






**BCM**  
Institute

**ISO 22301 BUSINESS CONTINUITY  
MANAGEMENT SYSTEMS (BCMS)  
LEAD AUDITOR**

COMPETENCY LEVEL	COMPETENCY	WHICH LEVEL SHOULD I BE STARTING MY BCM AUDIT TRAINING?
<b>KNOW</b>	 <b>BCM-230</b>	<ul style="list-style-type: none"> <li>• I am new to Business Continuity Management (BCM)</li> <li>• I just need basic knowledge about the subject of Business Continuity Management.</li> </ul>
<b>DO</b>	 <b>BCM-8030</b>	<ul style="list-style-type: none"> <li>• I am new to BCM and I have been asked to prepare my organisation for the BCM Audit</li> <li>• I have some knowledge about auditing, but would like to have more practical hands-on training in conducting BCM Audits for my own organisation.</li> </ul>
<b>MANAGE</b>	 <b>BCM-8530</b>	<ul style="list-style-type: none"> <li>• I would like to have in-depth knowledge of BCM Auditing with ISO 22301.</li> <li>• I am a seasoned BCM Auditor and would like to acquire the BCCLA certification in recognition of my knowledge in BCM audit experience.</li> </ul>

## COURSE DESCRIPTION

BCM Institute's **BCM-8530: ISO 22301 Business Continuity Management Systems Lead Auditor** provides the framework to enable companies to develop and enhance their capabilities to help meet business requirement and demonstrates business resiliency. The course is recommended to and applicable to all organizations, whether they are small, medium or large, local, national or global, or are in the private or public sectors.

On completion of the course, participants will be able to acquire the skills and understanding to be able to conduct audit assessments base on the ISO 22301 BCMS Standards

## TARGET AUDIENCE

- Audit Directors and Senior Audit managers with responsibility for audit planning
- Participants responsible for auditing a business continuity management system
- Practitioners who will be performing audits
- Participants planning to perform self-assessments
- Consultants planning to provide independent audits
- Existing auditors who will be performing Business Continuity Management audits



## COURSE OBJECTIVE

Participants who successfully complete the course would be well equipped to audit the organisation's BCM plan. They would be able to :

- Have a good understanding of the ISO 22301 Management Standard and its requirements.
- Differentiate the various types of management system audits
- Have knowledge of the key attributes of a management system auditor/lead auditor
- Know the do's and don'ts of a management system auditor
- Prepare an audit checklist
- Conduct opening meeting
- Conduct site audits
- Collect audit evidences
- Determine nonconformities of management system requirements based on ISO22301
- Write nonconformity reports
- Write a system audit report
- Know the areas for follow up actions after the audit



## PRE-REQUISITE

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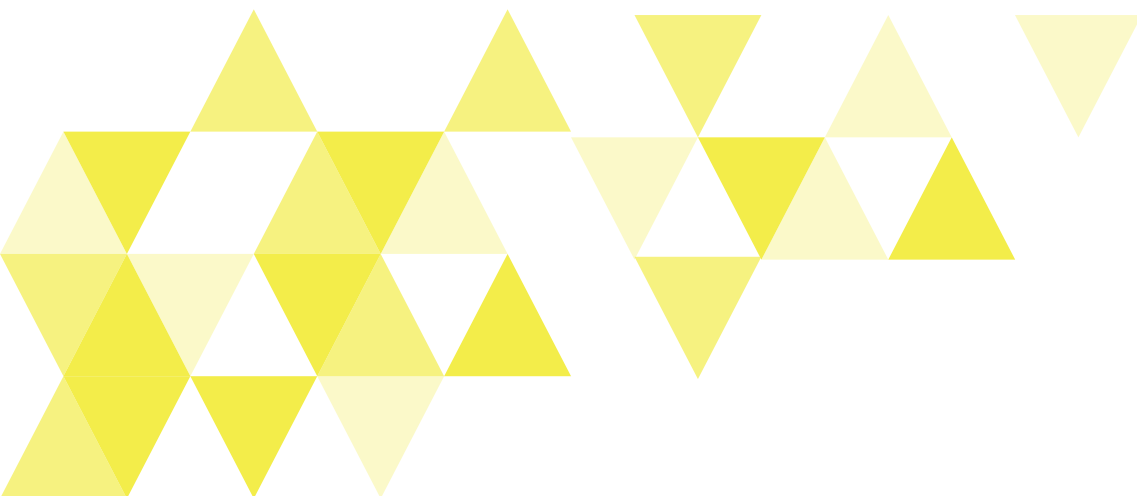
- 1-2 years of practical BCM implementation and/or audit experience, specifically in BCM Program Management; understanding an organization's risk & its impact on the business; determining BCM strategies; developing & implementing BC plan(s); exercising, maintaining and reviewing BCM plan(s); and have help make BCM an organizational practice and culture.
- It would be beneficial for participants to have some understanding of business continuity and have good knowledge of the business systems in their organization before attending this course.

