

ISO 22301 BUSINESS CONTINUITY MANAGEMENT & INTERNAL AUDITOR TRAINING



Introduction

We have entered a chaotic period in our evolution, where almost every country and business in the world is in a process of re-defining itself in a rapidly changing environment. Business continuity is the capability of the organisation to sustain delivery of products or services at acceptable predefined levels following a disruptive incident. Business continuity management (BCM) is about safeguarding reputation and preparing an organisation to deal with disruptive incidents that might otherwise prevent it from achieving its objectives.

Objectives

This course provides an understanding of the requirements of ISO 22301 BCM, and assurance through auditing that the BCM system is effectively managed. The main emphasis of this course is to provide the knowledge and skills for participants, so they can appreciate and embrace the implementation and audit of this Management System in their Organisation.

Duration

2 days | 9am – 5pm | 14 hours

Course Fees

Member: S\$842.40
Non-Member: S\$907.20
Registration Fee of S\$17.28 apply
All fees stated are inclusive of 8% GST

Award of Certificate

Certificate of Completion will be issued to participants who have attended at least 75% of the course.



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Course Contents

- The changing Environment that Businesses operate in
- Introduction and background to Business Continuity Management
- The fundamentals of Societal Security – Business Continuity Management System, and overview of the ISO 22301:2012 requirements
- The ISO 22301 BCM Framework elements
- Reviewing the Plan-Do-Check-Act (PDCA) Model
- Scope of Business Continuity Management Systems (BCMS)
- Leadership, Planning, and Support
- Business Impact Assessment (BIA)
- Business Continuity Strategy
- Business Continuity Procedures
- Business Continuity Exercising and Testing
- Performance Evaluation & Improvement
- Audit Process Overview
- Management System Audit
- Audit Planning and Preparation
- Formulating Checklists
- Conducting the Audit
- Audit Reporting
- Follow-Up

Key Benefits

At the end of this course, you will be able to:

- Understand the need and benefits of a Business Continuity Management System
- Know and interpret the requirements of ISO 22301
- Appreciate the ease of implementing ISO 22301 in their organisation
- Be able to provide Assurance through the use of an effective Audit process



Please refer to this URL
<https://www.sqi.org.sg/courses/>
or QR Code for soft copy
and updated training schedule

Membership Application

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application form.

Membership Categories:

- ~ Organisation membership
- ~ Individual membership

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