

REGISTRATION FORM FOR THE QUALITY MANAGEMENT SYSTEM

 <p>OMNITECHIT</p>	<p align="center"><i>COURSE SPECIFICATION</i></p>	<p align="center">STC – Course Specification <i>Model: SRA-r1</i></p>
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Title of Course: *ISO 22301 Internal Auditor*

Code: *22301-IA*

<p align="center">COURSE DESCRIPTION</p>	<p>Supply base knowledge and instruments for programming, planning, executing, reporting, and managing the the follow-up of an internal audit for a Business Continuity Management System. The norm of reference is the ISO 22301</p>
<p align="center">COURSE RECIPIENTS</p>	<ul style="list-style-type: none"> • Company Management • Consultants • Quality Management System Administrators • IT Security Personnel • IT Security Managers
<p align="center">EDUCATIONAL GOALS</p>	<ul style="list-style-type: none"> • Acquire the necessary methodology for a correct and efficient planning and implementing of a BCMS audit, in accordance with the approach to processes and the requirements of the norm; • Learn the methods to search for the audit evidence necessary to evaluate the degree of conformity of a BCMS; • Learn how to communicate effectively during the interview and through the written audit reports; • Know how to present the overall results of the audit .
<p align="center">ADMISSION REQUIREMENTS</p>	<p>Studies on the norm ISO 22301 recommended. Or an introductory course on the ISO 22301.</p>
<p align="center">COURSE PROGRAM</p>	<ul style="list-style-type: none"> • Terms and definitions • Determining the risks and opportunities of the audit process • Evaluating conformity of the documented information • Audit preparation • Audit activities • Follow up activities • The competences of a BCMS auditor • Applying the norms UNI EN ISO 19011:2012 and ISO 22301 in a real case of an internal audit • Overview of a Case Study of an organization type and the internal audit's process and execution. • Exercises: <ul style="list-style-type: none"> ○ Preparing the plan for an internal audit ○ Preparing the checklist for an internal audit ○ Writing the internal audit's report on the results and conclusions ○ Writing about a non-conformity observed during an internal audit ○ Determining effective correcting actions, stemming form the analysis of the root causes of the non-conformity detected.