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ISO 22301 Lead Auditor Training

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.

To unlock the full potential of the BCMS, your organization must conduct thorough audits of the framework to ensure that it continues to be robust and applicable in crisis situations. You may also want to find out more about independent audits and how they work. Can you lead an audit?

This course will develop the knowledge and skills required to lead a BCMS audit, with emphasis on independent auditing principles and practices. Led by an expert instructor, 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.

Course Benefits

- Establish the effectiveness of your BCMS
- Grow customer confidence in your organization
- Gain valuable insight into the operations of your organization
- Manage an audit team
- Prepare for independent audits
- Conduct independent audits
- Develop your ISO 22301 auditing skills and lead auditor expertise

Learning Objectives

Upon completion of this course, participants will be able to:

- 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

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otherwise) with ISO 22301 in accordance with ISO 19011 (and ISO 17021 where appropriate).

Intended Audience   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

Course Duration   5 days

Prerequisites
- Knowledge of the requirements of ISO 22301 and,
- Knowledge of the following business continuity management principles and concepts:
  - the purpose and benefits of a Business Impact Analysis
  - the 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

Further Information   This course contains pre-course material and a 2-hour closed-book examination on day 5. A certificate of attendance is awarded to all participants who complete the course. Participants who pass the examination receive additional recognition for this achievement on their certificates.

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Agenda

Day 1

Time	Topic
8:30	Welcome and introductions
	Overview of course structure and learning objectives
	Test of ISO 22301 knowledge
	Business benefits of having a BCMS
Break	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
Lunch	The business continuity management system model and ISO 22301 clauses
	Introduction to auditing
	Introduction to audit activities/process
Break	Audit objective, scope and criteria
	Team selection and competence
	Document review/audit stages1 and 2
	Development of audit plan
6.00	Review and close day 1

Day 2

Time	Topic
8:30	Review of day 1 objectives and topics
	Prepare work documents
	Responsibilities of the lead auditor, auditor, and others parties
Break	Opening meeting
	Collect and verify audit information
	Audit questioning techniques
Lunch	Introduction to nonconformities
	Review ISO 22301 requirements
	Auditing to ISO 22301 requirements
Break	Review top management responsibilities
	Role play preparation
	Top management interview – role play audit
	Role play review
5.30	Review and close day 2

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Day 3

Time	Topic
8:30	Review of day 2 objectives and topics
	Review the BIA
	Role play preparation
Break	Role play audit
	Role play review
	Review understanding of BC strategies and plans
Lunch	Role play preparation
	Role play audit
	Role play review
Break	Exercising and testing the BCM
	Role play preparation
	Role play audit
	Role play review
	Monitoring, measurement and analysis
6.00	Review and close day 3

Day 4

Time	Topic
8:30	Review of day 3 objectives and topics
	Role play preparation
	Role play audit
Break	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
Lunch	Prepare audit conclusions
	Audit report
	Conduct a closing meeting
Break	Completing the audit
	Audit follow-up
	Sample exam
	Audit report homework
6.00	Review and close day 4

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Day 5

Time	Topic
8:30	Receive homework – audit report / overview of days 1-4
	Final questions
	IRCA auditor certification
Break	Evaluation
	Introduction/readiness to the exam
	Exam
12:30	End of 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.

IRCA Certified Course (A17456)

This course is certified by the International Register of Certificated Auditors (IRCA) and meets the training requirements for IRCA Business Continuity Management Systems (BCMS) Auditor Certification.

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