

# ISO 22301 Business Continuity Management Systems Lead Auditor PECB ANSI Certification



## Objectives

- To acquire the expertise to perform an ISO 22301 or BS 25999 internal audit following ISO 19011 guidelines
- To acquire the expertise to perform an ISO 22301 or BS 25999 certification audit following ISO 19011 guidelines and the specifications of ISO 17021
- To acquire the expertise necessary to manage a BCMS audit team
- Understanding the operation of the Business Continuity Management System in accordance with ISO22301, ISO 27031 or BS 25999
- To understand the relationship between a Business Continuity Management System, including risk management, controls and compliance with the requirements of different stakeholders of the organization
- To improve the ability to analyze the internal and external environment of an organization, risk assessment and audit decision-making in the context of a BCMS

## Course Outline (5 days)

### Day 1: Introduction to Business Continuity Management System (BCMS) concepts as required by ISO 22301

- 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 4 to 10 of ISO22301

### Day 2: Planning and Initiating an ISO 22301 audit

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

### Day 3: Conducting an ISO 22301 audit

- Communication during the audit
- Audit procedures: observation, document review, interview, sampling techniques, technical verification, corroboration and evaluation
- Audit test plans
- Formulation of audit findings
- Documenting of nonconformities

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

- Audit documentation
- Quality review
- Conducting a closing meeting and conclusion of an ISO 22301 audit
- Evaluation of corrective action plans
- ISO 22301 surveillance audit
- ISO 22301 internal audit management program

### Day 5: Certification Exam

## Examination and certification

The “Certified ISO 22301 Lead Auditor” exam 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 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:** Conducting of an ISO 22301 audit

**Domain 6:** Closing an ISO 22301 audit

**Domain 7:** Managing an ISO 22301 audit program

## General information

Certification fees are included on the exam price. Training material containing over 450 pages of information and practical examples will be distributed.

A participation certificate of 31 CPD

(Continuing Professional Development) credits will be issued.

In case of failure of the exam, participants are allowed to retake it for free under certain conditions.

## Who should attend?

- Internal auditors
- Auditors wanting to perform and lead Business Continuity Management System (BCMS) certification audits
- Project managers or consultants wanting to master the Business Continuity Management System audit process
- Persons responsible for the Business continuity conformity in an organization
- Members of a business continuity team
- Expert advisors in information technology
- Technical experts wanting to prepare for an Business continuity audit function

## Fee

- **Php45,000.00 + 12% Vat** for the Training Center at The City Club Alphaland, Makati City

- **Php35,000.00 + 12% Vat** for E-Learning

Note:

*Early Registration Payment: Ten-Percent (10%)*

*Discount if PAID thirty (30) days before the training date*

*Group Discount: Five-Percent (5%) on Three (3) or More Participants*

## Lecturer

PECB Lead Auditor

## Contact us



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