

ISO/IEC 22301: 2019 Business Continuity Management Systems (BCMS) Lead Auditor

Course Duration: 5 Days

Course Overview

ISO 22301 helps organizations implement a flexible and robust business continuity management system (BCMS), making them more resilient and sustainable. Organizations around the world invest in training their people with BSI so they have the skills and the knowledge to deliver the benefits of implementing a BCMS to safeguard the business, people, and reputation. It allows you to put in place a business continuity framework to protect critical operations from the threats most likely to impact your organization, including damage to your premises or IT systems failure. If you need to consolidate your knowledge of ISO 22301 and to take on the responsibility for leading audits to the standards requirements, then this course is for you. An effective BCMS needs to be regularly monitored or audited to assess your business continuity framework and to maintain compliance with the standard.

A BCMS allows you to identify potential risks and the areas of your organization most likely to be impacted – minimizing downtime and maximizing recovery time. This five-day course will help you learn to plan, conduct and report an audit, identifying critical business operations and how to protect them from likely threats. Discover how to stay up-to-date with business continuity best practice and become confident managing teams of auditors in your organization or during a third-party audit. Packed with practical activities, group discussion and classroom learning, our expert tutors will make sure you complete the course feeling confident that you can apply your new knowledge and lead an effective audit to help your organization to continually improve and effectively prepare for challenging circumstances.

Upon Completion

- Gain the confidence to lead and manage a BCMS audit team.
- Be prepared for a successful third-party ISO 22301 assessment.
- Be able to audit according to internationally recognized best practice (ISO 19011).
- Develop professionally.
- Network with likeminded peers.

Target Audience

- Business continuity auditors and consultants.
- Risk and compliance managers.
- Business continuity and disaster recovery professionals.
- IT auditors and professionals.
- Quality assurance managers.
- Senior managers responsible for ensuring the effectiveness of the BCMS.
- Anyone involved in planning and conducting internal or external audits of BCMS.

Course Agenda

Day #	Description
Day 01	Welcome and introductions
	Course aims, objectives and structure
	Test of ISO 22301 knowledge
	Business benefits of having a BCMS
	Purpose and structure of BCMS: <ul style="list-style-type: none"> • Plan-Do-Check-Act (PDCA) • Planning • Fundamentals of an ISO 22301 • BCMS model and ISO 22301 clauses • Introduction to auditing, audit activities and audit process • Audit objective, scope and criteria • Team selection and competence • Document review • Audit stages 1 and 2 • Development of audit plan
	Reflection and close day 1

Day 02	Review of day 1 objectives and topics
	Prepare work documents
	Responsibilities of the lead auditor, auditor and other parties
	Opening meeting
	Collect and verify audit information
	Audit questioning techniques
	Introduction to nonconformities
	Auditing to ISO 22301 requirements
	Review top management responsibilities
	Role play preparation
	Top management interview – role play audit and review
	Reflection and close day 2
Day 03	Review of day 2 objectives and topics
	Review the BIA
	Role play preparation, audit and review
	Business continuity strategies and plans
	Exercising and testing the BCMS
	Monitoring, measurement and analysis
	Reflection and close day 3
Day 04	Review of day 3 objectives and topics
	Continuing role play preparation, audit and review
	Recap on all role play exercises from an auditor and auditee perspective
	Identify and define nonconformities
	Determine root cause of nonconformities
	Prepare audit conclusions

	Audit report
	Conduct a closing meeting
	Completing the audit
	Audit follow-up
	Sample exam
	Review audit report homework
	Reflection and close day 4
Day 05	Review of course and final questions
	Introduction/readiness to the exam
	Exam