

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

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.

COURSE OUTLINE

Day 1

<i>Time</i>	<i>Topic</i>
	Welcome and introductions
	Overview of course structure and learning objectives
8:30	Test of ISO 22301 knowledge
	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.
Break	Fundamentals of an ISO 22301 BCMS
Lunch	The business continuity management system model and ISO 22301 clauses
Break	Introduction to auditing
6.00	Introduction to audit activities/process
	Audit objective, scope and criteria
	Team selection and competence
	Document review/audit stages1 and 2
	Development of audit plan
	Review and close day 1

Day 2

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

Day 3

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

Day 4

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

Day 5

<i>Time</i>	<i>Topic</i>
	Receive homework – audit report / overview of days 1-4
8:30	Final questions
Break	Evaluation
12:30	Introduction/readiness to the exam 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.