



**EXEMPLAR GLOBAL, USA APPROVED  
AUDITOR/LEAD AUDITOR COURSE ISO 22301:2019  
OFFERED BY RECOGNISED TRAINING PROVIDER  
NVT QUALITY CERTIFICATION PVT. LTD., INDIA  
(NVT QUALITY CERTIFICATION INTERNATIONAL, USA)**





# AUDITOR/LEAD AUDITOR COURSE ISO 22301:2019



# ISO 22301

BUSINESS CONTINUITY MANAGEMENT SYSTEM

## Course Overview

- The purpose of this training course is to impart/enhance practical knowledge of ISO 22301:2019 standard and develop skills and expertise needed to audit/manage quality management system audits efficiently.
- This will enable participants understand the concepts of ISO 22301:2019 and how the standard can become a valuable part of your business management system through an exciting accelerated learning approach.
- This will provide participants with knowledge and skills required to perform first, second and third party audits of management systems against ISO 22301:2019, in accordance with the guidance provided in ISO 19011:2018 for first and second party audits and requirements in ISO 17021:2015 for third party audits.

## Course Duration

40 hours

## Learning Objectives :

- To refresh/review the structure & requirements of ISO 22301:2019
- To enable participants understand Key concepts in Business Continuity Management System auditing
- Acknowledge the relationship between ISO 22301 and other standards and regulatory frameworks
- To impart/enhance practical auditing skills to become internationally recognized certified Auditor/Lead Auditor
- Interpret the requirements of ISO 22301 in the context of a BCMS audit
- To enable the participants to plan, conduct & manage BCMS external (second and third party) as well as internal audits in accordance with the principles & guidance of ISO/IEC 17021 & ISO 19011
- Identify and write nonconformity statements with insight of proposal corrective actions and undertake audit follow-up activities.



# AUDITOR/LEAD AUDITOR COURSE ISO 22301:2019



## Course Content

- Course Introduction
- Relevant standards, ISO 22301:2019, ISO/IEC 17021 and ISO 19011
- The purpose, importance & benefits of Business Continuity Management System
- Business continuity Policy & objectives
- Business impact analysis & risk assessment
- BCMS documentation structure
- Incident management and problem management
- Introduction to auditing BCMS
- ISO 22301:2019 auditing techniques
- Managing and leading a ISO 22301:2019 audit team
- Interview techniques
- Recording & Reporting Non Conformities
- Audit reporting
- Corrective Action & Audit Close out process
- Continuous Assessment exercises & feedback
- Syndicate & role play exercises & feedback
- Written Examination

## Pre-Requisites

Having prior knowledge and understanding of Management Systems, Business Continuity Management (Principle & Concept) is an added advantage

## Who Should Attend?

- Auditors seeking to perform and lead business continuity management system (BCMS) audits
- Managers or consultants seeking to master the business continuity management system audit process
- Individuals responsible to maintain conformity with the BCMS requirements in an organization
- Technical experts seeking to prepare for the business continuity management system audit
- Expert advisors in business continuity management

## **NVT QC AT A GLANCE**

Over 25 Years experience

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Accredited by NABCB, India and ANAB, USA for certification of Quality management system of organizations.

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Recognized by EXEMPLAR GLOBAL as a training provider

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Presence in India, South East Asia, Middle East, Africa, Europe and USA

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Over 10000 + audits in AQMS, QMS, EMS, ISMS, OHSAS, EnMS and IMS



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