ISO 22301 Lead Auditor for Business Continuity Training Course



13 - 17 Dec 2026

Manama

4400 € (Per Person)

Ref: #ISO8649_216018

Course Introduction / Overview:

This intensive training course provides a comprehensive framework for mastering the audit of a Business Continuity Management System (BCMS) based on the international standard ISO 22301. In an era of unprecedented disruption, organizational resilience is no longer a strategic advantage but a fundamental necessity. This program is meticulously designed to equip participants with the knowledge and skills required to plan, conduct, and lead a full BCMS audit. As discussed by prominent experts like David J. Smith in works such as "Business Continuity Management: A Crisis Management Approach," a robust BCMS is critical for protecting an organization against disruptive incidents. This course moves beyond theoretical understanding, focusing on the practical application of audit techniques and principles as outlined in ISO 19011. Participants will learn to interpret the requirements of ISO 22301 from an auditor's perspective, enabling them to assess an organization's preparedness, response, and recovery capabilities effectively. BIG BEN Training Center has developed this curriculum to empower professionals to provide credible assurance on the effectiveness of a BCMS, thereby safeguarding organizational assets, reputation, and operational viability. This journey will transform you into a competent lead auditor, capable of driving continual improvement and fostering a culture of resilience.

Target Audience / This training course is suitable for:

- Business Continuity Managers and Planners.
- Risk Management Professionals.
- Information Security Managers and Officers.
- IT and Operations Managers.
- Internal and External Auditors.
- Management System Consultants.
- Quality and Compliance Managers.
- Individuals responsible for implementing or maintaining a BCMS.
- Project Managers involved in business continuity initiatives.
- Senior management seeking to understand the audit process.

Target Sectors and Industries:

- Banking, Financial Services, and Insurance.
- Information Technology and Telecommunications.
- Healthcare and Pharmaceutical.
- Manufacturing and Supply Chain.
- Governmental and Public Sector Agencies.
- Energy, Utilities, and Critical Infrastructure.
- Transportation and Logistics.
- Retail and Hospitality.
- Professional Services and Consulting.

Target Organizations Departments:

- Risk Management Department.
- Internal Audit Department.
- Information Technology (IT) and Information Security.
- Operations and Production.
- Compliance and Legal Affairs.
- Facilities and Corporate Security.
- Human Resources.
- Procurement and Supply Chain Management.
- Quality Assurance.
- Strategic Planning.

Course Offerings:

By the end of this course, the participants will have able to:

- Master the principles and concepts of a Business Continuity Management System based on ISO 22301.
- Understand the correlation between ISO 22301, ISO 22313, and other relevant standards and regulatory frameworks.
- Interpret the requirements of ISO 22301 from the perspective of a lead auditor.
- Plan, conduct, report, and follow up on a BCMS audit in accordance with ISO 19011 guidelines.
- Develop the skills to lead an audit team, manage audit programs, and handle complex audit situations.
- Effectively communicate audit findings to senior management and stakeholders.
- Assess the effectiveness of business impact analysis (BIA) and risk assessment processes.
- Evaluate the implementation of business continuity plans and procedures.
- Manage non-conformity reporting and the corrective action process.
- Understand the auditor's role in fostering continual improvement within a BCMS.

Course Methodology:

The training methodology employed by BIG BEN Training Center is designed to create an immersive and highly interactive learning experience that bridges theory with practical application. This course is not a passive lecture but an active engagement with the subject matter. We utilize a blend of expert-led instruction, detailed presentations, and practical exercises that simulate real-world audit scenarios. A significant portion of the training is dedicated to case studies, where participants analyze complex business continuity challenges and audit situations, fostering critical thinking and problem-solving skills. Interactive group discussions and workshops encourage peer-to-peer learning and allow participants to explore different interpretations of the ISO 22301 standard. Role-playing exercises are a cornerstone of the program, providing hands-on practice in conducting opening and closing meetings, performing audit interviews, and presenting findings. Participants will receive continuous feedback from the instructor and peers, ensuring a deep and practical understanding of the lead auditor's role. This dynamic approach ensures that participants leave the course not just with knowledge, but with the confidence and competence to lead a BCMS audit effectively in their own organizations.

