ISO 22301
Management de la
Continuité d'Activité

Minimiser l'impact des incidents perturbateurs

Business Continuity Management Systems

ISO 22301 Lead Auditor

Course description

Customers expect organizations to plan and prepare for unforeseen events. Through an effective Business Continuity Management System (BCMS) based on ISO 22301, organizations can build the resilience and capability to keep operating when unexpected disruptions occur. This increases customer confidence – especially when the effectiveness of the BCMS is independently verified and certified.

This course will develop the knowledge and skills required to lead a BCMS audit, with emphasis on independent auditing principles and practices. Practical exercises, group activities and class discussions will be used to guide you through the entire audit process from the planning of the audit through to reporting the results.

Objectives and benefits

- Describe the purpose of a business continuity management system, of business continuity management systems standards, of management system audit and of third party certification
- Explain the role of an auditor to plan, conduct, report and follow up 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 in accordance with ISO 19011 (and ISO 17021 where appropriate)
- Manage an audit team
- Prepare for independent audits
- Conduct independent audits
- Develop your ISO 22301 auditing skills and lead auditor expertise

Intended audience

This course is suitable for anyone with responsibility for managing a BCMS audit, including:

- Business continuity, risk, information security, IT and operations managers or consultants
- Internal and external management system auditors and lead auditors who are new to leading a BCMS audit
- People interested in how an independent BCMS audit works

Prerequisites

Delegates are expected to have knowledge of the requirements of ISO 22301 and knowledge of the following business continuity management principles and concepts:

- Purpose and benefits of a Business Impact Analysis
- Principals of risk assessment and analysis
- Typical Business Continuity Strategies
- Business Continuity response options
- BCMS performance metrics, monitoring and performance measurement
- Exercise and testing methodologies
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Duration

5 days- 35 hrs

What is included?

- Delegate books
- Lunch & refreshments
- BSI Training certificate

Agenda

Day 1

Time	Topic
09.00	Welcome and introductions
	Overview of the course structure and learning objectives
	Test of ISO 22301 knowledge
	Business benefits of having a BCMS
	The purpose of a BCMS and structure of ISO 22301 in relation to PDCA. The interrelationship between the elements and the greater emphasis on planning.
	Fundamentals of an ISO 22301 BCMS
	The business continuity management system model and ISO 22301 clauses
	Introduction to auditing
	Introduction to audit activities/ process
	Audit objective, scope and criteria
	Team selection and competence
	Document review/ audit stages 1 and 2
	Development of an audit plan
18.00	Review and close day 1

Day 2

Time	Topic
08.30	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
	Review ISO 22301 requirements
	Auditing to ISO 22301 requirements
	Review Top Management responsibilities
	Role play preparation
	Top Management Interview – role play audit
	Role play review
17.30	Review and close day 2

Day 3

Time	Topic
8.30	Review of day 2 objectives and topics
	Review the BIA
	Role play preparation
	Role play audit
	Role play review
	Review understanding of BC strategies and plans
	Role play preparation
	Role play audit
	Role play review
	Exercising and testing the BCM
	Role play preparation
	Role play audit
	Role play review
	Monitoring, measurement and analysis
18.00	Review and close day 3

Day 4

Time	Topic
08.30	Review of day 3 objectives and topics
	Role play preparation
	Role play audit
	Role play review
	Recap on all role play exercise from an auditor and auditee perspective
	Identify and define nonconformities and determine root cause of nonconformities
	Prepare audit conclusions
	Audit report
	Conduct a closing meeting
	Completing the audit
	Audit follow-up
	Sample exam
	Audit report homework
18.00	Review and close day 4

Day 5

Time	Topic
08.30	Receive homework – audit report/ overview of days 1-4
	Final questions
	Evaluation
	Introduction/readiness to the exam
	Exam
12.30	End of course