

**TENTATIVE PROGRAMME
LEAD AUDITOR BCMS ISO 22301:2019 (EXEMPLAR GLOBAL CERTIFIED)
SIRIM STS SDN BHD**

TIME	DAY 1	DAY 2	DAY 3
0900 – 1015	<ul style="list-style-type: none"> • Introduction on BCMS • Transitions of ISO 22301 from 2012 to 2019 Version 	<ul style="list-style-type: none"> • Revision of Clause 6 – Planning • Assignments and Exercises in Groups on: <ul style="list-style-type: none"> a) Risk Management Procedure b) Work Process Flows c) Clause 6.1 Development of Risk Registers, Identifications of Opportunities & Development of BSMS Objectives in Groups d) BCMS Objectives 	<ul style="list-style-type: none"> • BCMS Auditing – 6 phases
1015 – 1030	Morning break	Morning break	Morning break
1030 – 1300	<ul style="list-style-type: none"> • Clause 4 – Understanding the Organization and its Context • Clause 4.1 & 4.2 • Assignments and Exercises in Groups on Clause 4.1 External Internal Issues & 4.2 Needs and Expectations of Interested Parties • Presentation in groups 	<ul style="list-style-type: none"> • Clause 8 – Operation Assignments and Exercises in Groups on Clause 8 Operation Development of: <ul style="list-style-type: none"> a) BIA b) Business Cont. Strategies 	<ul style="list-style-type: none"> • Cont. BCMS Auditing – 6 phases
1300 – 1400	Lunch break	Lunch break	Lunch break
1400 – 1530	<ul style="list-style-type: none"> • Clause 4.3 Scope & Clause 4.4 • Clause 5 – Leadership • Bcms Policy • Roles And Responsibilities • Exercise Clause 5.3 Roles & Responsibilities For BCMS Committee 	<ul style="list-style-type: none"> • Clause 9 – Evaluation • Including Example of Internal Audit Procedure • Internal Audit Plan & Internal Audit Summary Report 	<ul style="list-style-type: none"> • Cont. BCMS Auditing – 6 phases
1530 – 1545	Tea Break	Tea Break	Tea Break
1545 – 1700	<ul style="list-style-type: none"> • Workshop and presentation 	<ul style="list-style-type: none"> • Clause 10 – Continual Improvements • Including Non-Conformity Procedure & Corrective Action Procedure 	<ul style="list-style-type: none"> • Assignments and exercises

TIME	DAY 4	DAY 5
900 – 1015	<ul style="list-style-type: none"> Managing Audit Programme 	<ul style="list-style-type: none"> Summary Final Revision Submission of Exercises and Quizzes
1015 - 1030	Morning break	Morning break
1030 – 1300	<ul style="list-style-type: none"> Cont. Managing Audit Programme 	<ul style="list-style-type: none"> Exams on BCMS
1300 – 1400	Lunch break	Lunch break
1400 – 1530	<ul style="list-style-type: none"> Including Example of Internal Audit Procedure Internal Audit Plan & Internal Audit Summary Report 	<ul style="list-style-type: none"> Cont. Exams on BCMS Submission of Exam paper End Course
1530 – 1545	Tea Break	
1545 – 1700	<ul style="list-style-type: none"> Certification Process 	