



## ISO 22301:2019 BUSINESS CONTINUITY MANAGEMENT SYSTEMS INTRODUCTION **TRAINING COURSE**

### COURSE DESCRIPTION

This course aims to provide learners who have an existing, basic knowledge of, or experience in, business continuity management with an understanding of the management systems approach and the requirements of ISO 22301, and to provide a basis for learners who wish to go on to complete CQI and IRCA Certified BCMS Auditor courses.

### COURSE CRITERIA

**UPON COMPLETION OF THIS COURSE,  
LEARNERS WILL BE ABLE TO:**

- Explain the purpose of a business continuity management system, of business continuity management system standards, and the business benefits of improved performance of the business continuity management system;
- Outline the structure and content of ISO 22301;
- Explain the specific business continuity management related requirements of ISO 22301.

Learners will need to demonstrate acceptable performance in these areas to complete the course successfully.

### PRIOR KNOWLEDGE

Before starting this course, learners are recommended to have the following prior knowledge of the:

- Management Systems:
  - the Plan, Do, Check, Act (PDCA) cycle
- The core elements of a management system and the interrelationship between management responsibility, policy, planning, implementation, measurement, review and continual improvement.
- Business Continuity Management:
  - a basic knowledge of managing business continuity through the conducting of business impact analysis and risk assessment, the development of business continuity strategies and solutions and the implementation of business continuity plans and procedures.

## SGS ACADEMY

-  [www.sgs.com/en/training-services](http://www.sgs.com/en/training-services)
-  [www.facebook.com/sgsglobalacademy](https://www.facebook.com/sgsglobalacademy)
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-  [training@sgs.com](mailto:training@sgs.com)

**COURSE DURATION:** 1 day or 8 hours  
**DELIVERY METHODOLOGY:** F2F or VILT  
**COURSE LANGUAGE:** English  
**ACCREDITATION:** SGS

### COURSE CERTIFICATION

Learners who have been in attendance for the full duration of the course will be issued with a "Certificate of Attendance".



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## **COURSE CONTENT**

### **SESSION 1: INTRODUCTION TO BUSINESS CONTINUITY MANAGEMENT**

- The application of ISO 22301:2019
- The development of BCMS
- Compatibility with management system standards
- Legal compliance – management system standards
- The concepts underpinning BCMS
- Continuous improvement based on the Plan-Do-Check-Act (PDCA) cycle
- The benefits of BCMS
- Establishing a BCMS

### **SESSION 2: OVERVIEW AND CLAUSES 4-6**

- Context of the organisation
- Scope of the BCMS
- Leadership
- Policy
- Planning
- BCM objectives
- Planned changes and continual improvement

### **SESSION 3: CLAUSE 7**

- Support
- Documented information

### **SESSION 4: CLAUSE 8**

- Operation
- Business impact analysis
- Risk management technique
- Risk appetite
- Risk treatment and BCM strategies

### **SESSION 5: CLAUSES 9 AND 10**

- Performance evaluation
- Monitoring, measurement, analysis and evaluation
- Internal audit
- Improvement: nonconformity and corrective action and continual improvement