



Inspiring growth and improvement

# ISO 22301 Lead Auditor

Accredited by PECB  
Mastering the Audit of  
Business Continuity Management System (BCMS)  
based on ISO 22301

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## Introduction

This five-day intensive course enables participants to develop the necessary expertise to perform a Business Continuity Management System (BCMS) audit by applying widely recognized audit principles, procedures and techniques.

During this training course, you will acquire the necessary knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and ISO/IEC 17021-1 certification process. Based on practical exercises, you will be able to master audit techniques and become competent to manage an audit program, audit team, communication with customers, and conflict resolution.

After acquiring the necessary expertise to perform a BCMS audit, you can sit for the exam and apply for a "PECB Certified ISO 22301 Lead Auditor" credential. By holding a PECB Lead Auditor Certificate, you will demonstrate that you have the capabilities and competencies to audit organizations based on best practices.

## Learning Objectives

- To understand the operations of a Business Continuity Management System based on ISO 22301
- To acknowledge the correlation between ISO 22301 and other standards and regulatory frameworks
- To understand an auditor's role to: plan, lead and follow-up on a management system audit in accordance with ISO 19011
- To learn how to lead an audit and audit team
- To learn how to interpret the requirements of ISO 22301 in the context of a BCMS audit
- To acquire the competencies of an auditor to: plan an audit, lead an audit, draft reports, and follow-up on an audit in compliance with ISO 19011

## Contents

### ➤ **Day 1: Introduction to BCMS concepts as required by ISO 22301**

- ▶ Course objectives and structure
- ▶ Standards and regulatory frameworks
- ▶ Certification process
- ▶ Fundamental principles of Business Continuity Management Systems
- ▶ Business Continuity Management Systems (BCMS)

### ➤ **Day 2: Audit principles, preparation and launching of an audit**

- ▶ Fundamental audit concepts and principles
- ▶ Evidence based audit approach
- ▶ Initiating the audit h Stage 1 audit
- ▶ Preparing the stage 2 audit (on-site audit)
- ▶ Stage 2 audit (Part 1)

### ➤ **Day 3: Conducting audit activities**

- ▶ Stage 2 audit (Part 2)
- ▶ Communication during the audit
- ▶ Audit procedures
- ▶ Creating audit test plans
- ▶ Drafting audit findings and non-conformity reports

### ➤ **Day 4: Closing the audit**

- ▶ Documentation of the audit and the audit quality review
- ▶ Closing the audit h Evaluating action plans by the auditor
- ▶ Benefits of the initial audit
- ▶ Managing an internal audit program
- ▶ Competence and evaluation of auditors
- ▶ Closing the training

### ➤ **Day 5: Certification Exam**



## Recommended Participants

- Auditors seeking to perform and lead Business Continuity Management System (BCMS) certification audits
- Managers or consultants seeking to master a Business Continuity Management System audit process
- Individuals responsible for maintaining conformance with Business Continuity Management System requirements
- Technical experts seeking to prepare for a Business Continuity Management System audit
- Expert advisors in Business Continuity Management

## Prerequisites

A fundamental understanding of ISO 22301 and comprehensive knowledge of audit principles.

## Course Format

This training is based on both theory and practice:

- Sessions of lectures illustrated with examples based on real cases
- Practical exercises based on a full case study including role playing and oral presentations
- Review exercises to assist the exam preparation
- Practice test similar to the certification exam.

## Duration

5 days, including certification examination on the last day.

## Materials Provided

- Course reference manual containing copy of course slides, support documents, quizzes and answers
- Course Certificate
- Exam certificate on passing the ISO 22301 Lead Auditor examination

## CPDs Assigned

This course qualifies for Thirty One (31) CPDs.

## Certification Exam

A 3-hour certification exam is scheduled on the last day of the course. The exam is paper-pen based.

## About Business Beam

Business Beam is a top of the line Management consultancy, training and outsourcing firm that helps organizations solve problems in strategy, governance, operations, quality, services, projects, information security, business continuity, human resources, risks and internal audit.

Established in 2004 with a vision to drive organizations towards corporate excellence, Business Beam has served hundreds of organizations of various sizes, different domains and geographical regions. Business Beam partners with customers to convert them into high-performance businesses and governments. We feel honored to help them grow!

Our training program has successfully reached to more than 7,000 professionals and executives, from 25+ different nationalities, and representing 1000+ organizations.

Business Beam is AXELOS certified partner and Accredited Training Organization (ATO) for COBIT, ITIL, PRINCE2, P3O and DevOps. We are also itSMF member, PECB partner, ISACA official licensee and CMMI Institute partner.

### Contact Us

To find out more about how  
Business Beam can help you meet  
your growth objectives, visit  
[www.businessbeam.com](http://www.businessbeam.com)  
or contact us at  
[training@businessbeam.com](mailto:training@businessbeam.com)



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