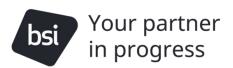# ISO 22301:2019

# Internal Auditor

## Course descriptive

The adoption of a BCMS is intended to help an organization to continually improve its business continuity performance, fulfil legal and other requirements, and achieve its business continuity objectives. An internal audit programme is one of 4 key assurance processes within an effective BCMS. By attending this course, you will benefit by learning and developing 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.

## Pedagogical objectives

This course will help you:
- 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
- Prepare, conduct and follow-up on ISO 22301:2019 audit activities
- Identify and apply the requirements of an ISO 22301:2019 audit
- Write factual audit reports and suggest corrective actions

## Skills to be acquired

You'll be able to explain:
- The guidelines of management system auditing, according to ISO 19011
- The application of these guidelines to auditing a BCMS intended to conform to ISO 22301:2019

You will acquire the skills to:
- Initiate the audit
- Prepare audit activities
- Conduct audit activities
- Prepare and distribute the audit report
- Complete the audit
- Follow-up corrective actions and 'close-out'

## Targeted audience

Anyone involved in auditing, maintaining, or supervising an ISO 22301:2019 BCMS.

## Prerequisites

You should have a good knowledge of ISO 22301:2019, and the key principles of a BCMS. If not, we strongly recommend you attend our ISO 22301:2019 Requirements course; as the requirements of ISO 22301:2019 are not taught on this course.

## Duration

2 days – 14 hours

## Pedagogical, technical and framing means

Course materials including :

- Introduction to the training, detailed program and security assignments
- Course presentation, theory and activities/ role plays
- Answers to the activities
- Videos
- Additional documents, distributed during the sessions, to use for the activities
- Attendance sheet to be signed

## Assessment specifics

- Questionnaire to assess the knowledge at the end of the training
- Customer survey

## What is included?

- Course materials, provided electronically
- Letter of attestation
- Official certificate

# Agenda - Day 1

| Time | Topic |
|------|-------|
| 09:00 | Benefits to you, welcome and introductions |
| | Course aim, objectives and structure, ISO 22301:2019 refresh quiz |
| | ISO 22301:2019 process overview and requirements for internal audits |
| | Guidelines for auditing management systems ISO 19011 |
| | Auditing terms and definitions |
| | Intended outcome/results of ISO 22301:2019 |
| | What is a management system audit? |
| | Plan, execute, report, close-out |
| | Audit process, evidence and criteria |
| | Principles of auditing and typical audit activities |
| | Audit programme |
| | Audit objective, scope and criteria |
| | Auditor responsibilities |
| | Initiating the audit |
| | Document review, sampling and audit plan |
| | Work documents and checklist preparation |
| | Opening meeting, communications and personal behaviour |
| | Verifying information and recording the facts |
| 16:30 | End of day 1 |

**Day 2**

| Time | Topic |
|---|---|
| 09:00 | Review of day 1 quiz |
| | Generating audit findings – Simulated audit |
| | Documenting nonconformities |
| | Preparing audit conclusions |
| | Conduct a closing meeting |
| | Audit report (typical contents) |
| | Conducting audit follow-up |
| | Reflection quiz |
| | Course review and final questions |
| 16:30 | End of course |

*These training modules are eligible to the subsidizing by the public institutions in France (OPCO);

**Each delegate receives a training convention after enrolment.

***Please note that for the public sessions, you have until 48h before the start of the course to confirm your enrolment. For the in-house sessions, the deadline would be two weeks prior to the start of the course.

****Should you be in a disabled situation, please contact us and indicate what details should be taken into account.

*****You can contact us on training.france@bsigroup.com or **01 89 79 00 40**.