CQI and IRCA Certified BCMS ISO 22301:2019 Lead Auditor Training Course

Duration 5 Days (08.30 – 18.00)

COURSE DESCRIPTION

ISO 22301:2019 is an International Standard that specifies the requirements for a BCMS, providing a framework for maintaining and improving compliance with business continuity requirements and good practice. The purpose of the Standard is to help organizations ensure that operation's products and services continue at predefined levels whenever disruptive incidents occur. The 2019 edition of ISO 22301 brings a less prescriptive and more pragmatic approach to a number of the requirements.

By attending this course, you'll understand how to implement a BCMS based on ISO 22301:2019. Using a step-by-step approach with the aid of a toolkit, you'll learn how to develop an implementation plan and develop the required processes and associated documentation

COURSE 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 process ▪ Auditing processes: BC strategies and solutions ▪ Auditing processes: BC plans and procedures ▪ Audit trails ▪ Auditing processes: Exercise programme
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 4**

Day 5

Time	Topic
08.15	▪ Hand in homework – audit report ▪ The certification and accreditation process, the role of CQI and IRCA, the ▪ CQI and IRCA auditor certification requirements and code of conduct ▪ Final questions/final revision ▪ Evaluation ▪ Introduction/readiness to the exam4
10.30	Exam
12.30	**End of course**

PREREQUISITES

We recommend that you have a general awareness of a BCMS and a basic understanding of business continuity principles and terminology. If not, we strongly recommend you attend our ISO 22301:2019 Requirements Course.

We also recommend you have an understanding of the BCMS currently employed in your organizations, should one exist.

WHO SHOULD ATTEND

The course is applicable to anyone involved in the planning, implementing, maintaining or supervising an ISO 22301:2019 compliant BCMS.

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