

# ISO 22301 INTERNAL AUDITOR CERTIFICATION

As per International Standards



## UNICHROME

# Unichrone Training **Advantages**

- ✓ 2 Day Interactive Instructor –led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ ISO 22301 Internal Auditor course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/Weekend ISO 22301 Internal Auditor Training Course schedule



## About Unichrone

- ✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across  
global companies

PHILIPS

AXCESS  
FINANCIAL PRODUCT MANAGEMENT

CLARIANT

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DASHTI

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TriskeleLabs

مصرف الراجحي  
Al Rajhi Bank

DHL

ARASCO  
أراسكو



## Importance of ISO 22301 Internal Auditor Certification Training

- ✓ The organization has to prove that its BCM satisfies all standard requirements to obtain the 22301 Certificate. So, they employ an ISO 22301 Internal Auditor to conduct internal BCMS audits for their business. Certified professionals have expertise in ISO 22301 requirements, audit techniques, and best practices. These professionals assess BCMS to ensure efficiency and adherence to standards. Moreover, pursuing ISO 22301 Internal Auditor Certificate helps aspirants elevate their careers to the next level.
- ✓ ISO 22301 Internal Auditor Training equips expertise to conduct internal audits of Business Continuity Management System (BCMS) based on ISO 22301 standards. It facilitates participants' comprehension of the requirements of the Business Continuity Management System. Additionally, they learn the scope of a BCMS and the significance of business continuity aspects.

## ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue ISO 22301 Internal Auditor Training Course. However, having prior knowledge of the ISO standard is beneficial.

## WHO SHOULD ATTEND

- ✓ Any professional who wants to advance his/her career in Business Continuity Management can take up ISO 22301 Internal Auditor Course.

# ISO 22301 INTERNAL AUDITOR CERTIFICATION

## Advantages



CERTIFIES  
YOUR TALENT



HELPS  
BUILDING  
VALUES



GLOBAL  
RECOGNITION



PERFECT  
EXECUTION



BUILDS  
CUSTOMER  
LOYALTY



MORE  
EMPLOYABILITY  
OPTIONS

# Syllabus of ISO 22301 Internal Auditor Certification Training

## Lesson 01 – Introduction to Business Continuity Management Systems

1.	What is a BCMS?
2.	Management Systems
3.	What is Business Continuity Management System?
4.	BCM System Process
5.	Business Continuity Management (BCM)
6.	BCMS Benefits
7.	Business Continuity Management Lifecycle
8.	Applicability and Objectives

## Lesson 02 – Scope of a BCMS

1.	Overview
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# Syllabus of ISO 22301 Internal Auditor Certification Training

## Lesson 03 – Fundamental Principles and Concepts of Business Continuity

1.	Fundamental Principles
2.	Build a Comprehensive Plan
3.	Implement Each Step of the Action Plan
4.	Check and Evaluate Results
5.	Review and Make Improvements
6.	Business Continuity

## Lesson 04 – Clauses 4 to 8 of ISO 22301

1.	Introduction
2.	Clauses of ISO 22301
3.	Clause 4 – Context of the Organization
4.	Clause 5 – Leadership
5.	Clause 6 – Planning
6.	Clause 7 – Support
7.	Clause 8 – Operations



# Syllabus of ISO 22301 Internal Auditor Certification Training

## Lesson 05 – Overview of ISO 22301 Standard

1.	Introduction to ISO 22301
2.	22301 Standard
3.	22301 Standard Progression
4.	22301 High-level Methodology
5.	Implementation Cycle Times

## Lesson 06 – BCM Mandatory Documents

1.	Clause 4.2.2
2.	Clause 4.3
3.	Clause 5.3
4.	Clause 6.2
5.	Clause 7.2
6.	Clause 7.4
7.	Clause 8.2.1
8.	Clause 8.2.2
9.	Clause 8.2.3
10.	Clause 8.4.1
11.	Clause 8.4.2
12.	Clause 8.4.3
13.	Clause 8.4.4
14.	Clause 8.4.5
15.	Clause 9.1.1
16.	Clause 9.3
17.	Clause 10.1

# Syllabus of ISO 22301 Internal Auditor Certification Training

## Lesson 07 – Leadership

1.	Leadership and Commitment
2.	Establishing the Business Continuity Policy
3.	Communicating the Business Continuity Policy

## Lesson 08 – Management Roles and Responsibilities

1.	Overview
2.	Impediments to Success
3.	Aids to Success

# Syllabus of ISO 22301 Internal Auditor Certification Training

## Lesson 09 – Implementation Phases of the ISO 22301 Framework

1.	Management Support
2.	Identification of Requirements
3.	Business Continuity Policy and Objectives
4.	Support Documents for Management System
5.	Risk Assessment and Treatment
6.	Business Impact Analysis
7.	Business Continuity Strategy
8.	Business Continuity Plan
9.	Training and Awareness
10.	Documentation Maintenance
11.	Exercising and Testing
12.	Post-Incident Reviews
13.	Communication with Interested Parties
14.	Measurement and Evaluation
15.	Internal Audit
16.	Corrective Actions
17.	Management Review

## Lesson 10 – Continual Improvement of a BCMS

1.	Continual Improvement
2.	BCMS Control System
3.	Areas of Continual Improvement

# Syllabus of ISO 22301 Internal Auditor Certification Training

## Lesson 11 – Audit

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|----|-----------------------|
| 1. | Introduction to Audit |
|----|-----------------------|

## Lesson 12 – Auditing Principles

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|----|------------------------|
| 1. | Fundamental Principles |
| 2. | Internal Auditing      |
| 3. | Scope                  |
| 4. | PDCA Cycle             |

# Syllabus of ISO 22301 Internal Auditor Certification Training

## Lesson 13 – Auditing Roles

1.	What are the Roles?
2.	Organisational Context
3.	Management Responsibilities
4.	Planning, Support, and Operation
5.	Performance Evaluation
6.	Improvement

## Lesson 14 – Roles and Responsibilities of the Auditor

1.	Internal Auditing
2.	Roles and Responsibilities
3.	Typical Internal Audit

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## Lesson 15 – Skills of an Internal Auditor

1.	Internal Auditing Goals
2.	Qualities of an Auditor
3.	Auditing Skills

## Lesson 16 – Purpose of Internal Auditing

1.	22301 Mission
2.	Key Benefits of BCMS



# Syllabus of ISO 22301 Internal Auditor Certification Training

## Lesson 17 – Audit Procedures

1.	BCMS Audit Process
2.	Elements of an Internal Audit
3.	Internal Audit Process
4.	Required Documentation
5.	Supporting Procedural Documentation
6.	Required Records and Documentation

## Lesson 18 – Audit Triangle

1.	Fraud Triangle
2.	Tackling the Fraud Triangle

# Syllabus of ISO 22301 Internal Auditor Certification Training

## Lesson 19– Auditing Techniques

1.	Classifying Audit Findings
2.	On-Site Auditing
3.	Remote Auditing Methods

## Lesson 20 – Work Document Approach

1.	Steps to Certification
2.	Certification Audits

# Exam Format of ISO 22301 Internal Auditor Certification

Examination Format	
Exam Name	ISO 22301 Internal Auditor Exam
Exam Format	Multiple Choice
Total Questions & Duration	30 Questions, 60 minutes
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for the ISO 22301 Internal Auditor, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified ISO faculty, the practice tests are a true simulation of the ISO 22301 Internal Auditor Exam.

# Contact Us

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<https://unichrone.com/>

