



Getting the balance right

2 Day ISO 22301:2012 Internal Auditor Course

Course Topics

The Purposes, Requirements and Objectives of ISO 22301

- What is Business Continuity?
- What are the requirements of ISO 22301?
- What is a business continuity management system?
- Integration with other systems

ISO 19011 Requirements

- What are the requirements of ISO 19011

Requirements of Internal Auditing

- Requirements
- Deliverables

Auditor Competencies

- Competencies
- Soft skills

Planning and Managing an Internal Audit Programme

- Approach

Opening and Closing Meetings

- Preparing for audit
- Understanding the business area

Audit Techniques and Tools

- Questioning techniques
- Checklists

Recording Findings

- Non-conformities and opportunities for improvement

Reporting Results

- Audit report templates
- Management reporting

Corrective Action

This two day course is aimed at individuals that are responsible for acting as internal auditors for organisations that are planning to, or are in the process of, complying, certifying or maintaining certification to ISO 22301:2012 (ISO 22301), the International Standard for Societal Security-Business Continuity Management Systems-Requirements. The objective of the course is to provide clear and practical guidance on how to audit an ISO 22301 compliant or certified Business Continuity Management System (BCMS). The course also considers the requirements of ISO 19011:2011 (ISO 19011) Guidelines for Auditing Management Systems.

Who should attend?

This course is suitable for anyone who is, or will be involved in, auditing an BCMS aligned to ISO 22301 within their organisation and is looking for practical guidance based on real world experience of practising auditors. By the end of the two days, delegates will be able to document their skills in undertaking audits, identifying non-conformities and assessing opportunities for improvement.

Why URM?

URM's consultants have assisted many organisations, from a wide range of industry sectors, to achieve and maintain certification to the Standard. URM is also certified to ISO 22301 itself. As such, URM's trainers (who are all practising consultants) have been involved in advising on all aspects of auditing to these organisations and have a wealth of practical experience to call upon.

Further Information

For all enquiries, including costs/ venues/ dates and to register please call 0118 902 7453, email info@ultimariskmanagement.com or visit www.ultimariskmanagement.com