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ISO/IEC 22301 Certification - Business Continuity - Lead Auditor course

ALL-IN-ONE: EXAM INCLUDED IN PRICE

5 days (35 hours)

Presentation

Our "ISO/IEC 22301 - Business Continuity - Lead Auditor" training course will enable you to master the methods for auditing a Business Continuity Management System (BCMS), in accordance with ISO 22301 standards.

You will learn how to plan an audit, assess compliance, conduct audit interviews, identify non-conformities and write structured reports.

You'll know how to conduct internal, external and certification audits, whether it's an SMCA dedicated to the company's global activity or to recovery plans in a cyber context.

You'll also understand the relationship between ISO/IEC 22301 and other standards and regulatory frameworks, including ISO 27001, ISO 31000, ISO 19011, as well as requirements arising from NIS2 and DORA. You will be able to audit an entire SMCA, including impact analyses (BIA), continuity plans (PCA) and recovery plans (PRA), as well as testing and feedback mechanisms.

On completion of this course, you'll be able to lead a full ISO 22301 audit, assess the effectiveness of a business continuity plan, and manage audits in complex environments (multi-site, third-party, cloud).

Like all our training courses, this one includes the latest stable version of the ISO/IEC 22301 standard, as well as full preparation for Lead Auditor certification (ISO/IEC 22301 - Business Continuity) through a mock exam.

Objectives

- Understand the key principles of a Business Continuity Management System in accordance with ISO 22301.
- Understand the relationship between ISO/IEC 22301 and other standards and regulatory frameworks.
- Interpret the requirements of ISO/IEC 22301 for an auditor.
- Plan, implement, monitor and close an ISO/IEC 22301 compliance audit.
- Assess the conformity of an SMCA to the requirements of ISO/IEC 22301.

Target audience

- Project managers
- Auditors
- IT managers
- Anyone involved in business continuity.

Prerequisites

- ISO/IEC 22301 Foundation certification or basic knowledge of ISO/IEC 22301 standards.

ISO 22301 Lead Auditor training

[Day 1 - Morning]

Business continuity issues & SMCA

- Understanding the importance of organizational resilience
- Overview of threats: cyber-attacks, breakdowns, external crises
- The strategic role of continuity for the company
- Positioning the SMCA in risk management
- Practical workshop: Mapping priority business impacts

[Day 1 - Afternoon]

Detailed structure of ISO 22301 (HLS & Clauses 4?10)

- Reminder of HLS and PDCA logic
- Clause 4 - Context: stakeholders, SMCA scope
- Clause 5 - Leadership: policy, roles and responsibilities
- Clause 6 - Planning: objectives, risks/opportunities, BIA
- Clause 7 - Support: skills, communication, documented information

- Clause 8 - Operations: strategies/solutions, RTO/RPO, plans, exercises & tests
- Clause 9 - Performance evaluation: KPIs, internal audits, management review
- Clause 10 - Improvement: non-conformities & corrective actions
- Deliverables & expected evidence (BIA register, plans, test reports, etc.)
- Exercise in interpreting ISO 22301 clauses from an auditor's point of view
- Practical workshop: Guided reading of requirements & identification of associated evidence

SMCA principles and components

- Organizational requirements & documentation
- Policy, leadership & planning
- Resources, communication, performance & improvement
- PDCA cycle applied to continuity
- Practical workshop: Mini-documentary audit of an SMCA extract

[Day 2 - Morning]

Role & responsibilities of the ISO 22301 auditor

- Ethics, impartiality, confidentiality
- Key competencies of the certified auditor
- Types of audit: internal, external, certification
- Audit posture: observation, evaluation, neutrality

[Day 2 - Afternoon]

ISO 19011 audit standard & framework

- Principles and structure of ISO 19011
- Stages of an audit: from planning to closure
- Objective evidence & traceability
- Non-conformity management & continuous improvement

Starting the audit: framing & objectives

- Define audit scope, objectives and criteria
- Identify interested parties & context
- Collect pre-audit documents
- Interpretation of normative requirements and verification of associated evidence (case studies)
- Practical workshop: Defining the scope of an audit & initial expectations in terms of evidence

[Day 3 - Morning]

Drawing up an audit program

- Drawing up an annual / multi-year program
- Planning resources and sites to be audited
- Risk-based approach
- Communication with stakeholders

[Day 3 - Afternoon]

Field planning & interview techniques

- Detailed audit plan (days, stages, auditees)
- Tools: checklists, matrices, forms
- Distribution of roles within an audit team
- Conducting interviews, observation, document review, cross-validation
- Handling discrepancies & logging findings
- Practical workshop: Drawing up an audit plan & building an interview grid

[Day 4 - Morning]

Assessing compliance with ISO 22301

- Verification of the standard's mandatory requirements
- Conformity assessment methodology: acceptance criteria and typology of non-conformities (minor, major)
- Identifying non-conformities, observations & strengths
- Practical workshop: Maintenance simulation & analysis of an existing SMCA

[Day 4 - Afternoon] Report,

closure & follow-up

- Typical content of an ISO 22301 report
- Formulation of findings: clarity, facts, evidence
- Recommendations & corrective action plans
- Closing meeting: validation & consensus
- Post-audit follow-up, effectiveness of actions, monitoring & recertification
- Practical workshop: Writing a summary audit report (simulated case)

[Day 5 - Morning]

Links with other standards & frameworks (Mapping)

- ISO 22301 ? ISO 22313 (guide), ISO 22317 (BIA), ISO 22318 (supply chain), ISO 22320 (crisis management)
- ISO 22301 ? ISO 27001 / 27005 / 27031 (ISMS, risk management, ICT readiness)
- ISO 22301 ? ISO 31000 (risk management), ISO 19011 (auditing)
- Frameworks & regulations: NIS2, DORA - impact on SMCA
- Building a requirements ? controls / evidence correspondence matrix
- Practical workshop: Mapping 22301 ? referentials & regulatory requirements

[Day 5 - Afternoon]

Multi-site & remote audits + Exam preparation

- Logistics specificities: subsidiaries, cloud, outsourcing
- Hybrid audit: on-site vs. remote - best practices & tools
- Exam preparation: format, duration, scoring, common mistakes
- Summary of ISO 22301 requirements to master
- Practical workshop: Mock exam & correction

Companies concerned

This course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced IT technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives with regard to the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical training: 60% hands-on, 40% theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Certification

A certificate will be awarded to each trainee who has completed the entire course.