

BUSINESS CONTINUITY 22301 LEAD AUDITOR

**EXPERTISE TO LEAD AUDIT TEAMS
AND TO AUDIT AN BUSINESS
CONTINUITY MANAGEMENT
SYSTEM, BASED ON ISO 22301**

**PRACTICAL COURSE WITH STEP-BY-STEP
AUDIT METHODOLOGY OF AN BUSINESS
CONTINUITY MANAGEMENT SYSTEM,
BASED ON ISO 22301**





Besides the fundamental concepts related to business continuity, the course leads the students through a step-by-step customized methodology to prepare and conduct internal and external audits for compliance with the ISO 22301 international standard. The BCMS audit program and its process covered in this course is supported by the ISO 19011, ISO/IEC 17021-1, and ISO/IEC 17021-6 standards, as well as other internationally recognized audit best practices.

- Business Continuity, Information Security, IT Consultants, or other IT/IS experts that need to perform Internal or External Audits
- Internal auditors participating or leading ISO 22301 audits
- External auditors hired by contract to perform internal audits or, requiring the needed knowledge to work with Organization Certification Bodies performing ISO 22301 certification audits
- Managers or head of audit departments wanting to complement their knowledge on how to establish an ISO 22301 audit compliant program
- Project managers leading or preparing to lead an ISO 22301 implementation program that need to understand the BCMS audit requirements and want to establish an ISO 22301 compliant audit program
- Any professional involved on the implementation or operation of an BCMS based on ISO 22301 wanting to better understand the audit process
- Anyone who wants to acquire the knowledge needed to audit an ISO 22301 BCMS

TRAINING METHODOLOGY

This course is based on theoretical, and practical sessions supported by a real-world adapted case-study.

The course includes hands-on practical and theoretical exercises to:

- better prepare the students for the real-world challenges,
- to prepare and increase the likelihood of success on the certification exam, and
- train and prepare professionals for leading the BCMS audits and achieve/assess for ISO 22301 certification.



WHAT WILL YOU LEARN?

- Understand the fundamental business continuity concepts, and the main requirements and controls of ISO 22301
- Get to know and understand the correlation of the ISO 22300 family standards, including ISO 22301, ISO 22313, and related ISO and other best practices, legislation, and regulation
- Understand the ISO 22301 certification process
- Understand the fundamental audit concepts and principles based on the ISO 19011 standard
- Establish, implement, maintain, and improve an internal audit program compliant with the requirements of ISO 22301 and supported by the most recent ISO and related audit best practices
- Understand the requirements and know how to prepare and plan BCMS compliant ISO 22301 audits
- Understand the main roles, including the auditor role, competence requirements and the communication requirements to successfully perform an audit
- Conduct ISO 22301 internal and external audits, either first-party, second-party or third-party audits
- Draft and/or implement the required templates, tools, and techniques to support an audit program and an ISO 22301 audit
- Identify and record findings, including nonconformities to establish conclusions and draft the audit report
- Understand and implement the needed activities to complete an ISO 22301 audit, including ensuring the implementation of the required audit follow-up activities
- Use the audit process to support the organization on the continuous compliance with ISO 22301, and on the maintenance of the ISO 22301 certification
- Acquire the required knowledge to succeed in the “BEHAVIOUR Certified Business Continuity 22301 Lead Auditor” exam and achieve a personnel certification

1. Introduction to Business Continuity, the ISO 22301 standard and, related best practices

- Course introduction
- Business continuity standards compliance requirements
- Advancing for ISO 22301 Certification
- Business continuity fundamentals
- Presentation and overview of the BCMS requirements (Part 1- Clauses 4 to 7)

2. BCMS and Audit concepts and principles

- Presentation and overview of the BCMS requirements (Part 2 - Clauses 8 to 10)
- Introduction to audit concepts and principles based on ISO 19011

3. Preparation, planning and initiating an audit; Conducting documentation and on-site audit activities

- Internal audit program
- Preparation and planning for BCMS audits
- Communicating during the audit
- Planning and initiating the audit
- Conducting the Stage 1 documentation audit
- Summarizing information and planning for the Stage 2 on-site audit
- Conducting the Stage 2 on-site audit

4. Concluding the on-site audit activities and closing the audit

- Obtaining and verifying information: audit methods and audit tests
- Identifying and recording audit findings
- Preparing for audit conclusions
- Closing the audit; prepare and distribute the audit report
- Audit follow-up activities
- Maintaining the ISO 22301 certification
- Personnel certification and closing the training

5. Certified Business Continuity 22301 Lead Auditor Exam

O *Certified Business Continuity 22301 Lead Auditor* abrangue os seguintes domínios de competência:

Domain 1

Business Continuity fundamentals and ISO 22301 requirements

Domain 2

Fundamental audit concepts and principles based on ISO 19011

Domain 3

Establish and maintain an ISO 22301 internal audit program

Domain 4

Prepare and plan ISO 22301 audit activities

Domain 5

Conduct ISO 22301 audit activities

Domain 6

Complete and close ISO 22301 audit activities

After successfully completing the certification exam, and signing the agreement/code of ethics, you may apply for one of the credentials, depending on your professional experience.

**Certified Business Continuity
22301 Associate Auditor**

no previous experience required

**Certified Business Continuity
22301 Auditor**

2 years of experience on information security and audits

**Certified Business Continuity
22301 Lead Auditor**

5 years of experience on information security and audits

The certification diploma will be issued to candidates who successfully complete the exam and who meet all requirements related to the chosen certification.

**INSCREVA-SE PARTICIPE**

REGISTER AND PARTICIPATE

Consulte online as próximas datas em

See online the next public dates

<https://behaviour-group.com/PT/curso-business-continuity-22301-lead-auditor/>