



## BSI Training Academy

# ISO 22301:2014 **Requirements** and **Internal Auditing** training course

### 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're new to ISO 22301 and internal auditing for this management system, then this course is for you. It's a great place to start and an excellent introduction to the standard. You will

learn about the importance of business continuity to you and your organization to help you prepare your business for the most challenging of circumstances, minimizing downtime and maximizing recovery time. The course will enable you to prepare for and initiate an internal audit and give you the vital skills to compile and distribute audit reports.

Combining our ISO 22301 requirements and internal auditing courses, over three days, this course provides an in depth understanding of the standard and best practice internal auditing methods. 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 perform an effective audit to help your organization to continually improve.



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

**Please note:** this course includes the content of our ISO 22301 Requirements and our ISO 22301 Internal Auditing training course, and so delegates do not need to attend these programmes

# ISO 22301:2014 Requirements and Internal Auditing training course

## Our course agenda

### Day 1

- Welcome and introductions
- Course aims, objectives and structure
- Fundamentals of ISO 22301
  - What is Business Continuity
  - Clause 1: Scope
  - Incidents, disruptions and impacts
  - Terms and definitions
  - Structure of ISO 22301
  - Plan-Do-Check-Act (PDCA) and BCMS
  - High Level Structure
- Requirements of ISO 22301
  - Organizational strategy
  - Clause 4: Context of the organization
  - Clause 5: Leadership
  - Clause 6: Planning
  - Clause 7: Support
    - Communications
    - Documented information
  - Clause 8: Operation
    - Incident timeline
  - Clause 9: Performance evaluation
  - Clause 10: Improvement
- Reflection and feedback of day 1 requirements of the standard

### Day 2

- What to look for in ISO 22301
- Introduction to auditing
- Auditing ISO 22301:2014
- Audit definitions
- Process auditing
- Creating an audit plan
- End of day 2

### Day 3

- 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
- Course review and questions
- Reflection and feedback

**Book today at**

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

# ISO 22301:2014 Requirements and Internal Auditing training course

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 are new to ISO 22301 Business Continuity Management or your knowledge needs a refresh
- You're part of a team involved in carrying out an internal audit within your organization
- Your knowledge of the internal audit process for ISO 22301 needs a refresh
- You want to gain the skills to add value to your BCMS

## What's the course like?

- Three days
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away

## How will I benefit?

- Gain the confidence to understand the BCMS to prepare, conduct and follow-up on ISO 22301 audit activities
- Be able to write factual audit reports and suggest corrective actions
- Understand the guidelines of management system auditing according to 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 ISO 22301:2014 Lead Auditor course or our Business Continuity Plans course

# bsi.

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