



BROCHURE

**ISO 22301: BUSINESS CONTINUITY MANAGEMENT
SYSTEM
LEAD AUDITOR –
TRAINING & CERTIFICATION COURSE**

ISO Certified Management Systems Consultants, Facilitators and Auditors

ISO 22301 Business Continuity Management System

What is ISO 22301?

As an international standard for Business Continuity Management System, the ISO 22301 is designed to protect, reduce the likelihood of occurrence, prepare for, respond to, and recover from disruptive incidents when they arise. With a Business Continuity Management System, your organization is prepared to detect and prevent threats.

ISO 22301 enables you to respond effectively and promptly based on the procedures that apply before, during and after the event. Implementing a Business Continuity plan within your organization means that you are prepared for the unexpected. Business Continuity Plan assures you that your organization will continue to operate without any major impacts and losses.

Why is Business Continuity important for you?

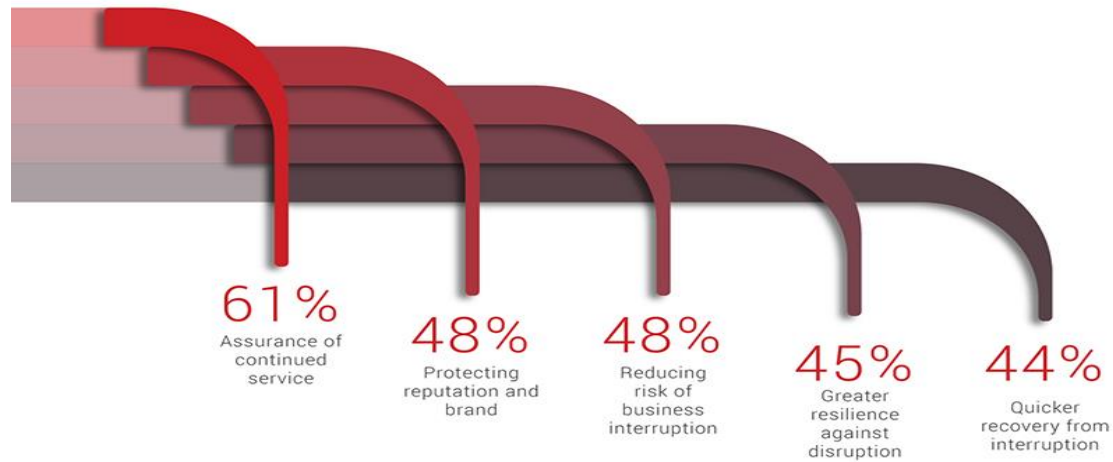
Being certified against ISO 22301 gives you the power of providing a premium level of services to your shareholders no matter the circumstances. ISO 22301 acknowledges you the ability to secure data backups, minimize major losses and maximize the recovery time of critical functions. With ISO 22301, you will enhance your knowledge and skills and you will be able to advise your organization on best practices in the management of business continuity. Given that, you will improve your ability to analyze and make decisions in the context of business continuity management.

Benefits of ISO 22301 Business Continuity Management

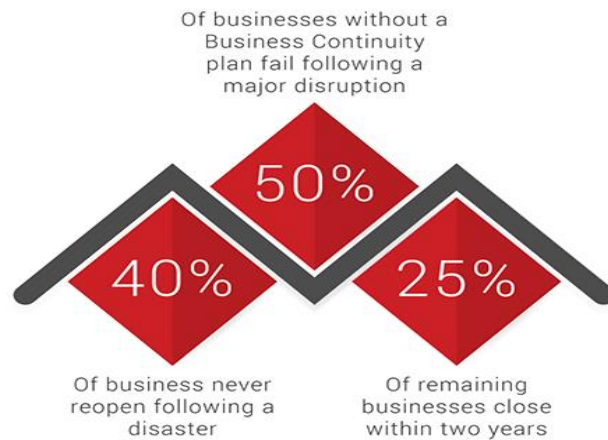
An ISO 22301 certification brings many benefits, such as:

- Expand your knowledge on how a Business Continuity Management System will help you to meet business objectives
- Gain the necessary knowledge to manage a team in the implementation of ISO 22301
- Strengthen your reputation management
- Increase your customer reliability
- Identify risks and minimize the impact of incidents
- Improve the recovery time
- Achieve international recognition

Top reasons why ISO 22301 certification is a necessity



The consequences of not having Business Continuity Plan:



Source: NQA | Deloitte & Touche, 2008 | The U.S Department of Labor

How do I get started with ISO 22301 Training?

Choosing the right certification body to offer you the finest qualitative training can be challenging. Our training is uniquely designed to meet individuals and organization’s needs. A PECB certification reflects safety, reliability and superior quality. If you are keen to be part of a global network and boost your knowledge, then our experts are helpful and available for your needs.

ISO 22301 Lead Auditor

Why should you attend?

Given the increasing number of disruptions and the unpredictability of disasters of any kind (natural, occupational, information security), organizations nowadays are aiming at getting certified against ISO 22301 in order to show commitment toward business continuity and ensure that disruptive incidents are detected and properly addressed, thus the management system is continually improved. By becoming a PECB certified auditor, you will achieve a formal and independent recognition of your personal competences, and you qualify yourself to conduct BCMS audits for a certification body.

