

# BC INTERNAL AUDITOR COURSE

(BASED ON ISO 22301:2019)

PS 05 (2 DAYS)

## COURSE OVERVIEW

This 2-day course is developed to meet the requirements of ISO 22301 standards. The course will be focusing on the areas that an Internal Auditor should be competent when performing a BCMS Internal Audit.

A highly interactive workshop with hands-on session besides lectures, discussions and activities. Checklist and templates will be provided as the take-aways.

## COURSE OBJECTIVES

At the end of this course, you will be able to :

- ⇒ Obtain an overview of the audit process and principles
- ⇒ Acquire the skills and knowledge of how a BCMS audit should be conducted
- ⇒ Perform an Internal Audit as per the ISO 22301 standards

## PRE-REQUISITE

Participants attending this course are required to attend BCMS introductory courses such as BC Manager course. The fundamentals of BCMS process will not be discussed during this training.

## COURSE AUDIENCE

- ⇒ Ideally suited to BC Managers, BC coordinators / sub-team members, Internal auditors, Compliance officers
- ⇒ Individuals who wishes to learn more about BC Internal Audits.

## COURSE OUTLINE

- ◇ Outline the audit fundamentals and principles
- ◇ Explain a typical audit process
- ◇ Classify and categorization of audit findings
- ◇ Plan the internal audit schedule\*
- ◇ Overview of the ISO 22301 requirements
- ◇ Develop the audit checklist, interview questions based on ISO 22301\*
- ◇ Perform the internal audit as per ISO 22301 standard\*
- ◇ Identify the BCMS hot spots and areas for improvements
- ◇ Appraise the Internal Audit
- ◇ Prepare the post audit report

\*Class Activities

## \*FEES

Course Type	Course Fee
Early Bird Fee**	RM 3,402
Normal Fee	RM 3,888

\*Prices are inclusive of 8% SST

\*\* Register 4 weeks before course date to enjoy Early Bird fees

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