



ISO 22301 : Business Continuity Management Systems IRCA Approved Lead Auditor Training Course

Challenge

Customers are very demanding now days for uninterrupted services and it is challenge to meet their business continuity needs. These needs include the ability to respond to incidents that disrupt normal business operations, which could be because of minor, frequent interruptions to the business, or because of the increasing major natural disasters. To address this issue, there are several domestic and international business continuity management (BCM) standards that impact disaster recovery and business continuity planning, such as BS 25999 Part 2:2007 ,NFPA 1600:2010, and ASIS SPC.1-2009. New global BCM

standard - ISO 22301 - might change everything for business continuity planners and IT managers involved in disaster recovery planning.

Competence of Lead auditors is the most important factor for ensuring effective implementation of the Business Continuity Management System. Business Continuity management system auditors require understanding of the ISO 22301 standard so that they can ensure their company is able to respond to any event that might cause disruption to normal operations.

Solution

Excelledia Training and Knowledge Solutions specialize in offering a variety of training solutions which enables both individuals and organizations to achieve key objectives.

The courses designed by international specialists in the

field of Business Continuity mangaeement involving the most modern accelerated learning techniques existing in the field of training. After successful completion of this course the delegates are competent to plan, conduct and report a Business Continuity Management System Audit.

Who Should Attend?

While no formal pre qualification is necessary to attend this course, those delegates with previous exposure to Business Continuity management system will have an added advantage. As the training courses will be in English, competency in written and spoken English is a minimum requirement to understand this course.

Course is best suited for:

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



ISO 22301:2012 Lead Auditor Course Details:

Training Objective

To gain an in-depth and practical understanding of the ISO 22301:2012 audit requirements, with particular reference to audit management and consistent report writing

Course Objective

This course is designed to:

- 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 Contents (5 Days)

- Introduction to ISO 22301 business continuity management systems and the process approach
- Components of PDCA in ISO 22301
- Scope of ISO 22301
- Normative references and terms & definitions applied to ISO 22301
- Context of the organization (Understanding the organization, Needs & expectations of interested parties, Legal requirements, risk appetite and Scope of BCMS)
- Leadership (Top management commitment, BC policy, roles, responsibilities and authorities)
- Planning (Risk and opportunities, BC objectives)
- Support (BCMS Resources, Competence, Awareness, Communication, Document controls)
- Operation (BIA, RA with Introduction to ISO 31000, BCM Strategy, BC procedures, Incident response structure, Warning & communication, BCP, Exercising & testing)
- Performance evaluation (BCM measurement & monitoring, Internal audit, Management reviews)
- Improvement (Nonconformity & corrective action, Continual improvement)
- Similarities and differences between ISO 22301 and BS 25999
- Audit process and planning
- Checklist
- Opening meeting
- Audit technique
- Raising Non-conformities
- Closing Meeting
- Case study and exercises on various BCM elements and auditing practices for effective implementation
- Examination

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