CERTIFICATION SYLLABUS

ISO 22301: BCMS Certified Lead Auditor

Exam Code: BCMS-CLA™



A complete preparation guide covering exam objectives, core competencies, domain weightage, and topics to prepare.

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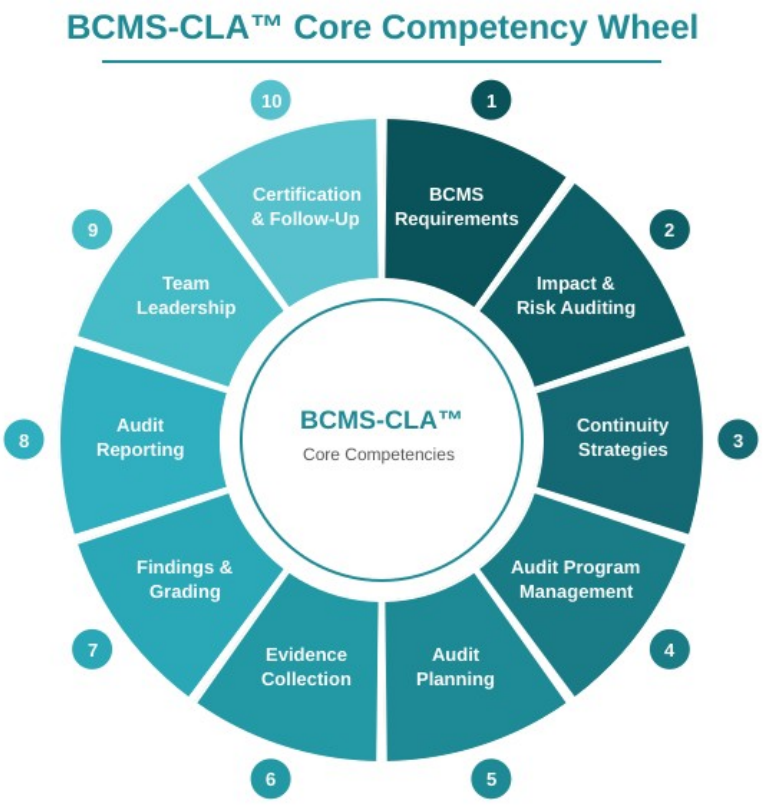
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Objective of the Certification

- **Validate lead auditor competence:** the ability to plan, lead, and report audits of a Business Continuity Management System (BCMS) against ISO 22301:2019.
- **Deepen standards expertise:** apply the ISO 22301:2019 requirements, together with the terminology and concepts of business continuity, with the judgment needed to lead an audit.
- **Audit impact analysis and risk:** evaluate how the organization analyzes business impacts, sets prioritized recovery timeframes, and assesses the risks of disruption.
- **Audit strategies, plans, and exercises:** verify that continuity strategies, resources, plans, and exercise programs are in place and capable of working in a real disruption.
- **Manage audit programs:** establish and manage an audit program, applying ISO 19011 (guidelines for auditing management systems).
- **Lead audit teams:** assign roles, guide auditors, and manage team dynamics, conflicts, time, and out-of-hours or multi-site audit arrangements.
- **Conduct first-, second-, and third-party audits:** understand the differences, including certification audit stages, surveillance, and recertification (ISO/IEC 17021-1 concepts).
- **Evaluate evidence:** use sampling, interviews, observation, and review of exercise, incident, and test records to reach sound audit findings.
- **Grade findings and report:** classify nonconformities, write clear findings, and present balanced audit conclusions.
- **Drive follow-up and uphold ethics:** evaluate corrective action plans, verify effectiveness, and apply independence, confidentiality, and professional skepticism.

