



5 Day ISO 22301 Lead Auditor Course

Duration: 5 Days

Language: English

Course Delivery: Classroom

Course Description

With the help of over 15 hands-on team/individual exercises, role plays and a case study, this 5-day instructor-led ISO 22301 Lead Auditor Training Programme enables participants to gain an in-depth and practical understanding of the ISO 22301:2012 audit requirements. There is particular focus on audit management and consistent report writing and the conduct of all key stages of a real life BCMS (Business Continuity Management System). Interactive discussions, videos, quizzes, refreshers and continuous assessment techniques are employed to ensure ongoing participant involvement and accelerated learning.

BCMS auditors require detailed understanding of the ISO 22301 standard, so that they can verify effective implementation of BCMS. Intention of this course is to enable participants to ensure effective audit of the BCMS, the intention of which is to enable the company to effectively respond to any business disruption event. A certificate of successful completion of the course will be issued to those participants who satisfactorily complete the continuous assessment and written examination. However, participants who do not qualify either in continuous assessment or the written examination will be given certificate of attendance only.

Prerequisites

There are no formal prerequisites for this course, but it is recommended that the person should have experience and understanding about ISO22301.

Audience

- Consultants
- BCM internal auditors
- Persons responsible for the business continuity conformity in an organization
- Business continuity team members
- Expert advisors in business continuity
- Students

Learning Objectives:

- Explain the requirements of ISO 22301:2012 in context of audit.
- Describe the purpose of BCMS and explain ISO 22301:2012, processes and techniques for identification and assessment of Business Continuity Management System
- Explain documentation and implementation of Business Continuity Management System.
- Provide detailed knowledge of the auditing process including the role and responsibility of auditors and lead auditors in line with ISO 19011.

- Audit reporting including Non-Conformance reports

Course Outline

- Standards, Principles and Definitions
- BCMS Overview
- ISO 22301:2012 Structure
- Terms and Definitions
- Planning the BCMS
- Case Study1: BCM Policy
- Operation
- Case Study2: Business Impact Analysis
- Performance Evaluation
- ISO 22301:2012 - Improvement
- Case Study3: BCM Strategy
- Case Study4: BCM Plan and Incident Management Plan
- Case Study5: Exercising, Maintaining and Reviewing BCMS
- BCMS and Legal Compliance
- Accreditation, certification and types of audits
- Audit Process and Planning
- Checklists
- Case Study 6: Checklists
- Case Study 7: Document Review
- Case Study 8: Stage I Audit and Audit Plan
- Opening Meeting
- Case Study 9: Opening Meeting
- Audit Techniques
- Raising NCRs
- Case Study 10: Raising NCRs"
- Case Study 11: Audit Interviews
- Audit Reporting and Follow Up
- Case Study 12: Audit Team Meeting
- Closing Meeting
- Case Study 13: Closing Meeting
- Case Study 14: Corrective Actions
- Case Study 15: Report Writing
- Case Study 16: Revision Quiz