

## **ISO 22301:2019 BUSINESS CONTINUITY MANAGEMENT SYSTEM AUDITOR / LEAD AUDITOR COURSE**

**T & T – TRAINING & TOURISM**

This course provides delegates with fundamental knowledge of assessment skills that will add value to organizations. This course complies with PR 311 criteria. Successful completion of the course fulfils the formal training requirement for individuals seeking Third Party Assessments.

By the end of this course you are expected to be able to get the:



**&**

**Skills**

### **Knowledge**

- ✦ Describe the purpose of a business continuity management system, of business continuity management systems standards, of management system audit and of third-party certification.
- ✦ Explain the role of an auditor to plan, conduct, report and follow up a business continuity management system audit in accordance with ISO 19011:2018.

### **Skills**

- ✦ **Plan, conduct, report and follow up** an audit of a business continuity management system to establish conformity (or otherwise) with ISO 22301 and in accordance with ISO 19011:2018 (updated version) (and ISO 17021 where appropriate).

Anyone who is or aspires to be:



- A Third Party Assessor or Lead Assessor of ISO 22301:2012
- Responsible for undertaking audits of suppliers/subcontractors as per ISO 22301:2019
- Responsible for implementing internal audits and audit programs as per ISO 22301:2019

- Responsible for implementing the ISO 22301 series of standards

Pre-course information is sent to delegates approximately a week prior to the beginning of the course (subject to the fee paid).

The course is highly participative and will enable delegates to build on existing skills. Emphasis is based on practical application of assessment knowledge and skills. Realistic case studies allow delegates to apply skills and knowledge to all stages of the assessment process.



Some specific Business Continuity knowledge and Min. 4 years working experience is required. This is an intensive course.

**Before starting this course, students are expected to have the following prior knowledge:**

#### **Management systems**

- ✚ The Plan, Do, Check, Act (PDCA) cycle.
- ✚ The core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review, and continual improvement.

#### **a) Business Continuity management**

- ✚ The concepts of managing business continuity through Business Impact Analysis, Risk Assessment and Protection & Mitigation and compliance with legal and regulatory requirements.
- ✚ The relationship between business continuity management and the provision of Business Impact Analysis, establishing resource requirement, Business Continuity Plans, and establishment of business continuity procedures.
- ✚ Common examples of relevant national and local BCMS legislation and requirements

**b) ISO 22301**

- ✦ Knowledge of the requirements of ISO 22301 and the commonly used Business Continuity management terms and definitions, as given in ISO 22301, which may be gained by completing a CQI and IRCA Certified ISO 22301:2012 Foundation training course or the equivalent.

**c) Upon registration at the course in the beginning there will be a Pre-Questionnaire test to check the prior knowledge and understanding of the delegates.**

**COURSE FACILITATORS:**

All course facilitators are highly qualified and experienced both in training and assessment of Business Continuity Management System. We strongly believe that the experience in Business Continuity Management System Assessment and Training skills is a right combination to deliver a practical training course. They are selected on their ability to make BSCIC courses both practical and enjoyable.

**THIS COURSE SHALL BE DELIVERED BY PROFESSIONAL WHO DESIGNED THIS LEAD AUDITOR COURSE – APPROVED BY IRCA, LONDON.**

Main objectives of ISO 22301:2019 LA Course	A Business Continuity Management System Standard ISO 22301:2019 aims at recovery of processes in case of disruption through systematic process approach through PDCA model.
Course Objective	The aim of this course is to provide delegates with the knowledge and skills required to perform first, second and third-party audits of business continuity management systems against ISO 22301, in accordance with ISO 19011:2018 and ISO/IEC 17021-1, as applicable.



