

Disaster/Emergency Management & Business Continuity Auditor Certification Course (BCLE-AUD)



Housekeeping

- Fire Alarm & Exits
- Breaks & Lunch
- Pagers & Cell Phones
- Audio or Video Recording
- Restrooms
- Attendance
- Tent Cards
- The “Parking Lot”
- Courseware :
 - ✓ Main Course Book
 - ✓ BS25999 Audit Guide
 - ✓ EMBCP Company Background Information & Exercises



Course Objectives

- Learn the elements of an disaster/emergency management and business continuity program as defined by BS25999 Business Continuity
- Understand audit concepts as documented in The Institute of Internal Auditors International Professional Practices Framework (IPPF) (<http://www.theiia.org/bookstore/product/international-professional-practice-framework-2011-1533.cfm>)
- Learn how to use the audit framework and BS25999 to audit a preparedness program and determine conformity to the standard
- Prepare you for the CBCA/CBCLA qualifying examination

Certified Auditor	CBCA	CBCLA	
Qualifying Exam	Yes*	Yes*	*Candidate required to take BCLE-AUDIT
Reviewed by Commissioner	Yes	Yes	**Reference requirement for <u>CBCA</u> waived for: CFCP, CBCP, MBCP, CISA, CISSP, CISM, or CGEIT (Members in Good Standing)
Years of Experience	2	5	
References Required	2**	2***	***Reference requirement for <u>CBCLA</u> waived for: MBCP, CISSP, or CISA (Members in Good Standing)
# of PP Subject Areas	0	0	
# of Core PP Subject Areas (3, 4, 6, 8)	0	0	

To apply for CBCA/CBCLA certification, all applicants must:

- 1) Possess at least 2 or 5 years of significant working experience in BCP, Emergency or Disaster Management and/or Audit
- 2) Pass the Auditor Examination;
- 3) [Submit an Application online](#) for review by the Certification Commission to confirm the experience of the applicant (**www.drii.org**)
- 4) Provide references as to experience in BCP, Emergency and Disaster Management and/or audit;
- 5) Experience must have occurred within a ten-year period from your application date.

Program Agenda

Day 1

- **Auditing Basics**
- **Understanding BS25999**
 - Planning the BCMS
 - Establishing and Managing the BCMS
 - *BCM Policy*
 - *Provision of Resources & Competency of Personnel*
 - Embedding BCM in the Culture
 - BCMS documentation and records
- **Implementing and Operating the BCMS**
 - Business Impact Analysis

Day 2

- **Implementing and Operating the BCMS**
- Risk Assessment
- Determining Choices
- Determining Strategies
- Developing and implementing BCMS Response

Program Agenda

Day 3

- **Developing and Implementing BCMS Response - cont**
- **Exercising, Maintaining and Reviewing BCM Arrangements**

Day 4

- **Monitoring and Reviewing the BCMS**
- **Maintaining and Improving the BCMS**
- **Auditing the Programs & Reporting Results**
- **Examination Preparatory Review**

Program Agenda

Day 5

- DRI International CBCA/CBCLA Qualifying Examination

Begins : 0900 Hours
Ends : 1145 Hours

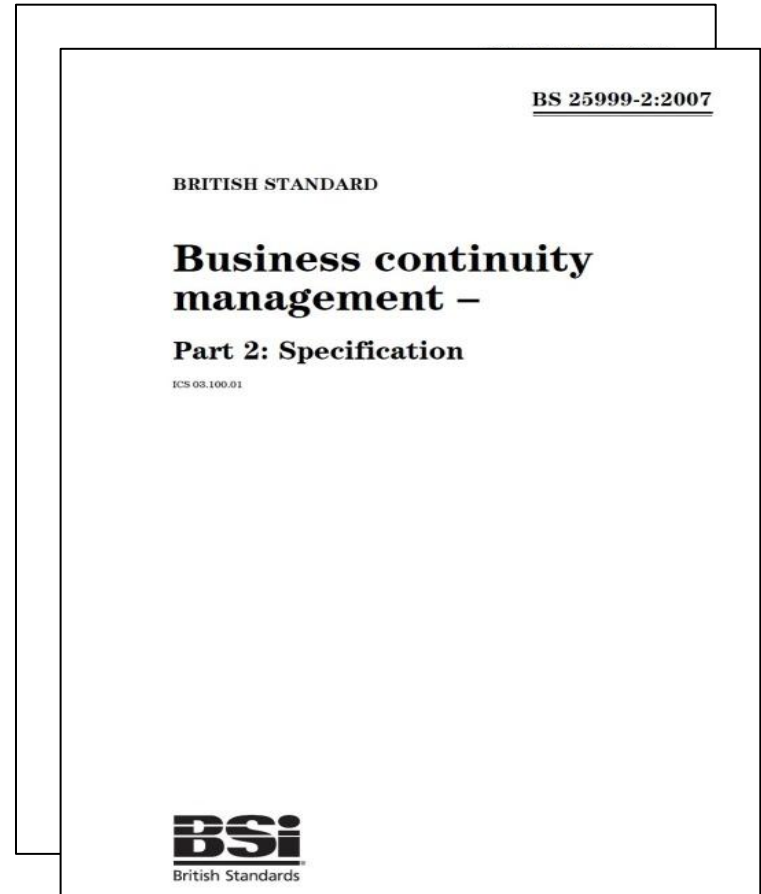
How to use BS25999

- BS25999

Part 1- Code of practice

Part 2 - Specification

1. Scope
2. Terms and definitions
3. Planning the business continuity management system (BCMS)
4. Implementing and operating the BCMS
5. Monitoring and reviewing the BCMS
6. Maintaining and improving the BCMS



Standard Components

- ✓ **Scope**
- ✓ **Terms and Definitions**
- ✓ **Planning the Business Continuity Management System (BCMS)**
 - Establishing and Managing BCMS
 - Scope and Objectives of the BCMS
 - BCM Policy
 - Provision of Resources
 - Competency of BCM Personnel
 - Embedding BCM in the organizations culture
 - BCMS documentation and records
 - Control of BCMS records
 - Control of BCMS documentation
- ✓ **Implementing and Operating the BCMS**
 - Understanding the organization
 - Business Impact Analysis
 - Risk Assessment
 - Determining Choices
- Determining Business Continuity Strategies
- Developing and Implementing BCM Response
 - Incident response structure
 - Business continuity plans and incident management plans
- Exercising, Maintaining and Reviewing BCM Arrangements
 - BCM exercising
 - Maintaining and reviewing BCM arrangements
- ✓ **Monitoring and Reviewing the BCMS**
 - Internal Audit
 - Management review of BCMS
- ✓ **Maintaining and Improving the BCMS**
 - Preventive and corrective actions
 - Continual improvement

Audit guide and classroom workbook



- Ordered to follow BS25999 chapters and sections
- Will be used for class exercises
- Reference for your future audits

Introductions & Experience

- What organization do you represent?
- What is your role?
- What is your experience in emergency management and business continuity?
- What is your auditing experience?

