



## ISO 22301:2019 Requirements and Internal Auditor

### Training course



#### Essential information about the course

The latest revision of the International Standard for Business Continuity Management Systems - ISO 22301:2019 - is designed to help organizations understand, manage and reduce their risks around business continuity. An internal audit programme is one of 4 key assurance processes within an effective BCMS.

By attending the first day of this course, you will learn the principles of ISO 22301:2019 and the methods and techniques available to you. It will help you understand how the requirements of the standard provide the basis of an effective Business Continuity Management System (BCMS), and the roles individuals will need to play. With the support of a world-class BSI tutor, you'll learn about common terms and definitions used in ISO 22301:2019, as well as the key concepts and requirements.

By attending days two and three of this course, you will learn and develop the skills necessary to conduct audits with various objectives, including assessing an organization's ability to achieve its intended outcomes. This course develops the necessary skills to assess and report on the implementation and effectiveness of processes based on ISO 22301:2019. Using a case study BCMS, you'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports, and complete follow-up activities.

When you attend a BSI training course, our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience, they bring the subject matter to life with relevant and contemporary examples to enhance your learning.

#### Our course agenda

##### Day 1

- Course aims, objectives and structure
- Key terms and definitions
- Background to ISO 22301:2019
- Why implement a Business Continuity Management System (BCMS)?
- What are the benefits of a BCMS?
- Risks: 'Effect of uncertainty'
- Guidance on risk
- The key concepts and structure of ISO 22301:2019
- Context of the organization (Clause 4)
- Leadership (Clause 5)
- Planning (Clause 6)
- Support (Clause 7)
- Operation (Clause 8)
- Performance evaluation (Clause 9)
- Improvement (Clause 10)

<p><b>Day 2</b></p> <ul style="list-style-type: none"> <li>• Benefits to you, welcome and introductions</li> <li>• Course aim, objectives and structure, ISO 22301 refresh quiz</li> <li>• ISO 22301:2019 components overview and requirements for internal audits</li> <li>• Guidelines for auditing management systems ISO 19011</li> <li>• Auditing terms and definitions</li> <li>• Intended outcome/results of ISO 22301:2019</li> <li>• What is a management system audit</li> <li>• Plan, execute, report, close-out</li> <li>• Audit process, evidence and criteria</li> <li>• Principles of auditing and typical audit activities</li> <li>• Audit programme</li> <li>• Audit objective, scope and criteria</li> <li>• Auditor responsibilities</li> <li>• Initiating the audit</li> <li>• Document review, sampling and audit plan</li> <li>• Work documents and checklist preparation</li> <li>• Opening meeting, communications and personal behaviour</li> <li>• Verifying information and recording the facts</li> </ul>	<p><b>Day 3</b></p> <ul style="list-style-type: none"> <li>• Review of day 1 quiz</li> <li>• Generating audit findings – simulated audit</li> <li>• Documenting nonconformities</li> <li>• Preparing audit conclusions</li> <li>• Conduct a closing meeting</li> <li>• Audit report (typical contents)</li> <li>• Conducting audit follow-up</li> <li>• Reflection quiz</li> <li>• Course review and final questions</li> </ul> <p style="text-align: right;">Book today at <a href="https://www.bsigroup.com/training">bsigroup.com/training</a></p>
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Upon successful completion of your course, you'll receive an internationally recognized BSI certificate.

**Make sure the course is right for you**

**Who is this course for?**

This course is designed for anyone involved in auditing, maintaining, or supervising an ISO 22301 BCMS.

<p><b>What will I learn?</b></p> <p>You'll be able to:</p> <ul style="list-style-type: none"> <li>• Define a business continuity management system (BCMS)</li> <li>• Explain why a BCMS is important and how it can benefit your organization</li> <li>• Recall the terms and definitions used</li> <li>• Recognize the key concepts and structure of ISO 22301:2019</li> <li>• Identify the main requirements of ISO 22301:2019</li> </ul> <p>You'll be able to explain:</p> <ul style="list-style-type: none"> <li>• The guidelines of management system auditing, according to ISO 19011</li> <li>• The application of these guidelines to auditing a BCMS intended to conform to ISO 22301:2019</li> </ul> <p>You will acquire the skills to:</p> <ul style="list-style-type: none"> <li>• Initiate the audit</li> <li>• Prepare audit activities</li> <li>• Conduct audit activities</li> <li>• Prepare and distribute the audit report</li> <li>• Complete the audit</li> <li>• Follow-up corrective actions and 'close-out'</li> </ul>	<p><b>What are the benefits?</b></p> <p>This course will help you:</p> <ul style="list-style-type: none"> <li>• Recognize the generic internal auditing requirements of management system standards with which you will be expected to comply. This will include the meanings and intention of certification criteria and associated methodologies, techniques or tools</li> <li>• Prepare, conduct and follow-up on ISO 22301:2019 audit activities</li> <li>• Identify and apply the requirements of an ISO 22301:2019 audit</li> <li>• Write factual audit reports and suggest corrective actions</li> <li>• Understand the importance and benefits of having an effective BCMS in place</li> <li>• Understand the content of ISO 22301:2019 and how it will improve your business</li> <li>• Identify and manage risks to business continuity</li> <li>• Inspire customer and partner trust</li> <li>• Protect your organization's reputation</li> <li>• Benchmark your own business continuity practices with recognized best practice</li> <li>• Integrate ISO 22301:2019 with other management system standards</li> </ul> <p>You'll also be able to inform your organization's senior management of the requirements of the standard, to help them decide on the next steps.</p>
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**Prerequisites** - you are expected to have the following prior knowledge:

We recommend that you have a general awareness of business continuity management systems and a basic understanding of the principles and terminology. We also recommend that you understand whether a BCMS is currently employed in your organization.

### **Why invest in training from BSI?**

We want to make sure you have the best learning experience possible. That's why we offer a range of training courses from beginner to expert. We create a positive learning environment so you retain the knowledge and acquire the skills that will continue to be of use beyond the course.

Training delivered at your site could be a convenient and cost-effective option, especially if you have multiple delegates. Talk to one of our experts to find out more.

### **Next steps with the BSI Academy**

You may also be interested in our ISO 22301:2019 Business Continuity Management Systems Implementation Training course.



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