

ISO 22301 Business Continuity Management Systems (BCMS) Auditor/Lead Auditor Training Course

Duration 5 Days

Course Description:

The BS 25999 Lead Auditor course provides students with the skills and knowledge to conduct and lead effective business continuity management system audits in accordance with the requirements of BS 25999-2:2007 and ISO 19011:2002, "Guidelines for Quality and/or Environmental Management Systems Auditing." The course explains the principles and practices of independent auditing for a business continuity management system and guides students through the entire audit process, from managing an audit program to reporting on audit results. Students will gain the necessary auditing skills through a balance of formal classroom tutorials, practical role-playing, group workshops, and open forum discussions.

Learning Objectives:

Upon completion of this course, students should be able to:

- Lead an audit of a business continuity management system
- Carry out an audit of a business continuity management system
- Clarify the different purposes of BS 25999 Part 1 and Part 2
- Explain the requirements of BS 25999-2:2007
- Understand the Business Continuity Management Code of Practice BS 25999-1:2006
- Articulate and present audit findings
- Manage successful audit communication and interviews
- Write a succinct audit report
- Conduct opening, closing, and follow-up audit meetings

Agenda:

Day 1

Time	Topic
8:30	Welcome and introductions
	Overview of course structure and learning objectives
	Test of ISO 22301 knowledge
Break	Business benefits of having a BCMS
	The purpose of a BCMS and structure of ISO 22301 in relation to PDCA. The interrelationship between the elements and the greater emphasis on planning.
Lunch	Fundamentals of an ISO 22301 BCMS
	The business continuity management system model and ISO 22301 clauses
Break	Introduction to auditing
	Introduction to audit activities/process
	Audit objective, scope and criteria
6.00	Team selection and competence
	Document review/audit stages 1 and 2
	Development of audit plan
	Review and close day 1



Day 2

Time	Topic
8:30	Review of day 1 objectives and topics
	Prepare work documents
	Responsibilities of the lead auditor, auditor, and others parties
Break	Opening meeting
	Collect and verify audit information
	Audit questioning techniques
Lunch	Introduction to nonconformities
	Review ISO 22301 requirements
	Auditing to ISO 22301 requirements
Break	Review top management responsibilities
	Role play preparation
	Top management interview – role play audit
5.30	Role play review
	Review and close day 2

Day 3

Time	Topic
8:30	Review of day 2 objectives and topics
	Review the BIA
	Role play preparation
Break	Role play audit
	Role play review
	Review understanding of BC strategies and plans
Lunch	Role play preparation
	Role play audit
	Role play review
Break	Exercising and testing the BCM
	Role play preparation
	Role play audit
6.00	Role play review
	Monitoring, measurement and analysis
	Review and close day 3

Day 4

Time	Topic
8:30	Review of day 3 objectives and topics
	Role play preparation
	Role play audit
Break	Role play review
	Recap on all role play exercise from an auditor and auditee perspective
	Identify and define nonconformities and determine root cause of nonconformities
Lunch	Prepare audit conclusions
	Audit report
	Conduct a closing meeting
Break	Completing the audit
	Audit follow-up
	Sample exam
6.00	Audit report homework
	Review and close day 4



Day 5

Time	Topic
8:30	Receive homework – audit report / overview of days 1-4
	Final questions
Break	Evaluation
	Introduction/readiness to the exam
12:30	Exam
	End of course

Two short breaks will be taken at suitably convenient times in the morning and afternoon. Forty-five minutes will be given for a lunch break. Additional breaks may be taken as long as agreed by participants and instructor, and all learning objectives are met.

Who Should Attend?

- Existing lead auditors in other schemes
- Business continuity professionals (BCI,DRII)
- Consultants
- Business Continuity Managers
- IT Managers
- Information Security Professionals
- Internal and external auditors responsible for auditing business continuity practices

Prerequisites

It would be beneficial for participants to have some understanding of business continuity and/or auditing principles around another management system standard before attending this course.

Course Logistics:

Detailed exam instructions are provided during the course. Certificates of achievement are for students who exceed 70% on both the continual evaluation and the exam. Certificates of attendance are provided to those who do not pass.