organization against the proceeding reputational damage which can occur from missed deadlines, data leakages, operational or IT outages, industrial actions, disappointed clients or direct financial losses due to the disruption. The key concepts of business continuity will be discussed in this course to help in understanding the benefits of a business continuity management system and being familiar with the requirements of ISO 22301. Benefits of ISO 22301 are to:

- Identify and manage current and future threats to your business
- Take a proactive approach to minimizing the impact of incidents
- Keep critical functions up and running during times of crises
- Minimize downtime during incidents and improve recovery time
- Demonstrate resilience to customers, suppliers and for tender requests

Who Should Attend?

Managers, Team Leaders, Line Managers, Superintendents, OE Champions, Quality and Project Managers, Supervisors, Executives, Internal and External Auditors, Members of IT Team, Health &



Safety Managers, Risk Managers, Business Process Owners, Business Finance Managers, Business Risk Managers, Regulatory Compliance Managers, Project Managers, Continuity, Risk, Quality, IT and Environmental Managers, Anyone involved in the system development, implementation and maintenance, Regulatory Affairs Managers, Consultants, Anyone who is involved in ISO standards, Consultants and auditors who are new to ISO 22301 business continuity, Anyone who want to introduce ISO 22301 standard into his organization

Course Objectives:

By the end of this course, delegates will be able to:

- Understand the key concepts of business continuity and BCM in the organization
- Identify the main requirements of ISO 22301
- Know the critical business functions and potential disruptions
- Understand how to protect your business ahead of disruption
- Improve internal processes by planning your own business continuity management system
- Understand the key concepts of business continuity
- Introduce business continuity management to your organization
- Identify the main requirements of ISO 22301
- Understand how to recover business critical functions in crisis situations

Understand what action is needed to move towards ISO 22301 certification

Course Outline:

- Introduction to management systems and the process approach
- Fundamental principles of business continuity
- Presentation of the standards ISO 22301, ISO 22399, and ISO 27031
- Regulatory framework
- General requirements: presentation of the clauses 4 to 10 of ISO 22301



- Preliminary analysis and establishment of the maturity level of the existing BCMS based upon ISO 21827
- Writing a business case and a project plan for the implementation of a BCMS
- Definition of the scope of a BCMS
- Definition of objectives
- Development of a BCMS and business continuity policies
- Business impact analysis (BIA) and risk assessment
- Implementation of a document management framework
- Implementation phases of the ISO 22301 framework
- Design of business continuity processes and writing procedures
- Implementation of business continuity processes
- Development of a training & awareness program and communicating about the business continuity
- Incident management and emergency management
- Operations management of a BCMS
- Controlling and monitoring a BCMS
- Development of metrics, performance indicators and dashboards
- ISO 22301 internal audit
- Management review of a BCMS
- Continual improvement of business continuity
- Conducting ISO 22301 certification audit
- Acceptance of information security risks and management of residual risks