

Business Continuity Management Systems Auditor Conversion Training Course

Course programme (IRCA Certified No. A17467)

TUV Nord Asia Pacific Ltd., IT business department

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Contents

1 INTRODUCTION.....	3
1.1 Course Description	3
1.2 Benefits	4
1.3 Course content.....	4
1.4 Who should attend?.....	5
1.5 Pre-requisites and Prior knowledge.....	5
1.6 Course Notes	6
2 TIMETABLE.....	7
Day 1	7
Day 2	8
Day 3	9
3 CONTACT INFORMATION	10

1 Introduction

1.1 Course Description

The business continuity management (BCM) is a business-owned, business-driven process that can

- establish a fit-for-purpose strategic and operational framework,
- proactively improve an organization's resiliencies against the disruption,
- provide a rehearsed method of restoring an organization's ability to supply its key product and services and
- deliver a proven capability to manage a business disruption and protect the organization's reputation and brand.

This makes BCM become an essential part of modern business operations.

TÜV NORD Asia Pacific provides a series of IRCA certified IT and Management training courses including Awareness, Foundation, Implementation, Auditor and Lead Auditor training courses. These courses aim to help students to learn the required knowledge and skills for establishing, operating and improving their management systems.

This **IRCA certified (No. A17467) Business Continuity Management System (BCMS) Auditor Conversion Training Course for Manager (3 days)** is constructed based on the requirements and guidance of international standards ISO 22301:2012 and ISO 22313:2012. The course aim to provide students the knowledge and skills required to perform audits and maintenance of BCMS processes and to conduct audit in accordance with the guidance from ISO 19011 Guidelines for Auditors.

Course Objectives:

By the end of this training course, you will be able to

- Explain the purpose and business benefits of a BCMS.
- Explain the Plan-Do-Check-Act framework and its application to business continuity management processes.
- Outline the processes involved in establishing, implementing, operating, monitoring, reviewing, maintaining and improving a business continuity management system, including the significance of these for BCMS auditors.
- Explain the terminology defined in the standard.
- State requirements for BCMS documentation and explain the difference between documents and documented procedures.
- Explain the role of the BCMS auditor in assessing an organisation's capability to protect against, reduce the likelihood of occurrence of, prepare for, respond to and recover from disruptive incidents when they arise.
- Plan, conduct, report and follow up an audit of a business continuity management system to establish conformity (or otherwise) with ISO 22301 and in accordance with ISO 19011 (and ISO 17021 where appropriate)

TÜV NORD Training Services

- TÜV NORD Asia Pacific is a certified IRCA Training Organization (Ref. No. AO17241) and offers following IRCA certified training courses world widely:
 - ISMS (Ref. No. A17242),
 - ITSMS (Ref. No. A17405)
 - BCMS (Ref. No. A17467)
- Global operation by local support – the IRCA training services are supported by TÜV NORD branches and our worldwide Authorized Training Partners in Asia Pacific, European, Middle-East, South-America and other regions.
- 1,000+ students attend our courses every year.
- 6,000+ participants have successfully completed our IRCA certified courses since 2003

1.2 Benefits

- Recognise your competence;
- Increase your credibility;
- Obtain international recognition;
- Improve your CV / resume.

1.3 Course content

A combination of tutorials, workshop exercises and role-playing, including topics:

- Business Continuity Management System (BCMS)
- Relevant standards, ISO 22301:2012, ISO 22313:2012, ISO/IEC 31000:2009, ISO 19011:2011
- Process approach (Plan-Do-Check-Act)
- Business Continuity Management (BCM) lifecycle
- Business Impact Analysis (BIA)
- Risk Management
- BCM scope and policy
- Incident Management Plan (IMP)
- Business Continuity Plan (BCP)
- BCM audit skills
- IRCA BCM written examination

1.4 Who should attend?

- Those who wish to implement a formal Business Continuity Management System (BCMS) in accordance with ISO 22301:2012
- Management Team
- Business operation managers
- Risk managers
- Consultants providing BCMS system certification or implementation services
- IT and Quality professionals
- Those who want to become BCMS internal or external auditors

