



# ISO 22301:2019

## Business Continuity Management System Lead Auditor

5 Days Training (Class room option)  
5 Days Training (Online option)





# Contents

- Course Overview
- Why Choose RICl
- Course Objectives and Benefits
- Trainers' Profile
- Contact Us





## The Right Course For You

This 5-day Business Continuity Management System Lead Auditor Course is designed for organizations that are planning to adopt and implement a Business Continuity Management System based on ISO 22301:2019, or for professionals such as business continuity strategists, managers, consultants, auditors and lead auditors.

Experienced trainers will introduce the framework and processes of ISO 22301:2019 and will ensure enhancing the learners' knowledge and understanding of the course. While taking the course, learners will acquire the competencies required in auditing, based on ISO 19011:2018, to ensure the credibility and integrity of the Business Continuity Management System.

# Why Choose RIC I ?

## You are in Good Hands

We work with small and large companies, individuals, government agencies, universities and blue-chip companies, so you can have confidence in our ability to deliver the results you want to achieve

We, in RIC I, are keen to maintain long-term relationships with our clients. Although it might be a cliché, but we strongly believe that our relationships with clients are partnerships that can lead us to deliver the best results.

## Specific Reasons

- **Support:** Full-time customer support staff as our organization is large enough to deliver and small enough to care
- **Experienced:** Our organization has been providing customized training programs to SMEs for many years.
- **Excellent trainers:** Our trainers, will answer any question you wish to ask, related to ISO standards, auditing, the challenges they overcame and the requirements for succeeding in the field of training.
- **Quality Assured Training:** RIC I offers courses accredited by national and international bodies to ensure that you earn your return on training investments.



# Business Continuity Management System

## ISO 22301

Business Continuity Management System training course is a game changer

## Course Overview

The tenacity of businesses to continue their operations amid market and technological revolutions, natural disasters, pandemics, cybercrimes, strikes is paramount for any organization interested in sustaining their clientele and ensuring steady growth, regardless of its size, location or sector.

Business Continuity Management System audit is the optimal management tool for acquiring a comprehensive understanding of the organization's business continuity strategies and plans. Through the verification of objective evidence, the effectiveness of existing processes is assessed, risk assessment and business impact analysis are conducted, areas of improvement are discovered and opportunities for loss mitigation are validated. Audits not only report non-conformances and corrective actions but also highlight the positive effects of existing practices, making it quite simple for departments to share information and amend their work practices, contributing to continual improvement.

This 5-day course is designed for those who are pursuing a career path as a Business Continuity Management System Auditor/Lead Auditor and for individuals who are already in this field and want to acquire further knowledge and skills.

By the end of the course, participants will have obtained a comprehensive understanding of auditing principles, audit programs, audit objectives, audit planning and implementation, opening and closing an audit, and all the characteristics and personality traits that make a successful auditor.

## Topics Covered

Overview of the ISO 22301:2019 standard, process approach, risk-based thinking, PDCA Cycle, Annex L structure.

Auditing business impact analysis and risk assessment.

Auditing business continuity strategies and plans.

Auditing disaster management and recovery plans.

Principles of auditing.

Establishing Business Continuity Management audit program objectives.

How to identify, minimize and control business continuity audit risks.

Establishing the business continuity audit program its implementation and improvement

Business continuity audit planning, preparing audit plan and checklists.

Criteria for the selection of auditors, sector experts and their roles and responsibilities.

Opening meeting, reviewing, collecting and verifying documented information, generating audit findings and determining audit conclusions.

Closing meeting, preparing and distributing audit report, completing audit and conducting audit follow-ups.

Competence evaluation of auditors.

The characteristics that make a successful auditor.

## Learning Outcomes

- Learn Business Continuity Management System and auditing principles.
- Learn how to develop a realistic Energy Management System audit plan and checklist
- Learn the characteristics that make a successful Business Continuity Management System auditor
- Improve your business continuity auditing skills, technique and effective communication during the audit
- Learn about audit trails
- Learn to perform process-based and risk-based business continuity auditing.
- Collecting and reviewing business continuity audit evidence.
- How to write nonconformities, their verification and closure.
- Write a professional audit report
- Practice by performing live opening and closing meetings
- Improve your skills by performing a live business continuity audit as an auditor and/or a lead auditor.

# Trainers' Profile

## Hamza Khalid

He is an experienced Lead Tutor, Auditor and Management Consultant in various fields. He has successfully managed and conducted IRCA Certified training programs



# Contact Us

## MIDDLE EAST

### BAHRAIN

Flat 51, Building 280, Road  
5616, Block 356, Salihiya  
Tel: +973 1700 1595

Office B13, Building 2126,  
Road 1529, Block 115, Hidd  
Tel: +973 1700 5240

Flat 1, Building 862, Road 3315,  
Block 333, Umm Al Hassam  
Tel: +973 17241136

### SAUDI ARABIA

Office 104, Prince Mutaib bin Abdulaziz  
Road, Rehab District, Jeddah  
Tel: +966 12 617 3252

## ASIA PACIFIC

### PAKISTAN

44 A, B-III, Gulberg-III,  
Lahore  
Tel: +92 4235777632

## NORTH AMERICA

### CANADA

41 Bevan Crescent, Ajax  
Ontario, L1T 4P4  
Tel: +1 2896088288



[www.ricionline.com](http://www.ricionline.com)



[info@ricionline.com](mailto:info@ricionline.com)



[f](#) [@](#) [in](#) [t](#) [v](#) [w](#) /rici

