



ISO 22301 – Lead Auditor - International



Your partner
in progress



Course descriptive

Our Business Continuity Management Systems Lead Auditor Training Course teaches the fundamental auditing principles and practices, in conformance with national and international accepted norms and regulations relating to business continuity (BC) requirements.

By attending this course, delegates will also gain the necessary auditing skills through activity-based learning, and practical auditing experience with coaching, group activities and open forum discussions. Experienced BSI tutors will guide delegates through the entire audit process; from initiation to conducting audit follow-up.

Successful completion of this BSI certified training course, by passing the relevant examination and skills assessment, will demonstrate the knowledge and basic skills to undertake and lead a management systems audit.

Pedagogical objectives

- Identify the aims and benefits of an ISO 22301 audit
- Interpret ISO 22301 requirements for audit application
- Plan, conduct and follow-up auditing activities that add real value
- Grasp the application of risk-based thinking, leadership and process management
- Access the latest auditor techniques and identify appropriate use
- Build stakeholder confidence by leading audit activities in line with the latest requirements

Skills to be acquired

Upon completion of this training, you will be able to:

- Explain the purpose of a business continuity management system, of business continuity management system standards, of management system audit, of third-party certification, and the business benefits of improved performance of the business continuity management system
- Explain the role of an auditor to plan, conduct, report and follow-up a business continuity management system audit in accordance with ISO 19011 and ISO/IEC 17021, as appropriate
- Plan, conduct, report and follow-up an audit of a business continuity management system to establish conformity (or otherwise) with ISO 22301, and in accordance with ISO 19011 and ISO/IEC 17021 where appropriate



Targeted audience

Anyone with the need to audit an organization's BC management system.

Prerequisites

Delegates are expected to have the following prior knowledge:

a) Management systems

- The Plan, Do, Check, Act (PDCA) cycle
- The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and continual improvement

b) Business continuity management

- The concepts of managing business continuity through business impact analysis, risk assessment, business continuity strategies and solutions, business continuity plans and procedures, and compliance with legal requirements and other requirements
- The relationship between business continuity management and the provision of more secure and resilient organizations, the considered treatment of risk, and the proactive improvement of business continuity performance
- Common examples of relevant national and local business continuity legislation and requirements

c) ISO 22301

Knowledge of the requirements of ISO 22301 and the commonly used business continuity management terms and definitions, as given in ISO 22301, which may be gained by completing our ISO 22301 Requirements training course, or the equivalent.



Duration

5 days – 35 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
08:30	Benefits to you, welcome and introductions
	Course aims, objectives and structure
	KNOWLEDGE
	First, second and third-party audits
	Typical audit activities
	Audit objectives, scope and criteria
	Audit resources
	Roles, responsibilities and confidentiality
	Audit methods
	Stage 1 audit
	Stage 2 audit
	Audit plan
	Work documents
	Opening meeting
	Audit evidence
	Effective communication
	Audit findings
	Audit meetings
	Closing meeting
	Audit report
	Audit follow-up
17:30	Close Day 1



Day 2

Time	Topic
08:30	Day 1 review
	KNOWLEDGE continued
	Purpose and benefits of a business continuity management system
	What is business continuity; incidents, disruptions and impacts (reminder)
	Terminology
	ISO 22301 model and Plan-Do-Check-Act
	Processes
	Identifying legal and other requirements
	Role of the BC auditor
	Documentation
	SKILLS
	Initiating the audit
	Document review
	Audit plan
	Work documents
	Opening meeting
	Observations
18:00	Close day 2



Day 3

Time	Topic
08:30	Interviewing 'top management'
	Specimen exam: Sections 1 and 2 review and process audit preparation
	Process audit preparation
	Auditing processes: BIA and risk assessment
	Auditing processes: BC strategies and solutions
	Auditing processes: BC plans and procedures
	Audit trails
	Auditing processes: Exercise program
18:00	Close day 3

Day 4

Time	Topic
08:30	Specimen exam: Section 3 review
	SKILLS
	Auditing processes: Monitor, measure, management review and continual improvement
	Nonconformities
	Closing meeting
	Audit report
	Audit follow-up
	Specimen exam: Section 4
18:00	Close day 3



Day 5

Time	Topic
08:15	Hand in homework – audit report
	Final questions/final revision
	Evaluation
	Introduction/readiness to the exam
10:30	Exam
	Hand in homework – audit report
12:30	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**.