



MQA Certified ISO 22301:2019 Lead Auditor

MASTERING THE AUDIT PROCESS OF BUSINESS CONTINUITY
MANAGEMENT SYSTEM (BCMS) BASED ON ISO 22301:2019,
IN COMPLIANCE WITH THE REQUIREMENTS OF
ISO 19011:2018

SUMMARY

The purpose of this five-days course is to provide delegates with the knowledge and skills required to perform first, second and third-party audits of Business Continuity Management Systems (BCMS) against respective ISO 22301:2019 in accordance with ISO 19011:2018. This course will be delivered online or in-house with an experienced MQA Certified Instructor. This course enables delegates to plan and lead an ISO 22301:2019 audit effectively.

After the completion of training, a Certificate of Participation for 37 CPD (Continuing Professional Development) credits will be issued and after successfully completing the certification exam, a credential of MQA Certified ISO 22301:2019 Lead Auditor will be issued to the respective delegate in case fulfilling all needed criteria defined. In case of failure of the exam, delegates are allowed to retake the exam for free within 1 year.



WHO SHOULD ATTEND?

- Internal Auditors
- Business Continuity Managers
- Members of a Business Continuity Committee
- Business Continuity Management Systems team members of a company
- Technical Experts wanting to prepare for a ISO 22301 audit function
- Persons responsible for the ISO 22301 conformity in an organization
- ISO Professionals want to master the Business Continuity Management System audit process

COURSE AGENDA

DURATION: 5 DAYS

Introduction to Business Continuity Management System (BCMS)

DAY 1

- Course Overview, Objective and Introduction
- ISO 22301:2019 Standard and its Framework
- Principles of BCMS and PDCA Cycle
- Fundamental Principles of Business Continuity Management System (BCMS)
- Basic Requirements of a Business Continuity Management System (BCMS) including Annex SL

Audit Principles, Preparation and Auditor Roles & Responsibilities

DAY 2

- Fundamental Audit Concepts and Principles
- Risk Based Audit Approach and Audit Types
- Auditor Roles and Responsibilities
- Introduction of ISO 19011:2018 to Support Audit Approaches
- Audit Planning Activities
- Overview and Creation of Audit Checklist and its Preparation

Audit Execution Activities

DAY 3

- Opening Meeting
- Stage 1 Audit Activities
- Audit Process and Audit Sampling
- Creating Audit Test Plans
- Stage 2 Audit (on-site Audit) Activities

Audit Closing & Reporting

DAY 4

- Drafting Audit Findings and Non-conformity Reports (NCR) Closing
- Identification and Grading of Audit Findings
- Evaluating Action Plans by the Auditor(s)
- Managing an Audit Programme
- Competence and Evaluation of Auditors
- Audit Report Drafting and Follow-up
- Closing Meeting

Certification Exam

DAY 5

- Recap of Previous Sessions
- Practice Exam Paper
- Final Certification Exam

LEARNING OBJECTIVES

- ➔ Understand the purpose and operations of ISO 22301:2019.
- ➔ Understand how to interpret the requirements of ISO 22301:2019 in the context of an ISO 22301:2019 audit.
- ➔ Understand how to plan and lead an audit and audit team.
- ➔ Understand the Auditor's roles and responsibilities in accordance with ISO 19011:2018.
- ➔ Understand how to complete an effective audit using a structured and approved approach.
- ➔ Understand how to acquire the competencies of an auditor to draft audit reports, and follow-up on an audit in compliance with ISO 19011:2018.



EXAMINATION

The “MQA Certified ISO 22301:2019 Lead Auditor” exam fully meets the requirements of the respective accreditation board(s) and MQA Examination and Certification Programme. The examination covers the following competency domains:

Domain 1: ISO 22301:2019 Fundamental Principles

Objective of this competency domain is to ensure that the ISO 22301:2019 Lead Auditor candidate can understand, interpret and illustrate the concepts related to a Business Continuity Management System (BCMS).

Domain 2: Business Continuity Management System Requirements

Objective of this competency domain is to ensure that the ISO 22301:2019 Lead Auditor candidate can understand, interpret and illustrate the main concepts and components of a Business Continuity Management System based on ISO 22301:2019.

Domain 3: Audit Planning Activities

Objective of this competency domain is to ensure that the ISO 22301:2019 Lead Auditor candidate can plan an audit and apply the main concepts and principles related to a BCMS audit in the context of ISO 22301:2019

Domain 4: Audit Execution Activities

Objective of this competency domain is to ensure that the ISO 22301:2019 Lead Auditor candidate can execute and handle a BCMS audit appropriately in the context of ISO 22301:2019 and ISO 19011:2018.

Domain 5: Audit Closing Activities

Objective of this competency domain is to ensure that the ISO 22301:2019 Lead Auditor candidate can effectively close a BCMS audit with the related stakeholders in context of ISO 22301:2019 and ISO 19011:2018.

Domain 6: Audit Reporting Activities

Objective of this competency domain is to ensure that the ISO 22301:2019 Lead Auditor candidate can report a BCMS audit effectively and start the audit follow-up activities in context of ISO 22301:2019 and ISO 19011:2018.

Domain 7: Managing the ISO 22301:2019 Audit Program

Objective of this competency domain is to ensure that the ISO 22301:2019 Lead Auditor understands how to establish and manage the entire BCMS audit program and smoothly deliver the results to related stakeholders.

- ⑤ The “MQA Certified ISO 22301:2019 Lead Auditor” exam is available in different languages and the complete list of languages can be found in the section of list of courses on MQA Academy website.
- ⑤ Examination Duration: 3 hours on the last day of course.
- ⑤ For more information about exam, refer to ISO 22301:2019 Lead Auditor exam on MQA Academy website.



CERTIFICATION

“MQA Certified ISO 22301:2019 Lead Auditor” certification will be issued to participants who successfully comply with all the other requirements related to the selected credential as given below:

Credential	Training	Exam	Total Experience	BCMS Audit Experience
MQA Certified ISO 22301:2019 Provisional Auditor	MQA Certified ISO 22301:2019 Lead Auditor Training or Equivalent ¹	MQA Certified ISO 22301:2019 Lead Auditor Exam or Equivalent ¹	Minimum 2 Years of Total Experience	None
MQA Certified ISO 22301:2019 Auditor	MQA Certified ISO 22301:2019 Lead Auditor Training or Equivalent ¹	MQA Certified ISO 22301:2019 Lead Auditor Exam or Equivalent ¹	Minimum 5 Years of Total Experience	Minimum of 150 Hours of BCMS Audit Experience
MQA Certified ISO 22301:2019 Lead Auditor	MQA Certified ISO 22301:2019 Lead Auditor Training or Equivalent ¹	MQA Certified ISO 22301:2019 Lead Auditor Exam or Equivalent ¹	Minimum 7 Years of Total Experience	Minimum of 250 Hours of BCMS Audit Experience

¹ MQA may accept training and exam completion certificate from other authorized training provider only and final decision is with the respective MQA Committee.

GENERAL INFORMATION

- ② A student manual containing over 250 pages of information will be distributed to participants.
- ② Initial certification and exam fees are included in the price of ISO 22301:2019 Lead Auditor training and exam package.
- ② A certificate of participation for 37 CPD (Continuing Professional Development) credits will be issued to participant.
- ② In case of failure of the exam, participants are allowed to retake the exam for free within 1 year.