

CERTIFIED 22301 LEAD AUDITOR

“Lead and Audit Business Continuity Systems with Confidence and Compliance.”

Schedule

| Venue (InHouse) | Fees |
|-------------------------------|-----------------------|
| At Your Organization Premises | Ask For The Quotation |

► **Available delivery methods:** In-House Training

Introduction

This internationally recognized course prepares professionals to plan, conduct, manage, and report audits of Business Continuity Management Systems (BCMS) in accordance with ISO 22301:2019. With a focus on audit principles, best practices, and ISO 19011 guidelines, this course enables participants to evaluate the effectiveness of continuity plans, ensure regulatory compliance, and identify opportunities for improvement.

It includes detailed training in risk-based auditing, audit lifecycle management, and the application of auditing techniques in real-world scenarios.

Objectives

Upon completion, participants will be able to:

- Understand the structure and principles of ISO 22301:2019
- Interpret audit requirements and demonstrate conformance with ISO 19011
- Plan, execute, and manage internal and external audits of BCMS
- Identify risks, weaknesses, and gaps in continuity systems
- Produce clear, actionable audit reports aligned with ISO standards
- Support organizations in maintaining certified BCMS

Why Attend

- Gain the skills and credentials to conduct ISO 22301 audits
- Learn to assess resilience and recovery strategies effectively
- Enhance your credibility as a Business Continuity or Risk Management Professional
- Prepare to work as an internal or third-party auditor
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Target Audience

- Internal Auditors and BCMS Implementation Teams
- Business Continuity and Risk Managers
- Quality, Security, and Compliance Professionals
- Consultants and Certification Body Auditors
- Professionals seeking ISO 22301 Lead Auditor qualification

Individual Benefits

- Earn a globally respected Lead Auditor credential
- Master the audit process and reporting for ISO 22301
- Increase employability in audit, governance, and risk sectors
- Build confidence in leading BCMS assessments

Organizational Benefits

- Ensure business continuity practices align with global standards
- Prepare effectively for external certification audits
- Identify system gaps and reduce compliance risks
- Foster operational resilience and stakeholder trust

Instructional Methodology

- Practical audit exercises and case studies
- Role-play and simulation of real-world audit scenarios
- Detailed walkthrough of ISO 22301 clauses and audit evidence
- Audit documentation practice (plans, checklists, reports)
- Interactive lectures, quizzes, and group discussions

Course Outline

DETAILED 5-DAY COURSE OUTLINE (CUSTOMIZABLE)

Day 1: ISO 22301 Overview & Audit Fundamentals

- Module 1: Introduction to ISO 22301: Scope, Terminology, and Concepts (07:30 – 09:30)
- Module 2: Overview of BCMS Structure & Requirements (09:45 – 11:15)
- Module 3: Introduction to Auditing – ISO 19011 & ISO/IEC 17021 (11:30 – 01:00)
- Module 4: Roles and Responsibilities of Lead Auditors (02:00 – 03:30)

Day 2: Audit Planning & Preparation

- Module 1: Audit Principles and Risk-Based Approach (07:30 – 09:30)
- Module 2: Developing the Audit Plan & Checklist (09:45 – 11:15)
- Module 3: Review of Documented Information (Policies, BIA, RA, Continuity Plans) (11:30 – 01:00)
- Module 4: Opening Meetings and Interview Techniques (02:00 – 03:30)

Day 3: Conducting the Audit

- Module 1: Performing On-Site/Remote Audits (07:30 – 09:30)
- Module 2: Gathering and Verifying Audit Evidence (09:45 – 11:15)
- Module 3: Identifying Nonconformities and Writing Findings (11:30 – 01:00)
- Module 4: Role-Play: Simulated BCMS Audit (02:00 – 03:30)

Day 4: Reporting and Follow-Up

- Module 1: Conducting the Closing Meeting (07:30 – 09:30)
- Module 2: Writing the Audit Report (Structure, Content, Clarity) (09:45 – 11:15)
- Module 3: Corrective Actions, Follow-Up & Audit Closure (11:30 – 01:00)
- Module 4: Auditor Ethics & Certification Body Processes (02:00 – 03:30)

Day 5: Audit Simulation & Certification Exam

- Module 1: Full Mock Audit Exercise: Team-Based Activity (07:30 – 09:30)
- Module 2: Audit Review, Debriefing & Gap Evaluation (09:45 – 11:15)
- Module 3: Final Certification Exam (11:30 – 01:00)
- Module 4: Results Discussion, Certification Wrap-Up, & Career Tips (02:00 – 03:30)

Certification

Participants who successfully complete the course and pass the final assessment will be awarded the Certified ISO 22301 Lead Auditor Certificate, aligned with ISO 19011 auditing guidelines and ISO/IEC 17021 standards for auditor competency.

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- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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In-House / Customized Training

Interested in running this course for your team?

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