

ISO 22301 Internal Auditor Training Course

Course Description Having an effective Business Continuity Management System (BCMS) based on ISO 22301 successfully helps organizations to build resilience and develop the capability to continue business during unexpected disruptions. But this can be tough to achieve in fast-paced environments where uncertainty and change is commonplace.

Here lies the greatest value of a BCMS. With its foundation in continuous improvement, the internal audit process ensures your organization consistently evaluates the framework to check that it is robust and applicable in crisis situations. Internal audits also help prepare for independent audits, such as those carried out by BSI. So, the better your internal audit, the better your BCMS. How ready are you to conduct a high-quality internal audit?

During this course, you will develop the knowledge and skill to carry out a thorough internal audit of your BCMS. Using practical exercises, group activities and class discussions, an experienced instructor will guide you through the principles and practice of auditing, as well as how to audit to the requirements of ISO 22301.

- Course Benefits**
- Establish the effectiveness of your BCMS
 - Grow customer confidence in your organization
 - Gain valuable insight into the operations of your organization
 - Prepare for independent audits
 - Develop your ISO22301 auditing skill

- Learning Objectives**
- Upon completion of this training, participants will be able to:
- Explain the requirements of ISO 22301
 - Plan a BCMS audit
 - Carry out a BCMS audit
 - Report the audit findings
 - Conduct an audit follow-up and closeout

- Intended Audience** Anyone with responsibility for auditing a BCMS, including:
- Business Continuity, Risk, Information Security, IT and Operations Managers or Consultants
 - Existing management system practitioners who are new to implementing a BCMS
 - Internal and external management system auditors who are new to auditing a BCMS

...making excellence a habit.™

- People interested in finding out more about auditing a BCMS

Course Duration 2 Days

Prerequisites There are no formal prerequisites, but it would be beneficial if you have some knowledge of Business Continuity and a good understanding of your organization and its operations.

Further Information A certificate of attendance is awarded to participants on this course.

Agenda

Day 1

Time	Topic
8:00	Introduction
	Participant introductions
	Overview of course structure and learning objectives
	Business Continuity
	Overview of Management Systems
	What to Look for in ISO 22301
	Introduction to Auditing
	Auditing ISO 22301
	Audit Definitions
	Process Auditing
	Creating an Audit Plan
4:30	Wrap-up Day 1

Day 2

Time	Topic
8:00	Welcome back and review of Day 1
	Creating Audit Work Documents
	Opening Meetings
	Audit Evidence
	Communication and Interpersonal Skills
	Auditing Workforce Advancement Solutions
	Writing Nonconformities
	Creating the Audit Report
	Closing Meetings
	Conducting Audit Follow-up
	Contact Info
4:30	Wrap-up Course

Two short breaks will be taken at suitably convenient times in the morning and afternoon. An hour will be given for a lunch break. Additional breaks may be taken as long as agreed by delegates and tutor, and all learning objectives are met.