## COURSE DURATION

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The course is run for 4½ days where participants would be trained to become a system auditor and /or lead auditor to conduct assessments based on the ISO22301:2012 Business Continuity Management Standard. As a qualified BCM Auditor or Lead Auditor, he or she is to decide on behalf of the client/s on the compliance and effectiveness of the audited organisation's business continuity management system in meeting ISO22301:2012 requirements.

The last day of the course is a compulsory 2.5 hour qualifying BCCLA examination.





## COURSE CONTENT

### DAY 1 DAY 1 BCM-230 AND BCM-8030

#### Introduction to Course Fundamentals of BCM with ISO 22301

- Introduction to course overview and objectives
- BCM Definitions & Terminology
- International BCM Professional Practices
- BCM Implementation Methodology
- Key Success Factors

#### Introduction to ISO 22301

- Background to ISO22301
- Mapping of ISO22301 to the BCM Planning Process
- Introduction to the BCM Framework and PDCA Cycle

#### ISO22301 BCM Areas and Components

- Understand the interrelationship of the 6 BCM areas and Components

#### BCM Fundamentals

- Introduce BCM concepts
- Explain terminologies and BCM BOK

#### Project Management

- Project Initiation and management
- Establish needs, project plan and budget
- Identify teams and committees

#### Risk Analysis and Review

- Understand risk management terminologies
- Identify and determine threats and risk Implement controls and safeguards

#### Business Impact Analysis

- Identify critical business functions
- Determine and quantify impact of outage
- Identify minimum resources and tolerable downtime

#### Recovery Strategy

- Understand the purpose of strategy development
- Identify alternate processing capability
- Develop strategy for units and corporate level

## COURSE CONTENT

### DAY 1 DAY 1 BCM-230 AND BCM-8030

#### Plan Development

- Identify emergency responses
- Determine major plan component and its design

#### Testing and Exercising

- Develop test plan, scenario and evaluation criteria
- Determine exercise requirement and program

#### Program Management

- Develop program management process
- Maintain program office and continuity of program



Completion of Day 1's course content would lead participants to the Business Continuity Certified Planner (BCCP) certification

## COURSE CONTENT

### DAY 2

### DAY 2 BCM-8030

#### Definition of Business Continuity Management System

- Elements of ISO 22301 BCMS
- Define audit terms
- Identify different types of audits
- Introduction of Auditing
- Overview of Process Auditing
- Plan an Audit Programme
- Manage the Audit Programme

### DAY 3

### DAY 3 BCM-8030

#### Managing an Audit Programme Process Flow

- Attributes, competencies, roles and responsibilities of a Management System Auditor
- Do's and Don'ts of a Management System Auditor
- Prepare work documents
- Conduct a Documentation Review (Stage 1 Audit)
- Conduct on-site audit (Stage 2 Audit)
- Conduct an opening meeting
- Audit techniques
- Collect and verify audit information
- Prepare audit conclusion, generate audit findings, identify and define nonconformities
- Write an audit report
- Conduct audit follow up
- Course end assessment



Completion of Day 1, 2, and 3 course content would lead participants to the Business Continuity Certified Auditor (BCCA) certification



## COURSE CONTENT

### DAY 4 DAY 1 BCM-8530

#### Exercises and case studies

- Prepare an audit programme
- Prepare audit checklists
- Conduct an audit
- Identify nonconformities against ISO22301 requirements
- Writing nonconformity reports
- Writing an audit report

#### Supplementary Books







Dictionary  
4th Edition



A Manager's  
Guide to  
ISO 22301 (LITE)