Course Agenda (Course Units):

Unit One: Fundamentals of Business Continuity and ISO 22301

- Introduction to Business Continuity Management (BCM).
- Understanding the purpose and benefits of a Business Continuity Management System (BCMS).
- Key terminology and definitions in ISO 22301.
- Detailed review of the ISO 22301:2019 clauses and requirements.
- The Plan-Do-Check-Act (PDCA) cycle in the context of a BCMS.
- Understanding the relationship between ISO 22301, ISO 22313, and other standards.
- The role of business impact analysis (BIA) and risk assessment.

Unit Two: Audit Principles and Planning the BCMS Audit

- Fundamentals of management system auditing according to ISO 19011.
- The roles, responsibilities, and competencies of an auditor and a lead auditor.
- The principles of auditing: integrity, fair presentation, due professional care, confidentiality, and independence.
- Initiating the audit and establishing the audit program.
- Conducting a stage 1 audit (document review).
- Planning the stage 2 (on-site) audit and preparing the audit plan.
- Developing effective audit checklists and work documents.

Unit Three: Conducting the Audit

- The role of the opening meeting in setting the stage for the audit.
- Techniques for collecting and verifying audit evidence.
- Effective communication and interviewing skills for auditors.
- Auditing the context of the organization and leadership commitment (Clauses 4 & 5).
- Auditing BCMS planning, BIA, and risk assessment (Clause 6).
- Auditing support, resources, competence, and communication (Clause 7).
- Auditing operational planning, business continuity plans, and exercising (Clause 8).

Unit Four: Concluding the Audit and Reporting

- Auditing performance evaluation, monitoring, and internal audit (Clause 9).
- Auditing non-conformity, corrective action, and continual improvement (Clause 10).
- Preparing audit conclusions and generating audit findings.
- Classifying non-conformities (major, minor) and observations.
- Conducting the closing meeting with management.
- Writing and distributing the final audit report.
- The importance of a clear, concise, and value-adding audit report.

Unit Five: Leading an Audit Team and Follow-Up Activities

- Managing an audit team and delegating tasks.
- Handling challenging situations and resolving conflicts during an audit.
- Evaluating and developing auditor competence.
- The process for audit follow-up and verifying the effectiveness of corrective actions.
- Understanding the certification and registration process for organizations.
- The code of ethics for auditors.
- Course review, final Q&A, and preparation for professional practice.

FAQ:

Qualifications required for registering to this course?

There are no requirements.

How long is each daily session, and what is the total number of training hours for the course?

This training course spans five days, with daily sessions ranging between 4 to 5 hours, including breaks and interactive activities, bringing the total duration to 20 - 25 training hours.

Something to think about:

Beyond compliance, how can the principles of an ISO 22301 audit be leveraged to foster a proactive culture of organizational resilience and continuous improvement?

What unique qualities does this course offer compared to other courses?

This course distinguishes itself by moving beyond a simple clause-by-clause explanation of the ISO 22301 standard. Its unique value lies in its profound focus on developing the critical thinking and judgment of a lead auditor. While other courses may focus on finding non-conformities, our program emphasizes understanding the strategic intent behind the BCMS and assessing its true effectiveness in enhancing organizational resilience. We immerse participants in complex, real-world case studies that mirror the ambiguity and challenges faced in live audits, compelling them to make informed decisions rather than just follow a checklist. The curriculum places a strong emphasis on the interpersonal skills essential for a lead auditor, such as managing audit teams, navigating difficult conversations with senior management, and communicating findings in a way that drives meaningful action. The academic rigor of the content is balanced with highly practical, hands-on workshops that simulate the entire audit lifecycle. Participants will not only learn what to audit but, more importantly, how to think like a strategic business partner who uses the audit process as a tool for genuine, continual improvement, ensuring the BCMS delivers tangible value to the organization.