

ISO 22301: 2019 Lead Auditor **Business Continuity Management**



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Essential information about the course:

Our Business Continuity Management Systems Lead Auditor Training Course teaches the fundamental auditing principles and practices, in conformance with national and international accepted norms and regulations relating to business continuity (BC) requirements.

By attending this course, delegates will also gain the necessary auditing skills through activity-based learning, and practical auditing experience with coaching, group activities and open forum discussions. Experienced BTS tutors will guide delegates through the entire audit process; from initiation to conducting audit follow-up.

Successful completion of this CQI and IRCA certified training course, by passing the relevant examination and skills assessment, will demonstrate knowledge and basic skills to undertake and lead a management systems audit.

Who is this course for?

Anyone with the need to audit an organization's BC management system.

What will I learn?

On completion, successful delegates will have the knowledge and skills to:

- Explain the purpose of a business continuity management system, of business continuity management systems standards, of management system audit, of third-party certification and the business benefits of improved performance of the business continuity management system
- Explain the role and responsibilities of an auditor to plan, conduct, report and follow up a business continuity management system audit in accordance with ISO 19011 (and ISO 17021 where appropriate)
- Plan, conduct, report and follow up an audit of a business continuity management system to establish conformity (or otherwise) with ISO 22301 and in accordance with ISO 19011 (and ISO 17021 where appropriate)

What are the benefits?

This course will help you:

- Identify the aims and benefits of an ISO 22301 audit
- Interpret ISO 22301 requirements for audit application
- Plan, conduct and follow-up auditing activities that add real value
- Grasp the application of risk-based thinking, leadership and process management
- Access the latest auditor techniques and identify appropriate use
- Build stakeholder confidence by leading audit activities in line with the latest requirements

Prerequisites - you are expected to have the following prior knowledge:

Delegates are expected to have the following prior knowledge:

Management systems

- The Plan, Do, Check, Act (PDCA) cycle
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and continual improvement

Business continuity management

- The concepts of managing business continuity through business impact analysis, risk assessment, business continuity strategies and solutions, business continuity plans and procedures, and compliance with legal requirements and other requirements
- The relationship between business continuity management and the provision of more secure and resilient organizations, the considered treatment of risk, and the proactive improvement of business continuity performance
- Common examples of relevant national and local business continuity legislation and requirements

ISO 22301

Knowledge of the requirements of ISO 22301 and the commonly used business continuity management terms and definitions, as given in ISO 22301, which may be gained by completing our ISO 22301 Requirements training course, or the equivalent.

Certificate:

Upon successful completion of your course, you'll receive an internationally recognized CQI and IRCA certificate

Course Agenda

Day 1

- First, second and third-party audits
- Typical audit activities
- Audit objectives, scopes and criteria
- Audit resources
- Roles, responsibilities and confidentiality
- Audit methods
- Stage 1 audit
- Stage 2 audit
- Audit plan
- Work documents
- Opening meeting
- Audit evidence
- Effective communication
- Audit findings
- Audit meetings
- Closing meeting
- Audit report
- Audit follow-up

Day 2

- Purpose and benefits of a business continuity management system
- What is business continuity; incidents, disruptions and impacts (reminder)
- Terminology
- ISO 22301 model and Plan-Do-Check-Act
- Processes
- Identifying legal and other requirements
- Role of the BC auditor
- Documentation
- Initiating the audit

- Document review
- Audit plan
- Work documents
- Opening meeting
- Observations

Day 3

- Interviewing 'top management'
- Specimen exam: Sections 1 and 2 review
- Process audit preparation
- Auditing processes: BIA and risk assessment
- Auditing processes: BC strategies and solutions
- Auditing processes: BC plans and procedures
- Audit trails
- Auditing processes: Exercise programme

Day 4

- Auditing processes: Monitor, measure, management review and continual improvement
- Nonconformities
- Closing meeting
- Audit report
- Audit follow-up
- Specimen exam: Section 4

Day 5

- Hand in homework – audit report
- The certification and accreditation process, the role of CQI and IRCA, the CQI and IRCA auditor certification requirements and code of conduct
- Final questions and revision
- Evaluation
- Introduction to the exam
- Exam