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Core Competencies — BCMS-CLA™ (ISO 22301: BCMS Certified Lead Auditor)



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- **BCMS requirements knowledge:** interpret ISO 22301:2019 clauses 4 to 10 in depth, including context, leadership, planning, support, operation, performance evaluation, and improvement.
- **Impact analysis and risk auditing:** audit the business impact analysis, prioritized activities, recovery timeframes, dependencies, and the assessment of disruption risks.
- **Continuity strategies and plans:** assess whether strategies, resources, response structures, and business continuity plans are suitable and usable.
- **Audit program management:** set program objectives, assess risks, assign resources, and monitor and improve the program.
- **Audit planning:** define scope, criteria, and objectives, and prepare the audit plan, checklists, and team assignments, including alternate sites and out-of-hours activities.
- **Evidence collection:** gather objective evidence through interviews, observation, and sampling of records such as exercise reports and incident reviews.
- **Findings and grading:** write nonconformities and opportunities for improvement, and grade them consistently.
- **Audit reporting:** prepare closing meeting content and reports that are clear, accurate, and balanced.
- **Team and conflict leadership:** direct an audit team, resolve disagreements, and communicate with auditee management.
- **Certification audit and follow-up:** understand stage 1, stage 2, surveillance, recertification, and the verification of corrective action.

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Who Should Take This Certification

- Experienced internal auditors who want to lead BCMS audits and audit teams.
- Business continuity, resilience, and risk managers moving into audit leadership.
- Auditors who plan to work in third-party certification or supplier and service provider audit roles.
- Audit program managers and heads of internal audit, risk, or compliance functions.
- BCMS managers and consultants who support organizations through ISO 22301 certification.
- Professionals who have completed an auditor-level credential and want to advance.

Exam Information

Exam Name	ISO 22301: BCMS Certified Lead Auditor
Exam Code	BCMS-CLA™
Exam Format	Multiple Choice Questions (MCQ), including scenario-based questions
Duration	120 minutes
Number of Questions	80
Passing Score	70%
Mode of Exam	Test Center Based Testing / Online Testing
Language	English
Validity	Lifetime
Open Book	No

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Examination Domain & Weightage

Domain	Weightage
BCMS & ISO 22301:2019 Requirements (Advanced)	20%
Business Impact Analysis, Risk Assessment, Strategies & Continuity Plans	15%
Audit Program Management & Principles	15%
Audit Planning & Preparation	10%
Audit Execution, Evidence & Interviewing	15%
Findings, Nonconformity Grading & Reporting	10%
Certification Audits, Follow-up & Audit Leadership	15%
Total	**100%**

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Topics to Prepare — BCMS-CLA™ (ISO 22301: BCMS Certified Lead Auditor)

The topics below represent the core areas candidates should focus on for each domain, reflecting the auditor-level depth expected at the BCMS-CLA™ level.

1. BCMS & ISO 22301:2019 Requirements (Advanced) (20%)

- **Business continuity principles:** leadership, the process approach, the PDCA cycle, risk-based thinking, and continual improvement.
- **Context and scope (clause 4):** external and internal issues, interested parties, legal and regulatory requirements, BCMS scope, and the BCMS itself.
- **Leadership (clause 5):** top management commitment, the business continuity policy, and roles, responsibilities, and authorities.
- **Planning (clause 6):** risks and opportunities, business continuity objectives, and plans to achieve them.
- **Support (clause 7):** resources, competence, awareness, communication, and documented information.
- **Operation (clause 8):** operational planning and control, business impact analysis and risk assessment, strategies and solutions, plans and procedures, exercise programs, and evaluation of capabilities.
- **Performance evaluation and improvement (clauses 9 and 10):** monitoring and measurement, internal audit, management review, nonconformity, corrective action, and continual improvement.
- **Terminology:** key definitions such as business continuity, disruption, incident, prioritized activity, and recovery.

