



Consulting and Training | Reach New Heights

Course Name

ISO 22301 Lead Auditor / Implementer

Sector Name

Quality Management & Operational Excellence

Document Type

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Course Introduction

This comprehensive **5-day** intensive course provides participants with the knowledge and skills necessary to implement, maintain, and audit a Business Continuity Management System (BCMS) in accordance with ISO 22301:2019 requirements.

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Target Audience

- ✓ Business Continuity Managers and Coordinators
- ✓ Internal Auditors responsible for BCMS auditing
- ✓ Risk Management Professionals
- ✓ Quality and Management System Managers
- ✓ Consultants providing business continuity services
- ✓ Senior Management and Executives
- ✓ IT Disaster Recovery Managers
- ✓ Compliance and Governance Professionals
- ✓ Security Managers
- ✓ Project Managers

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Learning Objectives

- ✓ Understand ISO 22301 requirements and business continuity principles
- ✓ Implement and maintain a BCMS based on ISO 22301 standards
- ✓ Conduct effective BCMS audits using ISO 19011 guidelines
- ✓ Prepare for the ISO 22301 Lead Auditor certification examination

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Course Outline

✓ DAY 01

Fundamentals and ISO 22301 Overview

- ✓ Course Introduction and Business Continuity Fundamentals
- ✓ Course objectives, structure, and expectations
- ✓ Introduction to business continuity management concepts
- ✓ Business continuity vs. disaster recovery vs. crisis management
- ✓ Organizational resilience and stakeholder expectations

ISO 22301 Standard Overview

- ✓ History and development of ISO 22301
- ✓ Structure and high-level requirements
- ✓ Key terms and definitions
- ✓ Relationship with other management system standards

BCM Lifecycle and Methodology

- ✓ Understanding organizational context and interested parties
- ✓ Leadership commitment and policy development
- ✓ Risk assessment and business impact analysis fundamentals
- ✓ Setting objectives and planning for business continuity

Practical Workshop - Context Analysis

- ✓ Identifying organizational context factors
- ✓ Stakeholder analysis exercise
- ✓ Initial risk assessment workshop

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Course Outline

✓ Day 02

ISO 22301 Requirements and Implementation Planning

- ✓ Detailed Standard Requirements (Clauses 4-6)
- ✓ Clause 4: Understanding the organization and its context
- ✓ Clause 5: Leadership requirements and commitment
- ✓ Clause 6: Planning for risks, opportunities, and actions

Implementation Requirements (Clauses 7-8)

- ✓ Clause 7: Support functions (resources, competence, awareness, communication)
- ✓ Clause 8: Operation - business continuity strategies and plans
- ✓ Documented information requirements

Implementation Planning and Gap Analysis

- ✓ Current state assessment techniques
- ✓ Gap analysis methodology
- ✓ Developing implementation roadmaps
- ✓ Resource planning and budget considerations

Business Impact Analysis and Risk Assessment

- ✓ Conducting business impact analysis
- ✓ Risk assessment methodologies
- ✓ Determining recovery time and point objectives
- ✓ Critical activity identification

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Course Outline

✓ Day 03

BCMS Development and Operational Controls

- ✓ Business Continuity Strategy Development
- ✓ Strategy development process
- ✓ Recovery strategy options and selection criteria
- ✓ Technology and infrastructure considerations
- ✓ Alternate processing site requirements

Business Continuity Plan Development

- ✓ Plan structure and content requirements
- ✓ Emergency response procedures
- ✓ Crisis communication protocols
- ✓ Activation and invocation processes

Implementation of Operational Controls

- ✓ Competence and training programs
- ✓ Awareness and communication strategies
- ✓ Documented information management
- ✓ Procurement and supplier continuity requirements

Performance Evaluation and Monitoring

- ✓ Clause 9: Performance evaluation requirements
- ✓ Monitoring and measurement techniques
- ✓ Analysis and evaluation of BCMS performance
- ✓ Internal audit planning and preparation

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Course Outline

✓ Day 04

Auditing Principles and Audit Process

- ✓ Auditing Fundamentals and ISO 19011
- ✓ Audit principles and terminology
- ✓ Types of audits and their purposes
- ✓ Auditor competencies and ethical requirements
- ✓ ISO 19011:2018 guidelines for management system auditing

Audit Planning and Preparation

- ✓ Audit program management
- ✓ Audit scope and criteria definition
- ✓ Audit team selection and briefing
- ✓ Document review and audit checklist development

Conducting Audit Activities

- ✓ Opening meeting procedures
- ✓ Interview techniques and sampling methods
- ✓ Audit evidence collection and verification
- ✓ Audit trail development

Audit Reporting and Nonconformity Management

- ✓ Nonconformity identification and classification
- ✓ Audit findings evaluation
- ✓ Closing meeting conducted
- ✓ Audit report preparation and distribution

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Course Outline

✓ Day 05

Practical Application and Certification

- ✓ Practical Audit Exercise
- ✓ Mock audit scenario setup
- ✓ Role assignment and audit team formation
- ✓ Conducting planned audit activities
- ✓ Nonconformity identification and reporting

Audit Follow-up and Improvement

- ✓ Corrective action verification techniques
- ✓ Audit program effectiveness evaluation
- ✓ Continual improvement of audit processes
- ✓ Management review inputs and outputs

Certification Process and Maintenance

- ✓ Third-party certification process overview
- ✓ Stage 1 and Stage 2 audit requirements
- ✓ Surveillance and recertification audits
- ✓ Maintaining and improving certification status

Examination Preparation and Course Wrap-up

- ✓ Key concept review and reinforcement
- ✓ Examination format and structure overview
- ✓ Practice questions and answer review
- ✓ Course evaluation and certification requirements
- ✓ Action planning for post-course implementation

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 12, 2026	April 16, 2026	5 days	4250.00 \$	Qatar , Doha
Sept. 14, 2026	Sept. 18, 2026	5 days	4250.00 \$	UAE , Dubai
Oct. 19, 2026	Oct. 23, 2026	5 days	4250.00 \$	UAE , Abu Dhabi
Jan. 18, 2027	Jan. 22, 2027	5 days	4950.00 \$	Spain , Madrid

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