



PECB CERTIFIED ISO 22301 LEAD AUDITOR

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 ISO22301

DAY 2 Planning and initiating an ISO 22301 audit

- ▶ Fundamental audit concepts and principles
- ▶ Audit the approach based on evidence and 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 audit findings and documenting 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

DAY 5 Certification Exam



LEARNING OBJECTIVES

- ▶ To acquire the expertise of performing an ISO 22301 or BS 25999 internal audit, following the ISO 19011 guidelines
- ▶ To acquire the expertise of performing an ISO 22301 or BS 25999 certification audit, following the ISO 19011 guidelines and the specifications of ISO 17021
- ▶ To acquire the expertise necessary for managing a BCMS audit team
- ▶ To understand the operation of the BCMS in accordance with ISO 22301, ISO 27031 or BS 25999
- ▶ To understand the relationship between a Business Continuity Management System, including risk management, controls, the relationship & the compliance with the other requirements

EXAMINATION

The “PECB 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:

1 Domain 1: Fundamental principles and concepts in Business Continuity

Main Objective: To ensure that the ISO 22301 Lead Auditor candidate can understand, interpret and illustrate the main Business Continuity concepts related to a Business Continuity Management System (BCMS)

2 Domain 2: Business Continuity Management System (BCMS)

Main Objective: To ensure that the ISO 22301 Lead Auditor candidate can understand, interpret and illustrate the main concepts and components of a Business Continuity Management System based on ISO 22301

3 Domain 3: Fundamental Audit Concepts and Principles

Main Objective: To ensure that the ISO 22301 Lead Auditor candidate can understand, interpret and apply the main concepts and principles related to a BCMS audit in the context of ISO 22301

4 Domain 4: Preparation of an ISO 22301 audit

Main Objective: To ensure that the ISO 22301 Lead Auditor candidate can prepare appropriately a BCMS audit in the context of ISO 22301

5 Domain 5: Conduct of an ISO 22301 audit

Main Objective: To ensure that the ISO 22301 Lead Auditor candidate can conduct efficiently a BCMS audit in the context of ISO 22301

6 Domain 6: Conclusion and follow-up of an ISO 22301 audit

Main Objective: To ensure that the ISO 22301 Lead Auditor candidate can conclude a BCMS audit, and conduct the follow-up activities in the context of ISO 22301

7 Domain 7: Management of an ISO 22301 audit program

Main Objective: To ensure that the ISO 22301 Lead Auditor understands how to establish and manage a BCMS audit program

- ▶ The “PECB Certified ISO 22301 Lead Auditor” exam is available in different languages, such as English, French, Spanish and Portuguese
- ▶ Duration: 3 hours
- ▶ For more information about the exam, please visit: www.pecb.com



CERTIFICATION

- ▶ After successfully completing the exam, participants can apply for the credentials of PECB Certified ISO 22301 Provisional Auditor, PECB Certified ISO 22301 Auditor or PECB 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 passed 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 |
|---|--------------------------------------|--|-------------------------------------|-------------------------|---------------------------------|
| PECB ISO 22301 Provisional Auditor | PECB ISO 22301 Lead Auditor Exam | None | None | None | Signing the PECB code of ethics |
| PECB ISO 22301 Auditor | PECB ISO 22301 Lead Implementer Exam | Two years One year of Business Continuity work experience | Audit activities totaling 200 hours | None | Signing the PECB code of ethics |
| PECB ISO 22301 Lead Auditor | PECB ISO 22301 Lead Implementer Exam | Five years One year 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) credits will be issued to the participants
- ▶ In case of failure of the exam, participants are allowed to retake it for free under certain conditions