



## BSI Training Academy

# Business Continuity Management Systems (BCMS) **Lead Auditor** training course (BS EN ISO 22301:2014)

### Essential information about the course

Level 

ISO 22301 helps organizations implement a flexible and robust business continuity management system (BCMS), making them more resilient and sustainable. Organizations around the world invest in training their people with BSI so they have the skills and the knowledge to deliver the benefits of implementing a BCMS to safeguard the business, people and reputation. It allows you to put in place a business continuity framework to protect critical operations from the threats most likely to impact your organization, including damage to your premises or IT systems failure.

If you need to consolidate your knowledge of ISO 22301 and to take on the responsibility for leading audits to the standards requirements, then this course is for you. An effective BCMS needs to be regularly monitored, or audited to assess your business continuity framework and to maintain compliance with the standard. A

BCMS allows you to identify potential risks and the areas of your organization most likely to be impacted – minimizing downtime and maximizing recovery time.

This five day course will help you learn to plan, conduct and report an audit, identifying critical business operations and how to protect them from likely threats. Discover how to stay up-to-date with business continuity best practice and become confident managing teams of auditors in your organization or during a third party audit.

Packed with practical activities, group discussion and classroom learning, our expert tutors will make sure you complete the course feeling confident that you can apply your new knowledge and lead an effective audit to help your organization to continually improve and effectively prepare for challenging circumstances.



Upon successful completion of your course, you'll receive an internationally recognized BSI certificate.

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## Our course agenda

### Day 1

- Welcome and introductions
- Course aims, objectives and structure
- Test of ISO 22301 knowledge
- Business benefits of having a BCMS
- Purpose and structure of BCMS
  - Plan-Do-Check-Act (PDCA)
  - Planning
  - Fundamentals of an ISO 22301
  - BCMS model and ISO 22301 clauses
  - Introduction to auditing, audit activities and audit process
  - Audit objective, scope and criteria
  - Team selection and competence
  - Document review
  - Audit stages 1 and 2
  - Development of audit plan
- Reflection and close day 1

### Day 2

- Review of day 1 objectives and topics
- Prepare work documents
- Responsibilities of the lead auditor, auditor and other parties
- Opening meeting
- Collect and verify audit information
- Audit questioning techniques
- Introduction to nonconformities
- Auditing to ISO 22301 requirements
- Review top management responsibilities
- Role play preparation
- Top management interview – role play audit and review
- Reflection and close day 2

### Day 3

- Review of day 2 objectives and topics
- Review the BIA
- Role play preparation, audit and review
- Business continuity strategies and plans
- Exercising and testing the BCMS
- Monitoring, measurement and analysis
- Reflection and close day 3

### Day 4

- Review of day 3 objectives and topics
- Continuing role play preparation, audit and review
- Recap on all role play exercises from an auditor and auditee perspective
- Identify and define nonconformities
- Determine root cause of nonconformities
- Prepare audit conclusions
- Audit report
- Conduct a closing meeting
- Completing the audit
- Audit follow-up
- Sample exam
- Review audit report homework
- Reflection and close day 4

### Day 5

- Review of course and final questions
- Introduction and readiness to the exam
- Exam
- End of course

**Book today at**

**[bsigroup.com/training](https://bsigroup.com/training)**

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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 skills that will continue to be of use beyond the course.

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

## This course is for you if:

- You already have a thorough knowledge of ISO 22301
- You're a manager who is responsible for a team of internal auditors
- You are responsible for leading ISO 22301 second party audits
- You're looking to gain an internationally recognized audit qualification

## What's the course like?

- Five days with some homework on days 1-4
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away
- There will be a two-hour exam on the final day

## How will I benefit?

- Gain the confidence to lead and manage a BCMS audit team
- Be prepared for a successful third party ISO 22301 assessment
- Be able to audit according to internationally recognized best practice (ISO 19011)
- Develop professionally
- Network with likeminded peers

## Why invest in training from BSI?

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.

### Training delivered at your site



This 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



Want to learn more? You may be interested in our Six Sigma training courses or our Business Continuity Plans course

**bsi.**

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