Course content	<ul style="list-style-type: none"> <li>➤ ISO 22301 standards series;</li> <li>➤ Auditing Process Approach including the PDCA Cycle;</li> <li>➤ Auditing ISO 22301:2019 Standard requirements;</li> <li>➤ Auditing Business Continuity Management Systems Documentation;</li> <li>➤ Auditing ISO 19011:2018 standard requirements;</li> <li>➤ Auditing Roles and Responsibilities of Auditor;</li> <li>➤ Audit Planning- Audit Plan;</li> <li>➤ Checklists, Non-Conformance Reports;</li> <li>➤ Audit Reporting;</li> <li>➤ Final Team Meeting/ Follow up;</li> <li>➤ Verification / Audit Records;</li> <li>➤ Exercises, Case Studies;</li> <li>➤ Accreditation /Certification and Auditor Registration; ● Course Examination;</li> </ul>
Course Structure & Timings	<p>Course starts at 0900 hrs – 1800 hrs.</p> <p>The course includes a series of Presentations, Examples, Exercises involving group activities, Brain Storming, Readings and Sharing of Practical Experiences followed by 45 minutes Lunch Break on each day.</p>
<b>UNIQUE FEATURES</b>	<ul style="list-style-type: none"> <li>❑ <b>The reasons why most of the BCP in world have failed</b></li> <li>❑ <b>The focus on BCP for Normal Incidents, Crisis Situations and Disaster Situations,</b></li> </ul> <p><b>rather than normal practice of only addressing Disasters in BCP</b></p> <ul style="list-style-type: none"> <li>❑ <b>Best practices of Auditing, in line Auditing Principles consideration</b></li> <li>❑ <b>Your competency in Auditing BCMS from a Unique &amp; Beneficial Perspective</b></li> </ul>

**Course Qualification Criteria for ISO 22301:2019**

<b>ELEMENT</b>	<b>RESULT</b>		
	<b>1<sup>st</sup> Possibility</b>	<b>2<sup>nd</sup> Possibility</b>	<b>3<sup>rd</sup> Possibility</b>
<b>Continuous Assessment (PASS-70%)</b>	<b>PASS</b>	<b>PASS</b>	<b>FAIL</b>
<b>Written Examination (PASS -70%)</b>	<b>PASS</b>	<b>FAIL</b>	<b>NO SIT</b>
<b>FINAL RESULT</b>	<b>PASS</b>	<b>FAIL</b>	<b>FAIL</b>
<b>Required Action</b>	<b>None</b>	<b>Re-Take exam Within 12 months</b>	<b>Re-sit the whole course</b>

**Explanation:**

1. To Qualify as “Successful Completion” of course and qualified as a “lead Auditor”, participant has to score 70% in Continuous Evaluation during classes and 70% score in written Examination on Last Day.
2. In case score in Continuous Evaluation is not 70%, then whole course has to be reappeared
3. In case score in Continuous Evaluation is 70% but do not score 70% in Written Exam, only written exam has to reappear.
4. “Successful Completion” Certificate shall be awarded to those, who Passes Continuous Evaluation as well as written examination and termed as “Lead Auditor”
5. “Attendance Certificate” Certificate shall be awarded to those, who do not score 70% in written exam.

Note: All Led Auditor Courses conducted by our trainers, is 100% till date.

