



**BUREAU  
VERITAS**

## BCMS LEAD AUDITOR COURSE

### BENEFITS

On successfully completing the course, students will be able to:

- *Understand the ISO22301:2012 standard*
- *Understand key Business Continuity issues*
- *Plan an audit against a set of audit criteria*
- *Successfully execute a Business Continuity management systems audit*
- *Create clear, concise and relevant audit reports*
- *Communicate your report to a client*

This 5 day course uses a mixture of taught sessions, discussions and practical exercises to achieve its aims. The practical exercises are based upon a fictional company. However, the procedures, work instructions and data are typical and could relate to many different enterprises equally. The practical exercises have been carefully designed to focus upon issues that commonly arise during BCMS audits.

### PRE-REQUISITES

It is recommended that delegates have

- General background in Business Continuity Management and a prior knowledge of the requirements of *ISO22301:2012*.
- Competence in the established Business Continuity Management processes: e.g. successful completion of a BCI Certificate examination, BCMS Lead Auditor course, on-the-job training or equivalent.

Notification: those candidates who are qualified auditors in other disciplines (QMS, EMS etc) and have experience of business continuity management may find the 3 day *BCMS Auditor Conversion* training course more appropriate.

### COURSE VENUE

Courses are held at various training centres but alternatively can be held at your premises and tailored for your particular needs. For tailored courses, the numbers will be dependent on facilities available. Please

contact your local Bureau Veritas Certification office for details.

### CONTENTS

- *Business Continuity Issues*
- *Business Continuity Management Systems overview.*
- *What to look for in Business Continuity Management System.*
- *Audit Techniques.*
- *What to look for in Management Responsibility.*
- *What to look for in Business Impact Analysis.*
- *What to look for in Business Continuity Plans exercising.*
- *What to look for in Business Continuity arrangements Improvement.*
- *Accreditation Issues.*
- *Auditor competence*
- *Practical Exercises and Feedback.*

There is a two-hour examination for this course. Electronic devices, including laptops and mobile phones, are not permitted into the examination room. Delegates will also be assessed on the basis of their progress throughout the exercises. Delegates who successfully complete both the examination and the continuous assessment will be awarded a certificate of Successful Completion and will satisfy the formal training requirements for BCMS Auditor Certification scheme.

### REFRESHMENTS

Refreshments and lunches are provided throughout the course. For accommodation and evening meal arrangements, please contact your local Bureau Veritas Certification office.

*Courses at your premises*

Accommodation/refreshments are not included in the course fee.

### ADDITIONAL INFORMATION

The maximum number of delegates for this course is 20 and the minimum is 4.

**COURSE TIMETABLE  
DAY ONE**

<b>Session</b>	<b>Title</b>	<b>Start</b>	<b>Finish</b>
1	Registration	08.30	09.10
2	Chapter 1-Course Introduction	09.10	09.50
3	Exercise 1 – Mini Interview – Delegate Intro	09.50	11.00
4	Coffee Break	11.00	11.10
5	Chapter 2 – Introduction to Business Continuity Management	11.10	12.05
6	Exercise 2 – Introduction to Business Continuity Management	12.05	13.00
7	Lunch Break	13.00	13.50
8	Exercise 2 – Discussion	13.50	14.15
9	Chapter 3 – ISO22301:2012 – Clause 3	14.15	15.25
10	Exercise 3 – Planning the BCMS	15.25	16.05
11	Coffee Break	16.05	16.15
12	Exercise 3 – Discussion	16.15	16.55
13	Chapter 3 - ISO22301:2012 – Clause 4 – BIA/ RA/ SS	16.55	18.05
14	Exercise 4 – Understanding the organisation	18.05	18.45
15	Exercise 4 – Discussion	18.45	19.25
16	Wrap-up and Q & A session	19.25	19.50