1.5 Pre-requisites and Prior knowledge

- Language: English
- **Participant should** have successfully completed an IRCA certified (or equivalent) 5-day Lead Auditor training course in another discipline (QMS, ISMS, ITSMS etc), if want to register as an IRCA auditor.
- **Participant should** have knowledge of the requirements of ISO 22301.
- **Participant should** understand the principles and concepts underlying Business Continuity Management:
 - The purpose and benefits of a business impact analysis.
 - The principals of risk assessment and analysis.
 - Typical business continuity strategies.
 - Business continuity response options.
 - BCMS performance metrics, monitoring and performance measurement.
 - Exercise and testing methodologies.
- Computer skills, e.g. Microsoft Windows, Microsoft Office for workshop and presentation preparations.
- Experiences of Information technology (IT) or Information security (IS)
- Experiences of business operations and risk management concepts
- Finish reading the Pre-course Study Material: the newest Good Practice Guidelines prepared by BCI (Business Continuity Institution) from BCI Website, (<http://www.thebci.org>)
- Knowledge of the principles of management systems, e.g. QMS (ISO 9001), EMS (ISO 14001), ISMS (ISO/IEC 27001), ITSMS (ISO/IEC 20000)
- It is recommended by IRCA that students should demonstrate competence in the established Business Continuity Management processes: e.g. **successful completion of a BCI Certificate examination**, IRCA BCMS Foundation course, on-the-job training or equivalent.

The participant who have not satisfactorily completed an IRCA-certificated (or acceptable alternative) Auditor/Lead Auditor training course in another discipline that he or she should find the five-day BCMS Auditor/Lead Auditor training course will more appropriate.

1.6 Course Notes

- Delegates should note that there are evening works during the course.
- **The minimum number of delegates for this course is 4 (four). If the number of delegates less than the minimal requirement, the training course will be postponed.**

2 Timetable

Day 1

Time	Description / Objectives
08:50	Registration / Welcome
09:00	Ice Breaker / Self introduction of Tutors and Delegates
09:30	Presentation 1: Introduction IRCA BCMS auditor conversion training course
10:00	Workshop 1 – Framework of BCMS <ol style="list-style-type: none"> 1. Benefits of a BCMS 2. Overview of standards: ISO 22301 and ISO 22313 3. PDCA process in BCMS 4. Terminology
11:30	Workshop 2 – BCMS Document Requirements <ol style="list-style-type: none"> 1. Document Review Preparation 2. Document Review
12:00	Lunch Break
13:00	Continue Workshop 2
14:00	Workshop 3: Capability of BCMS auditor <ol style="list-style-type: none"> 1. Determine the capability of BCM auditor
15:20	Break
15:30	Workshop 4: BCMS Audit planning <ol style="list-style-type: none"> 1. BCMS audit plan
17:00	Summary for Day 1
17:30	End of Day 1 course

Day 2

Time	Description / Objectives
09:00	Recap of Day 1
09:30	Presentation 2: Day 2
10:00	Workshop 5: Top Management Interview (Case Study) <ol style="list-style-type: none"> 1. Evaluate and Verify Business Continuity Policy and Objectives 2. Review Business Continuity Strategies
11:30	Workshop 6: Conduct Auditing --- BIA and RA (Case Study) <ol style="list-style-type: none"> 1. Business impact analysis (BIA) 2. Risk assessment (RA)
12:00	Lunch
13:00	Continue Workshop 6: Conduct Auditing --- BIA and RA (Case Study)
15:00	Workshop 7 – Conduct Auditing --- BCM Exercise and Continual Improvement (Case Study) <ol style="list-style-type: none"> 1. Verify exercise and test 2. Review arrangement of BCM performance 3. Evaluate Management Review Process and management commitment 4. Evaluate Capability of Continual Improvement
17:00	Summary for Day 2
17:30	End of Day 2 course

Day 3

Time	Description / Objectives
09:00	Recap of Day 2
09:30	Presentation 3: Day3
10:00	Workshop 8 – Writing nonconformity reports and Close meeting 1. Nonconformity reports (NCRs) 2. Conduct Close Meeting
12:00	Lunch
13:00	Workshop 9 – Following up the Audit and Corrective Action/Improvement – (case study) 1. Corrective Action Evaluation. 2. Continual improvement.
14:30	Presentation 4: BCMS certification audit
15:00	Summary and evaluation of the course 1. Student course feedback 2. Briefing on examination
15:20	Break
15:30	BCMS auditor written examination
17:30	End of course

3 Contact information

Course information:

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