

CQI/IRCA Approved ISO 22301:2012 Lead Auditor Course



- To refresh/review the structure & requirements of ISO 22301:2012
- To enable delegates understand Key concepts in Business Continuity Management System auditing
- To impart/enhance practical auditing skills to become internationally recognized certified Auditor/Lead Auditor
- To enable the delegates to plan, conduct & manage BCMS external (second and third party) as well as internal audits in accordance with the principles & guidance of ISO/IEC 17021 & ISO 19011

Course Features

This course is registered with CQI/IRCA (Chartered Quality Institute/International Register of Certificated Auditors, London) vide course registration no. 1748 and satisfies part of the formal training requirements for individuals seeking registration under the CQI/IRCA BCMS Auditor/Lead Auditor Registration Scheme.

Prerequisite/Prior knowledge

All delegates should have reasonably good understanding on basic requirements of ISO 22301. Knowledge of English is essential.

Registered & Head Office-

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Who should attend?

- Executives/managers
- Management representatives
- BCMS Consultants
- Personnel wishing to attend higher level courses such as Lead Auditor courses

Course Contents

- Course Introduction
- Relevant standards, ISO 22301:2012, ISO/IEC 17021 and ISO 19011
- The purpose, importance & benefits of Business Continuity Management System
- Business continuity Policy & objectives
- Business impact analysis & risk assessment
- BCMS documentation structure
- Incident management and problem management
- Introduction to auditing BCMS
- ISO 22301:2012 auditing techniques
- Managing and leading a ISO 22301:2012 audit team
- Interview techniques
- Recording & Reporting Non Conformities
- Audit reporting
- Corrective Action & Audit Close out process
- Continuous Assessment exercises & feedback
- Syndicate & role play exercises & feedback
- Written Examination
- Sum-up

Certificate

Certificate of successful completion shall be issued to all the delegates who attend entire duration of the course & pass the written examination. Certificate of attendance shall be issued to those who do not pass the written examination.

Duration 5 Days