



Quality Management & Operational Excellence

# **ISO 22301 Business Continuity Management System**

## Course Introduction

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Implementing a strong Business Continuity Management System (BCMS) will aid the organisation in quickly recovering from a disaster or disruption. The business BCM standard can also safeguard an organisation against the proceeding reputational damage which can occur from missed deadlines, data leakages, operational or IT outages, industrial actions, disappointed clients or direct financial losses due to the disruption. The key concepts of business continuity will be discussed in this course to help in understanding the benefits of a business continuity management system and being familiar with the requirements of ISO 22301

## Target Audience

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- practitioners in quality and audits
  - Senior members and managers of organisations who need to understand the significance of training employees on quality management
  - Quality team members
  - Professionals aspiring to undertake a quality-related certification
  - Construction project owners
  - Design consultants
  - Construction contractors
- Architects
- Non-engineering construction professionals

## Learning Objectives

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- Understanding the key concepts of business continuity and BCM in the organization
- Identifying the main requirements of ISO 22301
- Knowing the critical business functions and potential disruptions

- Understanding how to protect business ahead of disruption
- Understanding how to recover business-critical functions in crisis situations
- Being able to improve internal processes by planning one's own business

## Course Outline

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### • 01 DAY ONE

#### **Introduction to management systems and the process approach**

- Fundamental principles of business continuity
- Presentation of the standards ISO 22301, ISO 22399, and ISO 27031
- Regulatory framework

### • 02 DAY TWO

#### **General requirements: presentation of the clauses 4 to 10 of ISO 22301**

- Preliminary analysis and establishment of the maturity level of the existing BCMS based upon ISO 21827
- Writing a business case and a project plan for the implementation of a BCMS
- Definition of the scope of a BCMS
- Definition of objectives

### • 03 DAY THREE

#### **Development of a BCMS and business continuity policies**

- Business impact analysis (BIA) and risk assessment
- Implementation of a document management framework
- Implementation phases of the ISO 22301 framework
- Design of business continuity processes and writing procedures ISO 22301  
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### • 04 DAY FOUR

#### **Implementation of business continuity processes**

- Development of a training & awareness program and communicating about the business continuity
- Incident management and emergency management
- Operations management of a BCMS

- Controlling and monitoring a BCMS
- Development of metrics, performance indicators and dashboards
- **05 DAY FIVE**

#### **ISO 22301 internal Audit**

- Management review of a BCMS
- Continual improvement of business continuity
- Conducting ISO 22301 certification audit

## **Confirmed Sessions**

FROM	TO	DURATION	FEES	LOCATION
April 21, 2025	April 25, 2025	5 days	4250.00 \$	UAE - Dubai
July 28, 2025	Aug. 1, 2025	5 days	4250.00 \$	UAE - Abu Dhabi
Nov. 16, 2025	Nov. 20, 2025	5 days	4250.00 \$	KSA - Riyadh