Day 1 – TRAVEL TO INDIA TO KHATMANDY

Day -2 – START OF LEAD AUDITOR COURSE IN KHATMANDU

Time	Topic
0900 hrs	Introduction of CQI- IRCA



Morning break	Introduction of BSCIC, Overview of course structure and learning objectives
	<b>Chapter 1</b> "AUDIT -> ICE-BREAKING" INTRODUCTION SESSION – Participants Introductions – <b>Exercise 1</b>
	<b>Chapter 2 – Introduction to Auditing Business Continuity ISO 22301:2019</b>
	<b>Chapter 3 – BCMS and Auditing PDCA Structure</b>
	Terms and Definitions pertaining to BCMS- <b>Exercise 2</b>
	Explain the elements of the PDCA cycle and Process approach & Apply the PDCA cycle to a simple process
	Auditing Critical Processes- <b>Exercise 3</b>
	<b>Chapter 4 – Business Continuity Management System- Introduction to Audit</b>
	<b>Chapter 5 - Auditing Business Continuity Management System as per ISO 22301:2019</b>
	Structure of ISO 22301:2019 within the process model for management systems
Lunch	<b>Start of Document Audit (Stage 1) – Feather Touch Weave Apex Documented Information</b>
	Auditing the requirements of ISO 22301:2019 (Clause 1 to 4) – <b>Exercise 4</b>
	Auditing the requirements of ISO 22301:2019 (Clause 5- Leadership) – <b>Exercise 5</b>
	Auditing the requirements of ISO 22301:2019 Planning & Business Impact Analysis or Risk Assessment (Clause 6- Planning) – <b>Exercise 6</b>
	Auditing the requirements of ISO 22301:2019 (Clause 7- Support) – <b>Exercise 7</b>
	Auditing the requirements of ISO 22301:2019 (Clause 8- Operations) – <b>Exercise 8</b>
	Wrap-up Day 1
18.00 hrs	

### Day 3 – CONTINUATION OF LEAD AUDITOR COURSE

Time	Topic
0900 hrs	Welcome back and review of Day 1
	Review of Day 1 objectives and topics
	Auditing the requirements of ISO 22301:2019 (Clause 9- Performance Evaluation) – <b>Exercise 9</b>
	Auditing the requirements of ISO 22301:2019 (Clause 10- Improvements) – <b>Exercise 10</b>
	<b>End of Document Audit (Stage 1) – Feather Touch Weave Apex Documented Information</b>
Morning break	
Lunch	<b>Chapter 6 – Audit Activities (Skills)</b>
	Attributes, Competence, Roles, and Responsibilities required of MS auditors
Afternoon break	Facts & Inferences – <b>Exercise 11</b>
	Audit Preparation - Audit Program – <b>Exercise 12</b>
	Audit Preparation - Audit Checklist – <b>Exercise 13</b>

18.00 hrs	Wrap up Day 2
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#### Day 4 - CONTINUATION OF LEAD AUDITOR COURSE

Time	Topic
0900 hrs	Welcome back and review of Day 2
Morning break	Review of Day 2 objectives and topics
	Introduce on-site (Stage 2) Activities
Lunch	Audit questioning techniques, gathering and verifying information, taking notes and handling difficult situations
Afternoon break	Opening Meeting and Mock Opening Meeting, Audit Process, Non- Conformities and its classifications
18.00 hrs	Group presentation – Framing NC's & 4 Case Scenarios- <b>Exercise 14</b>
	Practice interview and audit techniques (Mock Audit)- <b>Exercise 15 (Continuation)</b>
	Wrap up Day 3

#### Day 5 - CONTINUATION OF LEAD AUDITOR COURSE

Time	Topic
0900 hrs	Welcome back and review of Day 3
	Review of Day 3 objectives and topics
	Practice interview and audit techniques- <b>Exercise 15 (Continuation)</b>
Morning break	Audit Report Preparation- Stage 1 Document Review– <b>Exercise 16</b>
Lunch	Audit Report Preparation – Stage 2 Mock Assessment– <b>Exercise 17</b>
Afternoon break	Session for Open discussions
18.00 hrs	Wrap-up Day 4

#### Day 6 – LAST DAY OF LEAD AUDITOR COURSE



Time	Topic
09.00 hrs          Lunch          16:00 hrs	Welcome back and review of Day 4
	Audit Life Cycle Closure – Review of Corrective Actions for NC's and follow up for its closures – <b>Exercise 18</b>
	Sample Exam Discussions
	Final questions & Clarifications
	Course Feedback Form
	<b>Chapter 7- CQI-IRCA Registration</b>
	<b>Chapter 8- BSCIC Registration</b>
	Introduction to the exam
	<b>Exam</b>
	End of course

#### Day 6 & Day 7 – NEPAL SIGHT SEEING



#### Day 8 – RETURN TO INDIA

## PAYMENT TERMS & DETAILS:

**INR 60,000** (INCLUDES EXPENCES of Course, Stay, Sightseeing), - ACCOMODATION (Four Star property), FOOD, TRAINING WITH EXAMINATION AND CERTIFICATION & APPLICABLE TAXES) – ALL INCLUSIVES.





