

Hands-on course , 5
day(s)
Ref : IAU

Participants

Internal auditors and auditors wanting to perform BCMS certification audits, Project managers, consultants wanting to master the BCMS audit process, Individuals responsible for Business Continuity.

Pre-requisites

ISO 22301 Foundation Certification or basic knowledge of ISO 27031 or BS 25999 and business continuity concepts is recommended.

Next sessions

ISO 22301, Business Continuity, Lead Auditor, Certification

This five-day intensive course enables the participants to develop the needed expertise to audit a Business Continuity Management System (BCMS), and manage a team of auditors by applying widely recognized audit principles, procedures and techniques.

OBJECTIVES

To acquire the expertise of performing an ISO 22301 or BS 25999 internal audit, following the ISO 19011 guidelines

To acquire the expertise of performing an ISO 22301 or BS 25999 certification audit

To acquire the expertise necessary for managing a BCMS audit team

To understand the operation of the BCMS in accordance with ISO 22301, ISO 27031 or BS 25999

1) Introduction to Business Continuity Management System (BCMS) concepts

2) Planning and initiating an ISO 22301 audit

3) Conducting an ISO 22301 audit

4) Concluding and ensuring the follow-up of an ISO 22301 audit

5) ANSI Accredited Certification Exam

Certification

This course is followed by a 3 hours "Certified ISO 22301 Lead Auditor" exam.

1) Introduction to Business Continuity Management System (BCMS) concepts

- Presentation of the standards ISO 22301, ISO 27031, ISO/PAS 22399, BS 25999 and regulatory framework.
- Fundamental principles of Business Continuity.
- ISO 22301 certification process.
- Business Continuity Management System (BCMS).
- Detailed presentation of the clauses of ISO22301.

Case study

Case study, group exchange and exam preparation.

2) Planning and initiating an ISO 22301 audit

- Fundamental audit concepts and principles.
- Audit the approach based on evidence and risk.
- Preparation of an ISO 22301 certification audit.
- BCMS documentation audit.
- Conducting an opening meeting.

Case study

Case study, group exchange and exam preparation.

3) Conducting an ISO 22301 audit

- Communication during the audit.
- Audit procedures (1/2): observation, document review, interview.
- Audit procedures (2/2): sampling techniques, technical verification, corroboration and evaluation.
- Audit test plans.
- Formulation of audit findings and documenting of nonconformities.

Case study

Case study, group exchange and exam preparation.

4) Concluding and ensuring the follow-up of an ISO 22301 audit

- Audit documentation.
- Conducting a closing meeting and conclusion of an ISO 22301 audit.
- Evaluation of corrective action plans.
- ISO 22301 surveillance audit.
- ISO 22301 internal audit management program and second party audits.

Case study

Case study, group exchange and exam preparation.

5) ANSI Accredited Certification Exam

- Domain 1: FUNDAMENTAL PRINCIPLES AND CONCEPTS IN BUSINESS CONTINUITY.
- Domain 2: BUSINESS CONTINUITY MANAGEMENT SYSTEM (BCMS).
- Domain 3: FUNDAMENTAL AUDIT CONCEPTS AND PRINCIPLES.
- Domain 4: PREPARATION OF AN ISO 22301 AUDIT

- Domain 5: CONDUCT OF AN ISO 22301 AUDIT.
- Domain 6: CONCLUSION AND FOLLOW-UP OF AN ISO 22301 AUDIT.
- Domain 7: MANAGEMENT OF AN ISO 22301 AUDIT PROGRAM.

Exam

Final exam.