

## COURSE OVERVIEW

This four-day intensive course enables participants to develop the necessary expertise to audit a Business Continuity Management System (BCMS) and to manage a team of auditors by applying widely recognized audit principles, procedures and techniques. During this training, the participant will acquire the necessary knowledge and skills to proficiently plan and perform internal and external audits in compliance with ISO 19011 the certification process according to 17021. Based on practical exercises, the participant will develop the skills (mastering audit techniques) and competencies (managing audit teams and audit program, communicating with customers, conflict resolution, etc.) necessary to efficiently conduct an audit. This training is compatible with BS 25999 audit (Business Continuity Management specification) and ISO 27031 (Guidelines for Information and Communication Technology readiness for Business Continuity).

## COURSE OBJECTIVES

- ⇒ At the end of this course, you will be able to :
- ⇒ To acquire the expertise to perform an ISO 22301 internal audit following ISO 19011 guidelines
- ⇒ To acquire the expertise to perform an ISO 22301 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 BCMS in accordance with ISO22301 or ISO 27031
- ⇒ To understand the relationship between a BCMS, 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

## PRE-REQUISITE

Participants are expected to have taken BCM Manager course, the CBCI Certification Training course, or possess basic knowledge of ISO 22301, BS 25999 or ISO 27031 and business continuity concepts is recommended.

## COURSE AUDIENCE

This certification course is designed and suited for internal auditors, auditors wanting to perform and lead BCMS certification audits, project managers or consultants wanting to master the BCMS audit process, persons responsible for the Business Continuity conformity in an organization, members of a business continuity team, expert advisors in information technology and technical experts wanting to prepare for an Business continuity audit function.

## PROFESSIONAL QUALIFICATION

Upon successful completion of the “PECB Certified ISO 22301 Lead Auditor” exam and the accumulation of the required years of experience and hours of audit activities, participants will be qualified as a PECB ISO 22301 Auditor / Lead Auditor.

## FEES\*

Course Type	Course Fee	Examination Fee
Classroom / Online Training	RM 10,335	RM 2,226

\*Prices are including 6% SST



## CONTACT US



[www.bcpasia.com](http://www.bcpasia.com)



[enquiry@bcpasia.com](mailto:enquiry@bcpasia.com)



(60) 3 9212 4899



## COURSE OUTLINE

- ❖ **Part 1: Introduction to Business Continuity Management System (BCMS) concepts as required by ISO 22301**
  - International standards and regulatory framework
  - Fundamental principles of business continuity
  - ISO 22301 certification process
  - Business Continuity Management System (BCMS)
  - Clause 4 – 10 of ISO 22301
- ❖ **Part 2: Planning and Initiating an ISO 22301 Audit**
  - Fundamental audit concepts & principles
  - Audit approach based on evidence and risk
  - Preparation of an ISO 22301 certification audit
  - BCMS documentation audit
  - Conducting an opening meeting
- ❖ **Part 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
  - Documentation of nonconformities
- ❖ **Part 4 : Concluding and ensuring the follow-up of an ISO 22301 audit**
  - Audit documentation & quality review
  - Conducting a closing meeting & conclusion of an ISO 22301 audit
  - Evaluation of corrective action plans
  - ISO 22301 surveillance audit
  - ISO 22301 internal audit management program

- ❖ **Part 5 : Certification Exam (3 hours)**

The following competence domains are covered:

1. Fundamental principles and concepts of business continuity
2. Business Continuity Management System (BCMS)
3. Fundamental Audit Concepts and Principles
4. Preparation of an ISO 22301 audit
5. Conducting of an ISO 22301 audit
6. Closing an ISO 22301 audit
7. Managing an ISO 22301 audit program

- ❖ **Examination**

The “PECB Certified ISO 22301 Lead Auditor” exam fully meets the requirements of the PECB Examination and Certification Program (ECP). This is a 3-hour long exam and will cover the competence domains covered in the course outline.

## CERTIFICATE

After successfully completing the exam, a certificate will be issued to participants who successfully passed the exam. Successful participants can go on to apply for the credentials of PECB Certified ISO 22301 Auditor or PECB Certified ISO 22301 Lead Auditor depending on their level of experience.

To qualify as a PECB ISO 22301 Auditor, applicants are required to have 2 years of professional experience (with at least 1 year of Business Continuity work experience), audit activities totaling 200 hours and to sign the PECB code of ethics.

To qualify as a PECB ISO 22301 Lead Auditor, applicants are required to have 5 years of professional experience (with at least 1 year of Business Continuity work experience), audit activities totaling 300 hours and to sign the PECB code of ethics.