## DAY TWO

<b>Session</b>	<b>Title</b>	<b>Start</b>	<b>Finish</b>
17	Day 1 Feedback	08.30	08.55
18	Chapter 3 - ISO22301:2012 – Clause 4 – IMP/BC	08.55	09.50
19	Exercise 5 – Developing and implementing a BCM response	09.50	10.30
20	Exercise 5 – Discussion	10.30	11.10
21	Coffee Break	11.10	11.20
22	Chapter 3 – ISO22301:2012 – Clause 5	11.20	12.45
23	Lunch Break	12.45	13.35
24	Chapter 3 – ISO22301:2012 – Clause 6	13.35	14.45
25	Exercise 6 – Applying the BCM methodology to a practical situation	14.45	15.35
26	Exercise 6 – Discussion	15.35	16.05
27	Coffee Break	16.05	16.15
28	Chapter 4- BCM Laws and Regulations	16.15	16.55
29	Chapter 7 – Essay question about ISO22301	16.55	17.35
30	Exercise 7 – Discussion	17.35	18.15
31	Wrap-up and Q & A session	18.15	18.40

### DAY THREE

<b>Session</b>	<b>Title</b>	<b>Start</b>	<b>Finish</b>
32	Day 2 Feedback	08.30	08.55
33	Chapter 5 – Introduction to Audits and ISO 19011	08.55	09.50
34	Exercise 8 – Introduction to Audits and ISO 19011	09.50	10.30
35	Exercise 8 – Discussion	10.30	11.10
36	Coffee Break	11.10	11.20
37	Chapter 6 – Non Conformance Reports and Corrective Action	11.20	12.30
38	Exercise 9 – Creating and Audit Plan	12.30	13.25
39	Lunch Break	13.25	14.15
40	Exercise 9 – Discussion	14.15	14.55
41	Chapter 7 – Audit Management	14.55	16.05
42	Coffee Break	16.05	16.15
43	Chapter 8 - Checklists	16.15	16.55
44	Exercise 10 – Creating a Check - lists	16.55	17.35
45	Exercise 10 – Discussion	17.35	18.15
46	Wrap-up and Q & A session	18.15	18.40

## DAY FOUR

<b>Session</b>	<b>Title</b>	<b>Start</b>	<b>Finish</b>
47	Day 3 Feedback	08.30	08.55
48	Chapter 9 – Approach to the Audit – Psychological Issues and Communication	08.55	09.35
49	Exercise 11 – Role Playing	09.35	10.45
50	Coffee Break	10.45	10.55
51	Exercise 11 – Discussion	10.55	12.05
52	Chapter 10 – Auditor – Role, Responsibilities and Qualifications	12.05	12.45
53	Lunch Break	12.45	13.35
54	Chapter 10 – Auditor – Role, Responsibilities and Qualifications	13.35	14.15
55	Exercise 12 – Nonconformity Reports	14.15	14.55
56	Exercise 12 – Discussion	14.55	15.35
57	Chapter 11 – Performing the Audit	15.35	16.15
58	Coffee Break	16.15	16.25
59	Chapter 12 – Reporting	16.25	17.05
60	Chapter 13 – BCMS Integration with other MS	17.05	17.45
61	Wrap-up and Q & A session	17.45	18.25

## DAY FIVE

<b>Session</b>	<b>Title</b>	<b>Start</b>	<b>Finish</b>
<b>61</b>	<b>Day 4 Feedback</b>	<b>08.30</b>	<b>08.55</b>
<b>62</b>	<b>Chapter 15 – Certification of BCMS</b>	<b>08.55</b>	<b>09.50</b>
<b>63</b>	<b>Role Playing</b>	<b>09.50</b>	<b>11.00</b>
<b>64</b>	<b>Coffee Break</b>	<b>11.00</b>	<b>11.10</b>
<b>65</b>	<b>Role Playing</b>	<b>11.10</b>	<b>12.20</b>
<b>66</b>	<b>Role Playing</b>	<b>12.20</b>	<b>13.15</b>
<b>67</b>	<b>Lunch Break</b>	<b>13.15</b>	<b>14.05</b>
<b>68</b>	<b>Introduction to Examination</b>	<b>14.05</b>	<b>14.45</b>
<b>69</b>	<b>Examination</b>	<b>14.45</b>	<b>16.50</b>
<b>70</b>	<b>Coffee Break</b>	<b>16.50</b>	<b>17.00</b>
<b>71</b>	<b>Completion of Course Application Forms</b>	<b>17.00</b>	<b>17.25</b>
<b>72</b>	<b>Summary and end of Course</b>	<b>17.25</b>	<b>17.50</b>