Recognizing the importance of an effective audit and the means used to successfully conduct it, PECB has designed the ISO 22301 Lead Auditor training course. Attending this training course allows you to obtain the knowledge and skills to plan and carry out audits in compliance with ISO 19011 and the certification process according to ISO/IEC 17021-1.

Through interactive sessions, explanatory information, exercises, and questions for discussion, you will be able to acquire knowledge on the business continuity management system as well as audit techniques and become competent to perform a BCMS audit by applying widely recognized audit principles, procedures, and techniques, and to manage an audit program and an audit team.

After attending the training course, you can sit for the exam and, if you successfully pass the exam, you can apply for the “PECB Certified ISO 22301 Lead Auditor” credential. The internationally recognized “PECB Certified ISO 22301 Lead Auditor” certificate will prove that you have the professional capabilities and competences to audit organizations based on the requirements of ISO 22301 and auditing best practices.

Who should attend?

- Auditors seeking to perform and lead business continuity management system (BCMS) audits
- Managers or consultants seeking to master the business continuity management system audit process
- Individuals responsible to maintain conformity with the BCMS requirements in an organization
- Technical experts seeking to prepare for the business continuity management system audit
- Expert advisors in business continuity management

Learning objectives

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

1. Explain the fundamental concepts and principles of a business continuity management system (BCMS) based on ISO 22301
2. Interpret the ISO 22301 requirements for a BCMS from the perspective of an auditor
3. Evaluate the BCMS conformity to ISO 22301 requirements, in accordance with the fundamental audit concepts and principles
4. Plan, conduct, and close an ISO 22301 compliance audit, in accordance with ISO/IEC 17021-1 requirements, ISO 19011 guidelines, and other best practices of auditing
5. Manage an ISO 22301 audit program

Educational approach

- This training course is based on theory, auditing best practices used in BCMS audits, ISO 22301 requirements, and international auditing standards.
- Lecture sessions are illustrated with practical exercises based on a case study which includes role-playing and discussions.
- The participants are encouraged to intercommunicate and engage in discussions and exercises.
- The exercises are similar to the certification exam.

Course agenda

Day 1: Introduction to business continuity management system (BCMS) and ISO 22301

Day 2: Audit principles, preparation, and initiation of an audit

Day 3: On-site audit activities

Day 4: Closing of the audit

Day 5: Certification exam

Examination

The “PECB Certified ISO 22301 Lead Auditor” exam complies with the PECB Examination and Certification Program (ECP) requirements. The exam covers the following competency domains:

Domain 1: Fundamental principles and concepts of a business continuity management system (BCMS)

Domain 2: Business continuity management system (BCMS)

Domain 3: Fundamental audit concepts and principles

Domain 4: Preparing an ISO 22301 audit

Domain 5: Conducting an ISO 22301 audit

Domain 6: Closing an ISO 22301 audit

Domain 7: Managing an ISO 22301 audit program

General Information

- Certification and examination fees are included in the price of the training course
- Training material containing over 450 pages of information and practical examples will be distributed
- An attestation of course completion worth 31 CPD (Continuing Professional Development) credits will be issued to the participants who have attended the training course.
- In case of exam failure, you can retake the exam within 12 months for free

NOTE

- This is an online training programme where the participants will interact with the instructor in real time through videoconferencing and other online platforms. We will also support participants through other electronic communication platforms such as e-mails and bulletin board postings.
- PECB KATE software will be used to enable participants electronically access all training materials, and they’ll be able to write their exams online from the comfort of their offices or homes anywhere in the world through PECB Exams app.

Our Expertise

About PECB – Our Partners

PECB is a certification body for persons, management systems, and products on a wide range of international standards. As a global provider of training, examination, audit, and certification services, PECB offers its expertise on multiple fields, including but not limited to Information Security, IT, Business Continuity, Service Management, Quality Management Systems, Risk & Management, Health, Safety, and Environment.

We help professionals and organizations to show commitment and competence with internationally recognized standards by providing this assurance through the education, evaluation and certification against rigorous, internationally recognized competence requirements. Our mission is to provide our clients comprehensive services that inspire trust, continual improvement, demonstrate recognition, and benefit society as a whole.

About International Network for Corporate Social Responsibility (IN-CSR)

International Network for Corporate Social Responsibility (IN-CSR) is an international team of Corporate Sustainability and Responsibility (CS&R) Consultants and Auditors working to promote best practices in Sub-Saharan Africa. We are registered as a non-Governmental Organisation in Nigeria (No 99264) and a certified training partner with PECB Group Inc a certification body which provides education and certification under ISO/IEC 17024 for individuals, products, services, processes and organizations on a wide range of disciplines.

We are one of Africa's leading Social Responsibility and Corporate Sustainability Consultants focusing on actual implementation of management processes and procedure – SR GAP Analysis, design of implementation tools, Stakeholder Engagement and Management, Measurement and Evaluation, Training on global standards and Awareness creation, Support with audits and third-party certification when required, and continual improvement processes.

