JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

ISO 22301 Implementation and Internal Audit Training Course

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

ISO 22301 Implementation and Internal Audit Training Course

ISO 22301 Implementation and Internal Audit is a 1-week practitioner training course for business continuity officers, compliance leads and operations managers, who leave with an Implementation and Audit Toolkit holding a policy, scope, draft plans and an audit checklist. Customers, insurers and boards now ask for evidence that continuity arrangements run as a maintained system and are checked independently. Jupiter Prime Training offers this course on ISO 22301 implementation and internal audit.

Why ISO 22301 Implementation and Internal Audit Matters Now

Three pressures shape continuity work today: clients writing resilience clauses into contracts, digital outages that ripple across suppliers, and directors wanting proof that recovery arrangements are maintained. An organisation that implements a business continuity management system BCMS and audits it honestly finds gaps before an incident does; one relying on static documents finds contacts stale and strategies untested. The course follows ISO 22301, the international standard setting requirements for a business continuity management system.

Who Gains Most from ISO 22301 Implementation and Internal Audit

- Continuity officers who set scope, run impact analysis and keep plans current
- Compliance leads who prepare evidence for clients, insurers and certification audits
- Operations managers who own priority activities and lead their recovery
- Facilities and IT service owners who supply alternate sites, systems and suppliers
- Internal auditors who test whether the system works as documented

A division sending its continuity officer, an operations manager and an auditor together gains most.

ISO 22301 Implementation and Internal Audit Capabilities

Participants move from a blank page to a scoped system that leaders can sign and an internal auditor can test clause by clause.

- Define BCMS scope, interested parties and continuity objectives — supporting top management sign-off
- Conduct a business impact analysis that sets prioritised activities and recovery timeframes — informing strategy choice
- Select continuity strategies for people, premises, technology and suppliers — guiding investment decisions
- Write business continuity plans with activation criteria, roles and recovery tasks — equipping response teams
- Design an exercise schedule and post-exercise reports — feeding corrective action
-

Build an internal audit checklist and management review agenda — serving directors and auditors

Key ISO 22301 Implementation and Internal Audit Terms

- Business continuity management system BCMS — the policies, roles, processes and records used to plan, run, check and improve continuity arrangements.
- Business impact analysis BIA — a study of how disruption to each activity affects the organisation over time.
- Recovery time objective RTO — the period after an incident within which an activity must be resumed.
- Maximum tolerable period of disruption MTPD — the time after which not resuming an activity becomes unacceptable.
- Recovery point objective RPO — the point to which information must be restored for an activity to operate again.
- Management review — a scheduled meeting where top management evaluates system performance and decides on improvements.

ISO 22301 Implementation and Internal Audit Day by Day

Day 1: Context, Scope and Leadership

- ISO 22301 Clause Structure — Mapping Requirements to Existing Practice
- Context and Interested Parties Analysis — Setting What the System Must Cover
- Scope Statement and Exclusions — Agreeing Boundaries With Top Management
- Continuity Policy and Objectives — Linking Resilience to Corporate Aims
- Roles, Authorities and Competence Matrix — Assigning Ownership Across Functions

Day 2: Impact Analysis and Risk Assessment

- Business Impact Analysis Questionnaire — Capturing Activity Dependencies and Impacts
- MTPD, RTO and RPO Setting — Ranking Activities for Recovery
- Resource Requirements Profile — Listing People, Sites, Systems and Suppliers
- Disruption Risk Assessment — Choosing Treatments for Single Points of Failure
- Supplier Continuity Questionnaire — Judging Third-Party Recovery Capability

Day 3: Strategies and Solutions

- People Strategies and Cross-Training — Covering Key Staff Absence
- Premises Options and Work-Area Recovery — Weighing Cost Against Speed
- IT Disaster Recovery Alignment — Matching Backups and Failover to RPO
- Alternate Supplier Arrangements — Securing Critical Inputs During Outages
- Strategy Options Paper — Presenting Choices for Executive Approval

Day 4: Plans, Exercises and Performance

- Incident Response Structure — Defining Activation, Escalation and Stand-Down
- Business Continuity Plan Template — Recording Tasks, Contacts and Resources
- Tabletop and Live Exercise Design — Testing Plans Against Realistic Scenarios
- Performance Indicators and Monitoring — Tracking System Health Between Incidents
- Documented Information Control — Keeping Records Audit-Ready and Current

Day 5: Practising Internal Audit and the Toolkit

- Internal Audit Schedule and Checklist — Sampling Clauses Across Sites
- Audit Interview and Evidence Sampling — Testing a Logistics Depot Plan
- Nonconformity Grading and Reporting — Writing Findings for a Hospital Service
- Management Review Agenda and Corrective Action Log — Closing Improvement Loops
- Implementation and Audit Toolkit Assembly — Combining Policy, Plans and Checklist

Applying ISO 22301 Implementation and Internal Audit After the Course

- Run a business impact analysis with two priority departments and record RTO, RPO and resource needs in the agreed template
- Hold a tabletop exercise on one draft continuity plan and log corrective actions for the next management review

ISO 22301 Implementation and Internal Audit Questions FAQ

What is ISO 22301 implementation and internal audit, and why does it matter now?

It is building a business continuity management system to ISO 22301 and then checking it through internal audit. Clients and boards want evidence of a maintained, tested system.

Which roles gain most from ISO 22301 implementation and internal audit training?

Continuity officers, compliance leads and operations managers gain most, with service owners and internal auditors. Each leaves able to shape scope, impact analysis, plans or audit evidence.

How does ISO 22301 implementation and internal audit training differ from an introductory continuity course?

An introductory course explains continuity ideas for departmental readiness. This practitioner course builds each part of the system against the standard's clauses and then audits it, grading findings and feeding management review.

What do you bring back from ISO 22301 implementation and internal audit training?

You bring back a starter set of system documents: policy, scope statement, impact analysis template, draft plans, an audit checklist and a corrective action log, ready to adapt.

ISO 22301 Implementation and Internal Audit: The Way Forward

The Implementation and Audit Toolkit first informs a scope decision that top management signs, then guides continuity officers and operations managers through impact analysis and plans. Internal auditors use its checklist for the first audit cycle. After that audit, revisit recovery timeframes and supplier assumptions, since audit evidence usually shows which priorities were set too optimistically.