2. Business Impact Analysis, Risk Assessment, Strategies & Continuity Plans (15%)

- **Business impact analysis:** prioritized activities, impacts over time, recovery timeframes, minimum acceptable capacity, and dependencies.
- **Risk assessment:** identifying, analyzing, and evaluating the risks of disruption, and deciding which need treatment.
- **Strategies and solutions:** protecting, stabilizing, continuing, resuming, and recovering prioritized activities.
- **Resource requirements:** people, information and data, facilities, equipment, ICT, transport, finance, and suppliers.
- **Response structure and communication:** impact thresholds, activation, warning, and communication during an incident.
- **Business continuity plans and recovery:** plan content, availability, stand-down, and return to normal operations.

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- **Exercises and evaluation:** exercise programs, post-exercise reports, and the evaluation of documentation and capabilities.
- **Related guidance:** ISO 22313, ISO/TS 22317 on business impact analysis, and ISO 31000.

3. Audit Program Management & Principles (15%)

- **Audit principles:** integrity, fair presentation, due professional care, confidentiality, independence, evidence-based approach, and risk-based approach, as in ISO 19011.
- **Audit program:** objectives, risks and opportunities, roles, resources, and procedures.
- **Program monitoring:** review and improvement of the audit program.
- **Audit types:** first-, second-, and third-party audits, and combined or joint audits.
- **Auditor competence:** knowledge, skills, personal behavior, evaluation, and continual development.
- **Ethics and impartiality:** managing conflicts of interest and threats to independence.
- **Related guidance:** ISO 19011, ISO/IEC 17021-1, and the competence requirements for auditing BCMS in ISO/IEC TS 17021-6.

4. Audit Planning & Preparation (10%)

- **Audit objectives, scope, and criteria:** defining them and obtaining the auditee's agreement.
- **Initial contact:** feasibility, communication, and access to information.
- **Document review:** reviewing the BCMS documented information, the business impact analysis, the risk assessment, strategies, and plans before the audit.
- **Audit plan:** activities, timing, sites, out-of-hours operations, and resources.
- **Checklists and sampling plans:** preparing work documents.
- **Team assignments:** allocating roles and responsibilities, including technical experts.
- **Site access and safety:** arrangements for alternate sites, security, and safe conduct for the audit team.

5. Audit Execution, Evidence & Interviewing (15%)

- **Opening meeting:** purpose, scope, methods, confirmation of arrangements, and site rules.
- **Evidence collection:** interviews, observation, and review of documents and records.
- **Interviewing personnel with continuity roles:** questioning techniques, confidentiality, and avoiding reprisals.
- **Observation:** recovery arrangements, alternate sites, emergency arrangements, and the use of plans in practice.
- **Exercise and incident records:** reviewing exercise reports, test results, and post-incident reviews.

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- **Sampling:** approaches, sample size, and risks.
- **Evidence evaluation:** sufficiency, reliability, and corroboration.
- **Communication during the audit:** reporting progress, conflicts, and urgent matters.

6. Findings, Nonconformity Grading & Reporting (10%)

- **Audit findings:** conformity, nonconformity, and opportunities for improvement.
- **Writing nonconformities:** clear statement, requirement, and evidence.
- **Grading:** consistent classification of major and minor nonconformities.
- **Audit conclusions:** overall BCMS effectiveness and the achievement of audit objectives.
- **Closing meeting:** presenting findings and handling disagreements.
- **Audit report:** content, accuracy, approval, and distribution.
- **Disruptions and legal breaches:** how they influence findings and conclusions.

7. Certification Audits, Follow-up & Audit Leadership (15%)

- **Certification audit cycle:** stage 1, stage 2, surveillance, recertification, and special audits.
- **Corrective action:** evaluating plans, root cause analysis, and verification of effectiveness.
- **Audit follow-up:** timelines and decisions.
- **Team leadership:** directing the team, resolving conflicts, and managing time.
- **Auditee interaction:** difficult situations, resistance, and negotiation.
- **Multi-site and out-of-hours audits:** coverage, consistency, and sampling.
- **Complaints and appeals:** basic handling in a certification context.
- **Continual development:** keeping auditor knowledge current.

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