Fifalde
CONSULTING INC.
Leading Your Business Transformation

ISO 22301 Lead Auditor

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1. Course Description:

ISO 22301 Lead Auditor training is designed to enable attendants to audit a business continuity management system (BCMS) based on the requirements of ISO 22301.

Given the increasing number of disruptions and the unpredictability of disasters of any kind (natural, occupational, information security), organizations nowadays are aiming at getting certified against ISO 22301 to show commitment toward business continuity and ensure that disruptive incidents are detected and properly addressed, thus the management system is continually improved. By becoming a PECB certified auditor, you will achieve a formal and independent recognition of your personal competences, and you qualify yourself to conduct BCMS audits for a certification body.

Recognizing the importance of an effective audit and the means used to successfully conduct it, PECB has designed the ISO 22301 Lead Auditor training course. Attending this training course allows you to obtain the knowledge and skills to plan and carry out audits in compliance with ISO 19011 and the certification process according to ISO/IEC 17021-1.

Through interactive sessions, explanatory information, exercises, and questions for discussion, you will be able to acquire knowledge on the business continuity management system as well as audit techniques and become competent to perform a BCMS audit by applying widely recognized audit principles, procedures, and techniques, and to manage an audit program and an audit team.

2. Audience:
- Auditors seeking to perform and lead business continuity management system (BCMS) audits
- Managers or consultants seeking to master the business continuity management system audit process
- Individuals responsible to maintain conformity with the BCMS requirements in an organization
- Technical experts seeking to prepare for the business continuity management system audit
- Expert advisors in business continuity management

3. Learning Objectives:
- Explain the fundamental concepts and principles of a business continuity management system (BCMS) based on ISO 22301
- Interpret the ISO 22301 requirements for a BCMS from the perspective of an auditor
- Evaluate the BCMS conformity to ISO 22301 requirements, in accordance with the fundamental audit concepts and principles
- Plan, conduct, and close an ISO 22301 compliance audit, in accordance with ISO/IEC 17021-1 requirements, ISO 19011 guidelines, and other best practices of auditing
- Manage an ISO 22301 audit program

4. Prerequisites:

Participants who attend this training course are required to have a fundamental understanding of business continuity concepts and comprehensive knowledge of BCMS audit principles.

5. Course Materials:

You will receive the following as part of this course:
- A copy of the classroom presentation material
- A study handbook containing information and practical examples

6. About the Examination:

The "Certified ISO 22301 Lead Auditor" exam, duration of 3 hours, fully meets the requirements of the PECB Examination and Certification Programme (ECP). The exam covers the following competence domains:

Domain 1: Fundamental principles and concepts of a business continuity management system (BCMS)
Domain 2: Business continuity management system (BCMS)
Domain 3: Fundamental audit concepts and principles
Domain 4: Preparing an ISO 22301 audit
Domain 5: Conducting an ISO 22301 audit
Domain 6: Closing an ISO 22301 audit
Domain 7: Managing an ISO 22301 audit program

7. Course Agenda

Day 1 | Introduction to business continuity management system (BCMS) and ISO 22301

- Training course objectives and structure
- Standards and regulatory frameworks
- Certification process
- Fundamental principles of business continuity
- Business continuity management system (BCMS)

Day 2 | Audit principles, preparation, and initiation of an audit

- Fundamental audit concepts and principles
- The impact of trends and technology in auditing
- Evidence-based auditing
- Risk-based auditing
- Audit feasibility
- Stage 1 audit

Day 3 | On-site audit activities

- Preparing for stage 2 audit (on-site audit)
- Stage 2 audit
- Communication during the audit
- Audit procedures
- Creating audit test plans

Day 4 | Closing of the audit

- Drafting audit findings and nonconformity reports
- Audit documentation and quality review
- Closing of the audit
- Evaluation of action plans by the auditor
- Beyond the initial audit
- Managing an internal audit program
- Closing of the training course

Day 5 | Certification Exam

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