## COURSEWARE AND DESCRIPTION

Day	1	2 & 3	4	5
Handbook	 <b>BCM-230</b> BCMS Planner	 <b>BCM-8030</b> ISO 22301 BCMS Auditor	 <b>BCM-8530</b> ISO 22301 BCMS Lead Auditor	 Business Continuity Certified Lead Auditor (BCCLA)
Competency Level	KNOW	DO	MANAGE	

## QUALIFYING FOR CERTIFICATION

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The Business Continuity Certified Lead Auditor (BCCLA) certification is designed to instill pertinent concepts and knowledge in BCM Audit practitioners. Certified professional would be able to become a system auditor and /or lead auditor to conduct assessments base on the ISO 22301 BCMS Standards.

As a qualified BCM Auditor or Lead Auditor, he or she is to decide on behalf of the client/s on the compliance and effectiveness of the audited organisation's business continuity management system in meeting ISO 22301 requirements

## PRE-REQUISITE COURSE

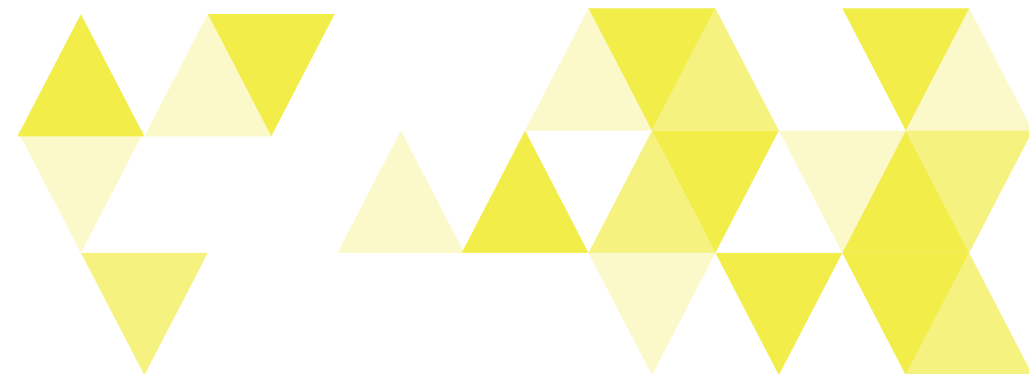
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BCCLA applicants are required to complete and pass the qualifying BCCLA examination of the ISO 22301 BCMS Lead Auditor course.

## QUALIFYING EXAMINATION

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The qualifying BCCLA examination done on the last day of a BCM-8530 course is a half day 100 Multiple Choice Questions (MCQ) electronic based examination. The examination which lasts for 2.5 hours would need candidates to achieve a 75% passing grade.



## APPLICATION PROCESSING FEES

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Applicants who would like to apply for the BCCLA certification needs to furnish BCM Institute with the BCCLA certification application fees of SGD150.

This can be paid via Paypal, AMEX, Cheque (drawn from a Singapore bank), Telegraphic Transfer, Bank Transfer or Cash

## APPLICATION PROCESS

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Once BCM Institute Certification Department has ascertain that they have received the complete BCCLA application form and processing fees, application would be sent to an independent review board that would assess the applicants' eligiblilty for the certification applied for. The process may take about 4 – 8 weeks before an applicant is awarded the relevant certification.

## RELEVANT EXPERIENCE

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BCCLA applicants should have 1-2 years of practical BCM implementation and/or audit experience.

They should be able to demonstrate this experience via an application form that would allow them to showcase at least 1 of the BCM BoK.

The experience should be backed by 2 referees that should be the applicant's colleagues (not subordinate), clients or superiors.

Candidates who lack the pre requisite 1-2 years' experience may opt to apply for a planner certification (BCCP).

## YOUR INVESTMENT

Course Code	BCM-8530
Duration	4.5 days (Inclusive of 2.5 hours examination)
	Course Duration: 4 days
	Exam Duration : 2.5 hours
Course Fee	SGD 4,000*
After CITREP Funding	SGD 2,000*

# citrep II

CITREP funding is available at 50% off full course fees for all Singaporeans\*

\*do check with sales.sg@bcm-institute.org for validity of funding for courses after March 2016

## CONTACT US

 [sales.sg@bcm-institute.org](mailto:sales.sg@bcm-institute.org)

 [www.bcm-institute.org](http://www.bcm-institute.org)

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