

# ISO 22301: Lead Auditor, Certification

Hands-on course of 5 days - 35h

Ref.: IAU - Price 2024: CHF3 790 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Understand how a business continuity management system (BCMS) compliant with the ISO 22301 standard works.

Explain the correlation between the ISO 22301 standard and other regulatory standards and frameworks

Lead an audit and an audit team

Interpret the requirements of ISO 22301 in the context of a BCMS audit

Case studies for optimal preparation to take the certification exam at the end of the training.

## THE PROGRAMME

last updated: 05/2020

### 1) Introduction to Business Continuity Management System (BCMS) concepts

- Presentation of the standards ISO 22301, ISO 27031, ISO/PAS 22399, BS 25999 and regulatory framework.
- Fundamental principles of Business Continuity.
- ISO 22301 certification process.
- Business Continuity Management System (BCMS).
- Detailed presentation of the clauses of ISO22301.

*Case study* : Case study, group exchange and exam preparation.

### 2) Planning and initiating an ISO 22301 audit

- Fundamental audit concepts and principles.
- Audit the approach based on evidence and risk.
- Preparation of an ISO 22301 certification audit.
- BCMS documentation audit.
- Conducting an opening meeting.

*Case study* : Case study, group exchange and exam preparation.

### 3) Conducting an ISO 22301 audit

- Communication during the audit.
- Audit procedures (1/2): observation, document review, interview.
- Audit procedures (2/2): sampling techniques, technical verification, corroboration and evaluation.
- Audit test plans.
- Formulation of audit findings and documenting of nonconformities.

*Case study* : Case study, group exchange and exam preparation.

### 4) Concluding and ensuring the follow-up of an ISO 22301 audit

- Audit documentation.
- Conducting a closing meeting and conclusion of an ISO 22301 audit.
- Evaluation of corrective action plans.
- ISO 22301 surveillance audit.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- ISO 22301 internal audit management program and second party audits.

*Case study* : Case study, group exchange and exam preparation.

#### 5) ANSI Accredited Certification Exam

- Domain 1: FUNDAMENTAL PRINCIPLES AND CONCEPTS IN BUSINESS CONTINUITY.

- Domain 2: BUSINESS CONTINUITY MANAGEMENT SYSTEM (BCMS).

- Domain 3: FUNDAMENTAL AUDIT CONCEPTS AND PRINCIPLES.

- Domain 4: PREPARATION OF AN ISO 22301 AUDIT

- Domain 5: CONDUCT OF AN ISO 22301 AUDIT.

- Domain 6: CONCLUSION AND FOLLOW-UP OF AN ISO 22301 AUDIT.

- Domain 7: MANAGEMENT OF AN ISO 22301 AUDIT PROGRAM.

*Exam* : Final exam.

## DATES

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REMOTE CLASS

2024 : 09 Sep, 02 Dec