



Lead Auditor Course on **ISO 22301:2019** Business Continuity Management Systems



Approved Training Partner

ATP ID : 6051750 Course ID : 2466

PR363 : BCMS ISO 22301:2019



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ISO 22301:2019 Business Continuity Management Systems

This Business Continuity management system Auditor/Lead Auditor course has been Designed and developed to provide Delegates with the knowledge and skills required to perform audits (first party, second and third-party) of Business Continuity Management System against ISO 22301:2019, in accordance with ISO 19011:2018 and ISO 17021:2015, as applicable.

This course is meeting the requirements for individuals seeking registration as an Auditor or Lead Auditor for IRCA.

This training course is conducted in conjunction with the CQI-IRCA Regulations..

Course Overview

- Business Continuity Management System–Overview, Principles, Terms and Definitions.
- Auditing Business Continuity Management System requirements as per ISO 22301:2019 Standards.
- Roles and responsibilities of Auditors and Auditees, Audit terminologies, Audit Principles and Types of Audits.
- Establishing, Implementing, Monitoring, Reviewing and Improving Audit Programme.
- Planning and conducting an audit in accordance with ISO 19011:2018 & ISO 17021:2015.
- Audit findings Classification & It's reporting methods
- Follow up & Completing the Audit
- Competence and Evaluation of Auditors

Who should attend?

- The organizations running the certification schemes (Certification Bodies).
- Management Representatives, Information Security / Business Continuity /ERT Core Groupmembers and other process heads responsible for establishing, implementing, maintaining and auditing Business Continuity Management System.
- All employees whose work responsibility directly affects the performance of Business Continuity / Information Security Management System.
- Anyone who is responsible for leading an audit of their own or another company's information Security / Business Continuity Management System.
- Management System Professionals and BCMS/ISMS Administrators, Executives who wants to improve their Business Continuity/information Security Management System.
- Any person involved in organizing, planning and conducting first party, second party or third-party audits in Business Continuity Management System discipline.
- Those individuals willing to take up external auditing as a future profession by becoming an independent auditor and to become a registered ISO 22301:2019 Lead Auditor.
- Delegates who wish to learn and develop cross functional skills for the challenging future assignments in Business Continuity Management System discipline.

Pre-Requisites

Delegates attending this course are required to have a minimum level of expected prior knowledge” in the following areas:

- a) Completion of secondary education
- b) An understanding of report writing is desirable
- c) Knowledge of the following principles and concepts:
 - The Plan, Do, Check, Act (P-D-C-A) cycle.
 - The importance of Business Continuity Management and relationship between and other Business Processes in the same business scope.
 - Commonly used Business Continuity Management terms and definitions.
 - The Process approach & Risk based thinking in Business Continuity management system.
 - Basic Understanding on Business impact analysis, Risk assessment & Risk Treating Techniques, Business continuity strategies and solutions, Business continuity Plans, Business continuity exercises, Continuity Risks.
 - The structure and content of ISO 22301:2019.
 - Knowledge of the requirements of ISO 22301:2019, which may be gained by Completing an IRCA certified BCMS Foundation Training course or equivalent.

Benefits of Taking This Course

Upon completion of this course, delegates should be able to:
(Knowledge oriented)

- Describe the purpose of a Business Continuity Management system, Business Continuity Management system standards, Management system audit and of third- party certification.
- Explain the role of an BCMS auditor to plan, conduct, report and follow up of a Business Continuity management system audit in accordance with ISO 19011:2018 (and ISO 17021:2015 where appropriate).
- Plan, conduct, report and follow up an audit of Business Continuity management System to establish conformity (or otherwise) with ISO 22301:2019 and in Accordance with ISO 19011:2018 and ISO 17021-1:2015.

Course Venue/Mode

Courses are held through virtual classroom. The relevant course contents including Delegate Course Manual, Exercises, Case study manual and requirements-based standards will be communicated by e-mail.

Course Duration

(40 Hours) In different formats as given below:
Regular Batch / Evening Batch / Sunday Batch

Methodology of delivery

- Accelerated learning through Workshops & Exercises
- Role play, case study and discussions between the groups and individuals
- Mock audit and Presentation of findings

Examination

This course includes a 1 hour 45 minutes examination (additional 30 minutes has been allotted for non-English candidates) and on successful completion, delegates will be awarded certificate of achievement.

In case the delegate does not qualify the exam but attended the full course can re-sit for the exam with 06 months of course end-date.

Course Tutor(s)

KBS deploys highly experienced Professionals with vast experience in auditing & trainings

About KBS

- KBS is one of the most prestigious certification bodies, providing superior and unmatched quality services in the field of Conformity Assessment & Management System Certification, Climate Change Services, Product Certification & CE Marking, Third Party Inspection, Energy Audit, and Training — with over 20+ years of experience.
- KBS has a client base across more than 60 countries in various fields covering almost every industrial and institutional sector.
- KBS is CQI | IRCA Approved Training Partner for Lead Auditor Training Courses.
- KBS courses are highly structured and transfer the knowledge and skills to the delegates for complete understanding of the standard.
- KBS have well trained IRCA approved tutors who use accelerated learning techniques during course delivery. Our trainer has vast amount of training, audit experience and have work across a wide range of business