



ISO 22301 INTERNAL AUDITING TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: ISO 22301 Internal Auditing Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training equips participants with the skills and knowledge required to conduct effective internal audits for Business Continuity Management Systems (BCMS) based on ISO 22301. It covers principles of auditing, audit planning, audit execution, audit reporting and corrective action follow-up. Participants will learn how to assess BCMS processes such as business impact analysis (BIA), risk assessment, continuity strategies, incident response and recovery procedures. The programme ensures participants can perform internal audits that support continual improvement and organisational resilience.

OBJECTIVE(S):

- Understand the ISO 22301 requirements for Business Continuity Management Systems.
- Learn key principles of internal auditing according to ISO 19011.
- Develop skills to plan, conduct and report BCMS internal audits.
- Evaluate BIA, risk assessment, continuity plans and recovery arrangements.
- Identify nonconformities and propose effective corrective actions.
- Strengthen audit documentation, communication and evidence-gathering skills.
- Support organisational readiness for certification and surveillance audits.
- Enhance BCMS governance and continual improvement.

TARGET GROUP(S):

- Business Continuity and Risk Management Teams
- Internal Auditors and Compliance Personnel
- ISO 22301 Committee Members
- Quality, Safety and Environmental Personnel
- Managers, Executives and Coordinators involved in BCMS
- Anyone responsible for internal auditing or crisis readiness

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Introduction to ISO 22301 and Business Continuity Principles
2. ISO 22301 Structure, Clauses and Key Requirements
3. Overview of ISO 19011 Auditing Guidelines
4. Audit Planning: Scope, Criteria, Checklists and Risk-Based Approach
5. Conducting the Audit: Roles, Responsibilities and Communication
6. Evidence Collection: Interviews, Documentation Review and Observation
7. Writing Audit Findings, Nonconformities and Corrective Action Requests
8. Reviewing BIA, Risk Assessment and Continuity Strategies
9. Reporting, Follow-Up and Audit Closure
10. Case Studies, Audit Simulation and Practical Exercises

LIST OF REFERENCE BOOK(S):

- ISO 22301: Business Continuity Management Systems Requirements
- ISO 19011: Guidelines for Auditing Management Systems
- Business Continuity and Risk Management Texts
- Organisation BCMS Procedures and Templates

LIST OF TEACHING AID(S):

- LCD projector
- Audit checklists and templates
- Sample BCMS documents (BIA, RA, plans)
- Case study worksheets
- Flip chart or whiteboard

METHODOLOGY(S):

- Interactive lecture
- Group discussion
- Case studies
- Audit simulation
- Practical exercises and documentation review

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: Introduction to ISO 22301 and BCMS
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2–3: ISO 22301 Requirements and ISO 19011 Overview
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 4: Audit Planning and Preparation
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 5: Conducting the Audit

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 6: Evidence Collection Methods
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 7–8: Audit Findings, Nonconformities and BCMS Evaluation
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 9: Audit Reporting and Follow-Up
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 10: Case Studies and Audit Simulation