

PS05

# BC INTERNAL AUDITOR COURSE

2 Days

Conducted by:



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## 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.

- 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

## COURSE OUTLINE

### Course Objectives

- 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

### 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 Prerequisite

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.

### Fees (Before SST)

RM	
Early Bird Fee*	RM 3,150
Course Fee	RM 3,600

\*Register 4 weeks before the course start date

This is a HRD Corp Claimable course! Contact us to learn more about the grant.