

ISO 22301 Lead Auditor

Course Outline

Module 1: Organizational Context

Lessons:

- Understanding the organization's external environment
- Recognizing the organization's internal dynamics
- Considering the significance of interested parties, needs and expectations
- Acknowledging the importance of complying with legal and regulatory requirements
- Business Continuity Management System (BCMS)
- Defining the scope of the BCMS
- Understanding the purpose and components of a BCMS

Module 2: Leadership

Lessons:

- Management's Commitment and Policy
- Recognizing the critical importance of management commitment
- Effective strategies for managing business continuity
- Key components of a business continuity policy
- Defining roles and responsibilities

Module 3: Planning & Support

Lessons:

- Planning
- Managing risks and opportunities within the BCMS
- Establishing and overseeing business continuity objectives
- Support
- Providing adequate resources for planning
- Recognizing the significance of incident response personnel
- Ensuring the competence of individuals involved in BCMS activities
- Facilitating effective communication about business continuity within the organization
- Establishing an information and document management system
- Raising awareness of the BCMS throughout the organization

Module 4: Operation

Lessons:

- Planning & Control
- Essential components of the BCMS
- Utilizing the BCMS for efficient operational planning and control
- Establishing a management framework for the BCM environment
- Implementing measures to sustain business continuity
- Identifying indicators of a successful BCM implementation

Module 5: Business Impact Analysis & Risk Assessment

Lessons:

- Business Impact Analysis
- Understanding the purpose and contents of the Business Impact Analysis
- Exploring the concept of business impact and its various types
- Key concepts involved in conducting a Business Impact Analysis
- Risk Assessment
- Understanding the concept of Risk Assessment and its different elements
- Identifying BCM-related threats, risks, and their potential impact
- Strategy and Procedures
- Understanding the relationship between the business continuity strategy and procedures
- Establishing and implementing effective business continuity procedures
- Developing and implementing the Business Continuity Plan
- Outlining the procedures included in the Business Continuity Plan

Module 6: Performance Evaluation and Improvement

Lessons:

- Exercising, Testing, Monitoring, Measurement, Analysis and Evaluation
- Conducting exercises and tests to assess the effectiveness of the business continuity plan
- Ensuring the readiness and efficiency of the plan
- Implementing processes for internal audits to ensure compliance
- Importance of the Management Review and its Purpose
- Addressing nonconformities and implementing corrective actions
- Continual improvement of the BCMS and its components