

# ISO 22301 LEAD AUDITOR CERTIFICATION TRAINING

As per International Standards



**UNICHROME**

# Unichrone Training **Advantages**

- ✓ 4 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 Lead Auditor course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/Weekend ISO 22301 Lead 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**


## Importance of ISO 22301 Lead Auditor Certification Training

- ✓ Establishing a continuity management system is not enough. Organizations must ensure that it is running with efficiency and is active at all times. This is ensured through the audit of BCMS and business continuity certification holders are the most suitable for this task. Certified professionals not only get alluring job opportunities in enterprises worldwide but also land as successful entrepreneurs. Individuals pursuing **ISO 22301 Lead Auditor Certification** become adept at planning internal and external audits.
- ✓ Internal auditors, project managers, consultants, IT expert advisors, and technical experts can attend **ISO 22301 Lead Auditor Training**. Any individual aiming at the continual improvement of business or BCMS will find this training program fruitful. Aspirants acquire an in-depth understanding of the business continuity principles. This training program inculcates leadership skills in aspirants.

## ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue ISO 22301 Lead 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 Lead Auditor Course.

# ISO 22301 LEAD AUDITOR CERTIFICATION ADVANTAGES



CERTIFIES  
YOUR TALENT



HELPS  
BUILDING  
VALUES



GLOBAL  
RECOGNITION



PERFECT  
EXECUTION



BUILDS  
CUSTOMER  
LOYALTY



MORE  
EMPLOYABILITY  
OPTIONS

# Syllabus of ISO 22301 Lead 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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## 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 Organisation
4.	Clause 5 – Leadership
5.	Clause 6 – Planning
6.	Clause 7 – Support
7.	Clause 8 – Operations



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## 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

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## 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

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## 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

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## Lesson 11 – Audit

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|-----------|-----------------------|
| <b>1.</b> | Introduction to Audit |
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## Lesson 12 – Auditing Principles

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|-----------|------------------------|
| <b>1.</b> | Fundamental Principles |
| <b>2.</b> | Internal Auditing      |
| <b>3.</b> | Scope                  |
| <b>4.</b> | PDCA Cycle             |

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## Lesson 13 – Auditing Roles

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

## Lesson 14 – Roles and Responsibilities of the Auditor

<b>1.</b>	Internal Auditing
<b>2.</b>	Roles and Responsibilities
<b>3.</b>	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

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## 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

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## Lesson 19 – Auditing Techniques

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

## Lesson 20 – Work Document Approach

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| 1. | Steps to Certification |
| 2. | Certification Audits   |



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## Lesson 21 – Business Continuity Control Best Practice

1.	Overview
2.	BCM Policy
3.	Management Commitment
4.	Plan How to Deal with an Emergency
5.	Impediments to Success

## Lesson 22 – Planning a Business Continuity Management System (BCMS)

1.	Planning a BCMS
2.	Steps to Plan a BCMS

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## Lesson 23 – Implementation of Business Continuity and Writing Procedures

1.	Communication
2.	Writing a Scenario
3.	Delivering the Scenario
4.	Implementing a BCMS

## Lesson 24 – Business Impact Analysis (BIA) and Risk Assessment

1.	Business Impact Analysis
2.	Risk Assessment
3.	Risk Assessment Methodologies and Implementation
4.	Risk Treatment Implementation

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## Lesson 25 – Implementation of Business Continuity and Writing Procedures

1.	Incident Management and Emergency Management
2.	Overview
3.	Incident Management
4.	Emergency Management
5.	Key Elements of Crisis Management Respond Process

## Lesson 26 – Operations Management of a BCMS

1.	Introduction to Operations Management of a BCMS
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## Lesson 27 – Business Continuity Strategies and Solutions

1.	General
2.	Identification of Strategies and Solutions
3.	Selection of Strategies and Solutions
4.	Resource Requirements
5.	Implementation of Solutions

## Lesson 28 – Business Continuity Plans and Procedures

1.	General
2.	Response Structure
3.	Warning and Communication
4.	Business Continuity Plans
5.	Recovery
6.	Evaluation of Business Continuity Documentation and Capabilities

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## Lesson 29 – Performance Evaluation, Monitoring, and Measurement of a BCMS

1.	Performance Evaluation, Monitoring, and Measurement of a BCMS
2.	Key Performance Indicators (KPI)
3.	Identifying Indicators of an Organization
4.	Critical Success Factors (CSFs)
5.	Writing an Effective Critical Success Factor
6.	CSFs for Strategic Planning
7.	Performance Evaluation
8.	Case Study: Telefonica
9.	Cutting Complexity
10.	Taking Actions

## Lesson 30 – Development of Metrics, Performance Indicators, and Dashboards

1.	Development of Metrics
2.	KPI Dashboards
3.	Steps to Create KPI Dashboards

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## Lesson 31 – Internal Audit and Management Review of a BCMS

1.	Internal Audit
2.	Introduction to Management Review
3.	Purpose of Management Review
4.	Management Review Input
5.	Management Review Outputs

## Lesson 32 – Improvement and Implementation of a Continual Improvement Program

1.	Nonconformity and Corrective Action
2.	Continual Improvement
3.	Lifelong Learning
4.	Tone from the Top
5.	Let's have a Plan
6.	Second Opinion
7.	Catching up
8.	Takeaway

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## Lesson 33 – Preparing for a BCMS Certification Audit

1.	BCMS Certification Audit
2.	Choose a Certification Body
3.	Certification Audits
4.	Surveillance Visits

## Lesson 34 – Development of a BCMS and Business Continuity Policies

1.	Development of a BCMS
2.	Steps for Development of a BCMS
3.	Business Continuity Policies

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## Lesson 35–Purpose of Management Review

1.	Conducting an Audit
2.	Core Audit Principles and Concepts
3.	Evidence and Risk
4.	Preparation of an Audit
5.	BCMS Documentation Audit
6.	Opening Meeting

## Lesson 36– Directing an ISO 22301 Audit

1.	Communication During the Audit
2.	Audit Actions
3.	Findings from the Audit



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## Lesson 37—Manage Auditing Teams, Improve Analysing, and Reporting Skills

1.	Introduction
2.	Management Audit Procedure
3.	Improvement Analysing
4.	Data Analyses
5.	Root Cause Analysis
6.	Reporting Skills

## Lesson 38— Directing an ISO 22301 Audit

1.	Components of the Documentation
2.	Supporting Procedural Documentation
3.	Closing Meeting
4.	Assessing Corrective Action Plans
5.	ISO 22301 Surveillance Audit
6.	Internal Audit Management Programme
7.	Second Party Audits

## Exam Format of ISO 22301 Lead Auditor Certification

Examination Format	
<b>Exam Name</b>	<b>ISO 22301 Lead Auditor Exam</b>
Exam Format	Multiple Choice, Subjective
Total Questions & Duration	20 Questions, 120 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 Lead 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 Lead Auditor Exam.

# Contact Us

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