

ISO 22301 LEAD AUDITOR TRAINING & CERTIFICATION (Business Continuity Management)



Master the Audit of Business Continuity Management System (BCMS) based on ISO 22301

ISO 22301 Lead Auditor training enables you to develop the necessary expertise to perform a Business Continuity Management System (BCMS) audit by applying widely recognized audit principles, procedures and techniques. During this training course, you will acquire the knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and ISO/IEC 17021-1 certification process.

Why should you attend?

ISO 22301 Lead Auditor training enables you to develop the necessary expertise to perform a Business Continuity Management System (BCMS) audit by applying widely recognized audit principles, procedures and techniques. During this training course, you will acquire the necessary knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and ISO/IEC 17021-1 certification process.

Based on practical exercises, you will be able to master audit techniques and become competent to manage an audit program, audit team, communication with customers, and conflict resolution.

After acquiring the necessary expertise to perform a BCMS audit, you can sit for the exam and apply for a “PECB Certified ISO 22301 Lead Auditor” credential. By holding a PECB Lead Auditor Certificate, you will demonstrate that you have the capabilities and competencies to audit organizations based on best practices.

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3D EDUCATORS
TRAINERS & CONSULTANTS

Who Should Attend?

- Auditors seeking to perform and lead Business Continuity Management System (BCMS) certification audits
- Managers or consultants seeking to master a Business Continuity Management System audit process
- Individuals responsible for maintaining conformance with Business Continuity Management System requirements
- Technical experts seeking to prepare for a Business Continuity Management System audit
- Expert advisors in Business Continuity Management

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Program Details

Inauguration

The Training Program will be inaugurated by a senior member of 3D EDUCATORS

Program Structure

Number of days	Full Five Days
Preferred Days	Sun, Sat

Other Learning Activities:

Classroom Assignments	2
Presentations by Trainees	1

3D EDUCATORS

About the Program Instructor

The "Business Continuity Management System" Program is the International Cadre and renowned Certification, which will be conducted by Senior most Manager and Lead Auditors who have extensive experience in training and consulting. They have worked with various large multinational & local organizations and provide the trainings in local and abroad.

The Trainers who are conducting this program are on the following:

- ✓ Lead Auditors
- ✓ Quality Management Consultants

They trainers are foreign qualified and having the degrees of MBA, and audit back ground.

As Consultant & Senior Trainers the team of trainers from Quality side we **3D Educators – Trainers & Consultants** would not compromise on the faculty.

Learning objectives

- Understand the operations of a Business Continuity Management System based on ISO 22301
- Acknowledge the correlation between ISO 22301 and other standards and regulatory frameworks
- Understand an auditor's role to: plan, lead and follow-up on a management system audit in accordance with ISO 19011
- Learn how to lead an audit and audit team
- Learn how to interpret the requirements of ISO 22301 in the context of a BCMS audit
- Acquire the competencies of an auditor to: plan an audit, lead an audit, draft reports, and follow-up on an audit in compliance with ISO 19011

Educational approach

- This training is based on both theory and best practices used in BCMS audits
- Lecture sessions are illustrated with examples based on case studies
- Practical exercises are based on a case study which includes role playing and discussions
- Practice tests are similar to the Certification Exam

Prerequisites

A fundamental understanding of ISO 22301 and comprehensive knowledge of audit principles and person should have five years of working experience in BCM to get the Certification of Lead Auditor.

Program Syllabus

Section	Description
0	Introduction
0.1	General
0.2	The Plan-Do-Check-Act (PDCA) model
0.3	Components of PDCA in this International Standard
1	Scope
2	Normative references
3	Terms and definitions
4	Context of the organization
4.1	Understanding of the organization and its context
4.2	Understanding the needs and expectations of interested parties
4.3	Determining the scope of the business continuity management system
4.4	Business continuity management system
5	Leadership
5.1	Leadership and commitment
5.2	Management commitment
5.3	Policy
5.4	Organizational roles, responsibilities and authorities
6	Planning
6.1	Actions to address risks and opportunities
6.2	Business continuity objectives and plans to achieve them
7	Support
7.1	Resources
7.2	Competence
7.3	Awareness
7.4	Communication
7.5	Documented information
8	Operation