- Payment as applicable is made in advance by DD/ Cheque/ Wire payable at Delhi
- Please note that registration for the above course is done purely on a first come first Serve basis and its validity are subject to the realization of payment – **MAXIMUM 10 SEATS**
- In the event of **IRCBO** being unable to register delegate/s or if the programme is cancelled the Cheque/ Draft will be returned/ refunded in Full or Include in next batch.
- Transfer of Nomination is acceptable.
- **IRCBO** reserves right for no refunding the advance fee paid in case the request for Cancellation is received late.



Bank Name: **IndusInd Bank**  
Address: **Antriksh Plaza Plot No 2, Sector 10, Dwarka ,New Delhi, 110075, INDIA**  
Account No: **2598 11808 733**  
IFSC Code: **INDB0000608**  
WSIFT Code: **INDBINBBNDH**  
IEC Code: **AAECI4733M**

#### Travel Medical Requirements:

Participant who is registering shall have both Vaccinations done with PCR Test for Travelling (48 Hrs) and send to us so that we use this information to register into NEPAL health immigration portal, before boarding on travel dates. You will have to get PCR done in Nepal, during return journey, which we shall take care in Nepal.

## COURSE REGISTRATION FORM

Please complete all sections (page 8 to 13) in BLOCK CAPITALS and mail your completed form with Questionnaire to: [lacourse\\_registration@ircbo.solutions](mailto:lacourse_registration@ircbo.solutions)

### TRAINING:

ISO 22301:2019 BUSINESS CONTINUITY MANAGEMENT SYSTEM LEAD  
AUDITOR TRAINING COURSE

### PERSONAL DETAILS



<b>FIRST NAME: SECOND NAME:</b> (if applicable)		<b>SURNAME:</b>
<b>GENDER :</b> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
<b>ADDRESS:</b>		
<b>POSTCODE:</b>		<b>COUNTRY:</b>
<b>MOBILE:</b>		<b>EMAIL:</b>
<b>BUSINESS DETAILS</b>		
<b>JOB TITLE / PROFESSION:</b>		
<b>EMPLOYER / NAME OF THE ORGANISATION:</b>		
<b>PASSPORT DETAILS :</b> NAME AS PER PASSPORT> ISSUED IN CITY> DATE OF ISSUE> DATE OF EXPIRY>		



EMERGENCY CONTACT PERSON:	<b>EMERGENCY CONTACT DETAILS:</b> <b>MOBILE / TELE:</b> <b>ADDRESS:</b>
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Before starting this course, students are required to confirm that he/she has the following prior knowledge:

- a) Knowledge of the following management principles and concepts:  
The Plan, Do, Check, Act (PDCA) cycle.
  - The relationship between Business Impact Analysis and customer satisfaction.
  - Commonly used Business Continuity terms and definitions as given in ISO 22301.
  - The process approach used in management system.
  - The Model of a Process Based Management System, the structure and content of ISO 22301.
- b) Knowledge of the requirements of ISO 22301, which may be gained by completing CQI-IRCA, certified ISO 22301 Foundation Training course or equivalent.

PLEASE FILL UP HERE QUESTIONARE AS WELL.

## Questionnaire

**(FOR BCMS LEAD AUDITOR TRAINING COURSE ONLY)**

Name&gt;

Date&gt;

- a) What is Business Continuity Management System?**

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b) What are the benefits for implementing ISO 22301?

c) What kinds of organizations implement Business Continuity Management Systems?

d) What does PDCA cycle stands for?

e) What is the difference between Protection and Mitigation?

f) What is the difference between Business Impact Analysis and Risk Assessment?



- g) Give four examples of any national, regional or international legal requirements & other requirements of any type of industry applicable for BCMS?

- h) Difference between correction and corrective action?

- i) What do you mean by “INCIDENT” in terms of Business Continuity?

- j) What has been your experience in Business Continuity till date?

