

## MASTERING THE AUDIT OF A BUSINESS CONTINUITY MANAGEMENT SYSTEM (BCMS) BASED ON ISO 22301, IN COMPLIANCE WITH THE REQUIREMENTS OF ISO 19011 AND ISO 17021

### SUMMARY

This five-day intensive course enables the participants to develop the needed expertise to audit a Business Continuity Management System (BCMS), and manage a team of auditors by applying widely recognized audit principles, procedures and techniques. During this training, the participants will acquire the needed knowledge and skills to proficiently plan and perform internal and external audits in compliance with ISO 19011 and certification audits according to ISO 17021. Based on practical exercises, the participants will develop the skills (mastering audit techniques) and competencies (managing audit teams and audit program, communicating with customers, conflict resolution) necessary for efficient conduct of 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).

### WHO SHOULD ATTEND?

- ▶ Internal auditors and auditors wanting to perform and lead BCMS certification audits
- ▶ Project managers or consultants wanting to master the BCMS audit process
- ▶ Individuals responsible for Business Continuity or conformity in an organization
- ▶ Members of a Business Continuity team
- ▶ Expert advisors in information technology
- ▶ Technical experts wanting to prepare for a Business Continuity audit function

### COURSE AGENDA

**DURATION: 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 of ISO 22301

#### DAY 2

##### **Planning and initiating an ISO 22301 audit**

- ▶ Fundamental audit concepts and principles
- ▶ Audit the 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 the audit findings and documentation of nonconformities

#### DAY 4

##### **Concluding and ensuring the follow-up of an ISO 22301 audit**

- ▶ Audit documentation
- ▶ 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 and second party audits

#### **ANSI Accredited Certification Exam**

- DAY 5** ▶ PECB's 3 Hour Certified ISO 22301 Lead Auditor Exam is available in different languages. The candidates who do not pass the exam will be able to retake it for free within 12 months from the initial exam date.



## EXAMINATION

- ▶ The “Certified ISO 22301 Lead Auditor” exam fully meets the requirements of the PECB Examination and Certification Program (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
- ▶ For more information about the exam, please visit: [www.panoramacbs.com](http://www.panoramacbs.com)

## CERTIFICATION

- ▶ After successfully completing the exam, the participants can apply for the credentials of Certified ISO 22301 Provisional Auditor, Certified ISO 22301 Auditor or Certified ISO 22301 Lead Auditor, depending on their level of experience. Those credentials are available for internal and external auditors
- ▶ A certificate will be issued to participants who successfully pass the exam and comply with all the other requirements related to the selected credential:

Credential	Exam	Professional Experience	BCMS Audit Experience	BCMS Project Experience	Other Requirements
<b>ISO 22301 Provisional Auditor</b>	ISO 22301 Lead Auditor Exam	None	None	None	Signing the PECB code of ethics
<b>ISO 22301 Auditor</b>	ISO 22301 Lead Auditor Exam	<b>Two years</b> One year of Business Continuity work experience	Audit activities totaling 200 hours	None	Signing the PECB code of ethics
<b>ISO 22301 Lead Auditor</b>	ISO 22301 Lead Auditor Exam	<b>Five years</b> Two years of Business Continuity work experience	Audit activities totaling 300 hours	None	Signing the PECB code of ethics

## GENERAL INFORMATION

- ▶ Certification fees are included in the exam price
- ▶ Participant manual contains over 450 pages of information and practical examples
- ▶ A participation certificate of 31 CPD (Continuing Professional Development) will be issued to participants



For additional information, please contact us at:  
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ANSI Accredited Program  
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