

# ISO 22301 – INTERNAL AUDITOR (CM-1221C)

## Syllabus

---

Our goal at CertMind is to certify the skills of professionals who perform in the context of Technology. To achieve this, we seek to ensure that professionals demonstrate their skills and knowledge by applying an International Certification Exam.

The purpose of the ISO 22301 Certification – Internal Auditor is to demonstrate that the professional has a practical understanding of the terminology, structure, and considerations for the definition, implementation, monitoring, auditing and improvement of a Business Continuity Management System (SGCN); following the guidelines of ISO 22301 (business continuity) and ISO 19011 (audit).

### Who should take this test?

This exam is ideal for individuals or teams responsible for auditing, controlling, and mitigating organizational risks and disasters

Roles such as: Managers or consultants in continuity of negocio, managers or managers of riesgos, internal business continuity auditors, directors or business managers, managers or managers of recovery plans and business continuity, managers and managers of disaster recovery plans.

### Recommended training time

20 hours, segmented into 5 sessions of about 4 hours.

### Certification Exam Format

- **Type:** 40 question exam, multiple choice and single answer.
- **Running time:** 60 minutes.
- **Minimum note to approve:** 28/40 or 70%.
- **Additional time:** If the professional does not take the exam in their native language, they will have an additional 15 minutes and is also allowed to use a dictionary.
- **Pre-requirements:** It is highly recommended that the professional attend a formal training of ISO 22301 Internal Auditor and preferably have knowledge in business continuity.
- **Supervision:** Yes.
- **Open book:** No.
- **Mode:** Dis available online only.
- **Renewal of certification:** No.



# ISO 22301 – INTERNAL AUDITOR (CM-1221C)

## Syllabus

---

In order to ensure that the professional has the minimum skills and knowledge that can be applied in a real environment, the review addresses the following topics:

### Module 1: Introduction

In this module, the professional must demonstrate his knowledge in the basic concepts and context of ISO standards; and understand the approach of ISO 22301.

- 1.1. History, contextualization and structure of ISO standards
- 1.2. Scheme and certification process
- 1.3. Introduction and scope of ISO 22301
- 1.4. PHVA continuous improvement model
- 1.5. Basics

### Module 2: Context of the organization

In this module, the professional must understand the importance of clearly understanding the context of the organization taking into account the strategic objectives, key products and services, risk tolerance, including any restrictions and organizational regulation.

- 2.1 Understanding the organization and its context
- 2.2 Understanding stakeholders' needs and expectations
- 2.3 Determine the Accance of the Brms
- 2.4 Business Continuity Management System Structure

### Module 3: Leadership

In this module, the professional must clearly understand the importance of leadership and the involvement of the high management of the organization, to create an environment of commitment to the definition of the Business Continuity Management System (SGCN).

- 3.1 Leadership and commitment to the definition of the SGCN
- 3.2 Commitment management
- 3.3 Policy
- 3.4 Roles, responsibilities and authorities



# ISO 22301 – INTERNAL AUDITOR (CM-1221C)

## Syllabus

---

### Module 4: Planning

In this module, the professional should understand the considerations for defining the objectives and principles for guiding the Business Continuity Management System (SGCN).

- 4.1 Risk considerations
- 4.2 Actions to curb risks and opportunities
- 4.3 Objectives of the continuity of the future and plans to achieve them

### Module 5: Support

In this module, the professional must understand the considerations and aspects that are necessary for the definition and implementation of the Business Continuity Management System (SGCN), supported in the required documentation.

- 5.1 Resources needed
- 5.2 Competition
- 5.3 Awareness-raising
- 5.4 Communication
- 5.5 Documentation of information
- 5.6 Recommendations for information control

### Module 6: Operation

In this module, the professional must understand how to implement and control the plans to achieve the business continuity objectives defined in the Business Continuity Management System (SGCN).

- 6.1 Operational planning and control
- 6.2 Analysis of Business Impact (BIA) and risk assessment
- 6.3 Business continuity strategy
- 6.4 Protection and mitigation



# ISO 22301 – INTERNAL AUDITOR (CM-1221C)

## Syllabus

---

### Module 7: Performance Assessment

In this module, the professional must understand the importance of constantly monitoring the Business Continuity Management System (SGCN), including periodic reviews to improve its operation.

- 7.1 Monitoring, measurement, analysis and evaluation of the SGCN
- 7.2 Assessment of business continuity procedures
- 7.3 Internal audit
- 7.4 Review by senior management

### Module 8: Improvement

In this module, the professional must understand the responsibility of the organization in the face of the continuous improvement of the effectiveness of the Business Continuity Management System (SGCN) by monitoring the business continuity policy, audit findings, corrective actions, preventive actions, and review by senior management.

- 8.1 Nonconformities and corrective actions
- 8.2 Continuous improvement of the SGCN

### Module 9: Managing an Audit Program

In this module, the professional must clearly understand the considerations for managing an audit program in the organization, following the guidelines of ISO 19011 for auditing a management system.

- 9.1 Definition of the predishgrams of the year
- 9.2 Definition of the program ofa erria
- 9.3 Implementation ofthea3th program
- 9.4 Tracking the chart of the year
- 9.5 Review and auditoría maejora of the spelling



# ISO 22301 – INTERNAL AUDITOR (CM-1221C)

## Syllabus

---

### Module 10: Conducting an audit

In this module, the professional must clearly understand the phases for carrying out an internal audit, following the guidelines of ISO 19011.

- 10.1 General and start of the audit
- 10.2 Preparation of audit activities
- 10.3 Conducting audit activities
- 10.4 Preparation and distribution of the audit report
- 10.5 Completion of the audit
- 10.6 Conducting audit monitoring activities

### Module 11: Competence and evaluation of an auditor

In this module, the professional must understand the importance of evaluating and maintaining the competence of an auditor, following the guidelines of ISO 19011.

- 11.1 Auditor's to comply with the audit program
- 11.2 Auditor evaluation criteria
- 11.3 Auditor's assessment method
- 11.4 Conducting the auditor's assessment
- 11.5 Maintaining and improving auditor competence

