

**PECB**

## **ISO 22301 LEAD AUDITOR TRAINING & CERTIFICATION**

(Business Continuity Management)

### **PECB CANADA**

#### **Who can do?**

- 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

**100,000+ Students  
have been Trained**

since  
1997

**Program is  
offered by**

**3D EDUCATORS  
INTL**  
22 Years of  
Excellence in  
Training &  
Development

**Invest in  
People the  
only Asset  
that Appreciates**



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## **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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## Program Details

### Inauguration

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

### Program Structure

No of classes	<b>5 Full Days</b>
Preferred Days	<b>Sun, Sat</b>

### Other Learning Activities

Classroom Assignments	<b>01</b>
Presentations by Trainees	<b>01</b>

### 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.

### In Affiliation with





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## 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



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## **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



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## 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.



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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



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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



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8.1	Operational planning and control
8.2	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.



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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 Lead 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



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## **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 DIPLOMA/CERTIFICATION**

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma 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 Diploma – class participation, submission of assignments, quizzes and exercises.



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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 Diploma will be 60 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 Diploma:

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



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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 reserves 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.



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### **ONLINE LIVE CLASSES FACILITY AVAILABLE**

- Instructor Led Training
- Real Time Presentations
- Interactive Classes
- Complete Notes and Other Stuff shall be provided through our Secure Student Login Member's Area
- For Online Live Classes, you may please download the Admission Form through our website <http://www.3deducators.com>. Fill it properly and attached the required document along with Picture and send back to [info@3deducators.com](mailto:info@3deducators.com) with scanned fee submitted voucher in the bank.
- For Pakistan you may submit the fee at any MCB Branch with the title of "3D EDUCATORS-TRAINERS & CONSULTANTS".
- If you are outside Pakistan then you may transfer via Bank to Bank or any western union, Fast Track, Money Gram or else International Transfer Body.
- After Admission, if you don't have GMAIL Account then you are requested to kindly make one GMAIL Account and shared it [info@3deducators.com](mailto:info@3deducators.com). Then further correspondence shall be made by our institute official.
- Extra Bandwidth Charges shall be incurred.

### **DISTANCE NOT MATTER**

You can join in the live classes Sessions of 3D EDUCATORS – TRAINERS & CONSULTANTS from anywhere of the world.



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### **PRECAUTIONARY MEASURES**

- During Classes, you are requested to make sure that you are in isolated room, where no noise should be there except your voice.
- Kindly Switch Off your Cell Phone during the class, because it will disturb the quorum of class.
- If you have taken the admission in the course online lonely, then ethically it is recommended and suggested that you alone in the class.
- Recording of Lectures are not allowed at your end.

This world is emerging and growing in the 21st Century very rapidly because of latest and remarkable technologies and its advancement. Due to advancement of technology, we 3D EDUCATORS offer Live Interactive class sessions

3D EDUCATORS believe on Information Technology and its systems. Now you can also avail this facility at your home.

### **CONTACT US**

021-34141329, 0333-2402474  
021-34857148

info@3deducators.com  
<http://www.3deducators.com>

Get the Admission Form

**Download Form** 

**MANAGEMENT  
3D EDUCATORS  
TRAINERS & CONSULTANTS**



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**Global Recognized Certification from PECB CANADA**

**PECB**

*When Recognition Matters*



## Professional Evaluation and Certification Board

hereby attests that

**Dr. Muhammad Shaheer Waqar**

is awarded the title

**PECB Certified ISO 22301 Lead Auditor**

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

Certificate Number: BCLA1022286-2017-09

Issue Date: September 22, 2017

This certificate is valid for three years for the purpose of PECB certification

Issued by: Fatou Aliu, President