8.1	Operational planning and control
8.2;2	Business impact analysis and risk assessment
8.3	Business continuity strategy
8.4	Establish and implement business continuity procedures
8.5	Exercising and testing
9	Performance evaluation
9.1	Monitoring, measurement, analysis and evaluation
9.2	Internal audit
9.3	Management review
10	Improvement
10.1	Nonconformity and corrective action
10.2	Continual improvement

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EXAMINATION

The “PECB Certified ISO/IEC 22301 Lead Auditor” exam fully meets the requirements of the PECB Examination and Certification Programme (ECP). The exam covers the following competency domains:

- Domain 1: Fundamental Principles and concept of a Business Continuity Management System (BCMS)
- Domain 2: Business Continuity Management System (BCMS)
- Domain 3: Fundamental Audit concept and principles
- Domain 4: Preparation of and ISO/IEC 22301 Audit
- Domain 5: Conducting and ISO/IEC 22301 Audit
- Domain 6: Closing and ISO/IEC 22301 Audit
- Domain 7: Managing and ISO /IEC 22301 Audit System

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Certification

After successfully completing the exam, you can apply for the credentials shown on the table below.

You will receive a certificate once you comply with all the requirements related to the selected credential.

For more information about ISO/IEC 22301 certifications and the PECB certification process, please refer to the Certification Rules and Policies.

Credentials	Exam	Professional Experience	ISM Audit Experience	Other Requirements
PECB Certified ISO/IEC 22301 Professional Auditor	PECB Certified ISO/IEC Lead Auditor Exam or Equivalent	None	None	Signing the PECB Code of Ethics
PECB Certified ISO/IEC 22301 Auditor	PECB Certified ISO/IEC Lead Auditor Exam or Equivalent	Two Years: One Year of Working Experience in Information Security Management System	Audit Activities: a total of 200 hours	Signing the PECB Code of Ethics
PECB Certified ISO/IEC 22301 Lead Auditor	PECB Certified ISO/IEC Lead Auditor Exam or Equivalent	Five Years: Two Year of Working Experience in Information Security Management System	Audit Activities: a total of 300 hours	Signing the PECB Code of Ethics
PECB Certified ISO/IEC 22301 Master	PECB Certified ISO/IEC Lead Auditor Exam or Equivalent and PECB Certified ISO/IEC 22301 Lead Implementer Exam or Equivalent	Ten Years: Six Year of Working Experience in Information Security Management System	Audit Activities: a total of 300 hours	Signing the PECB Code of Ethics

General Information

- Certification fees are included on the exam price
- Training material containing over 450 pages of information and practical examples will be distributed
- A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued
- In case of exam failure, you can retake the exam within 12 months for free

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TERMS & CONDITIONS

WITHDRAWAL FROM THE CERTIFICATION

Students are not allowed to withdraw from the CERTIFICATION. If a student cannot continue the CERTIFICATION his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to 3D Educators code of conduct.

EVALUATION AND GRADING

The performance of students is evaluated through continuous observation of a student's performance in the CERTIFICATION – class participation, submission of assignments, quizzes and exercises.

The student will be examined through three hourly exams conducted at the midterm and a final exam at the end of the program. Total marks for passing the CERTIFICATION will be 70 out of a total of 100.

Students who do not meet the attendance or any other eligibility criteria will not be allowed to appear in the final examination.

The following grading plan will be applicable for the CERTIFICATION:

A	87 - 100
B+	81 - 86
B	72 - 80
C+	66 - 71
C	60 - 65
F	below 60

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. 3D EDUCATORS reserve the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will be resubmit the

examination fee and sit the future schedule exam. Without passing of the exams no certification will be awarded.

SAMPLE CERTIFICATE



When Recognition Matters



Professional Evaluation and Certification Board

hereby attests that

Wai Ming Yu

is awarded the title

PECB Certified ISO/IEC 27001 Lead Auditor

having met all the certification requirements, including all examination requirements, professional experience and adoption of the PECB Code of Ethics

Certificate Number: ISLA1002899-2014-02
Issue Date: February 14th, 2014
This certificate is valid for three years for the purpose of PECB certification

Issued by: Faton Tony Aliu, President