IN-CSR is certified by the Federal Ministry of Environment and other related agencies to provide Consultancy Services on Environmental and Social issues including Baseline/Post Impact Studies & Compliance Monitoring and Audit, Waste Management Technology, Engineering Oil & Gas Pollution Control & Remediation.

We have over the years provided industry leading consulting and training programs in support of our various advocacy campaigns and more importantly to support the private sector in building sustainable businesses. IN-CSR is the foremost ISO 26000 Social Responsibility and ISO 20400 Sustainable Procurement and Supply Chain Management certified consultants in Sub Saharan Africa and are also experts in a number of other standards such as – ISO 45001, ISO 9001, ISO 22301, ISO14000, ISO 31000, ISO 37101 and ISO 37301 and guidelines such as the Extractive Industry Transparency Initiative (EITI), the G20 High Level Principles, International Finance Corporation (IFC) Guidelines, the World Bank Good Practice Guidelines, Africa Finance Corporation (AFC Guidelines), the Consumer Protection Framework, the Governance Code, the Nigerian Stock Exchange Sustainability Disclosure Guidelines, as well as international

standards – SAI Standards, IEMA and SA 8000 Platforms. Our management audits are benchmarked on world’s most accepted sustainability auditing platforms – SA 8000, ISO 14001, ISO 26000 and 45001 while sustainability reports are usually based on GRI Standards except when specifically required on other platforms.

IN-CSR was in 2019 appointed by the National Human Rights Commission of Nigeria to lead the review of the National Action Plan (NAP) on Business and Human Rights working in partnership with the senior management of Nigerian Stock Exchange (NSE), key stakeholders of the Organized Private Sector (OPS) and Judges from the National Industrial Court of Nigeria (NICN). We have also continued to participate at the annual Conference of Experts on Public Administration (CEPA), held at the United Nations Head Quarters in New York, contributing to global public governance, and was recognized by Prof Louis Meuleman of the United Nations in his book titled “Public Management and the Metagovernance of Hierarchies, Networks and Markets for this. In the past two years, we have participated as only civil society member from Sub Saharan Africa of the Working Group on Cross Boarder Cartels at the United Nations Conference on Trade and Development (UNCTAD).

In 2021, we trained high-level delegates from the National Information Technology Development Agency (NITDA) on Digital Responsibility and Telecommunications.

In 2022, IN-CSR successfully completed Environmental Audits on over 90 branches of select commercial banks in Nigeria in fulfilment of NESREA regulatory requirements. Our team has also completed full integration of ISO 26000 Social Responsibility Guidance Standard in two global companies – IHS Nigeria Plc and Seplat Energy Plc - both of which involved extensive stakeholder identification, mapping, prioritization, and engagement.

Our Values are: Integrity, Professionalism and Fairness. Further detailed information can be found on our webpage <https://www.incsr.org/about-us/>

Lead Consultant – Profile

Eustace Onuegbu is a certified Management Systems Consultant and Audit Partner; the pioneer ISO 26000 Social Responsibility and ISO 20400 Sustainable Procurement Senior Lead Implementer and Master Auditor in Africa; an ISO 37301 Compliance Management, ISO 37101 Sustainable Development in Communities, ISO 14001 Environmental Management, ISO 45001 Occupational Health and Safety, ISO 9001 Quality Management, ISO 31000 Risk Management, ISO 22301 Business Continuity - Senior Lead Implementer and Master Auditor with the Professional Evaluation and Certification Board (PECB), Canada and a Fellow of the Institute of Management Consultants (IMC), Nigeria. He is presently serving as the President of International Network for Corporate Social Responsibility (IN-CSR). He is also the Head, Learning and Development for the Sustainability Professionals Institute of Nigeria (SPIN).

Eustace is the initiator and host of the International Conferences on Business and Human Rights and has worked with leading organizations such as the IHS Nigeria Plc, Seplat Energy Plc, Dangote Industries Ltd, Central Bank of Nigeria; Zenith Bank PLC, FCMB, Centre for

International Governance, and Innovation (CIGI) Canada; The Federal House of Representatives, Abuja; Oil and Gas Free Zones Authority among others on projects focusing on Sustainable Development, Corporate Sustainability and Responsibility, Corporate Governance, Compliance Management, Business Continuity, Risk Management amongst others. In his past 18 years of practice, he has made several representations to international organizations including the United Nations, African Union, ECOWAS, and The Senate of Federal Republic of Nigeria on a wide range of environmental and social impact issues.

Eustace is a leading CS&R expert and an avid advocate of instituting global best practices in the conduct of Corporate Sustainability and Responsibility (CS&R) in Africa. He holds a degree in Marketing from Abia State University in Nigeria, another in International Business and Management from Amsterdam School of Business, The Netherlands, a post graduate degree in International Human Rights Law from Birmingham City University in the United Kingdom and a Doctor of Business in Sustainability candidate at Monarch Business School, Switzerland.

Document Approval Sheet

Proposal approved by			
Name	Postion	Signature	Date

Please, sign and return via electronic mail to info@incsr.org

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