# CCQM Certified ISO 22301
Lead Implementer

Master the implementation and management of Business Continuity Management Systems (BCMS) based on ISO 22301

Why should you attend?

ISO 22301 Lead Implementer training course enables you to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining a Business Continuity Management System (BCMS) based on ISO 22301. During this training course, you will also gain a thorough understanding of the best practices of Business Continuity Management Systems and be able to provide a framework that allows the organization to continue operating efficiently during disruptive events.

After mastering all the necessary concepts of Business Continuity Management Systems, you can sit for the exam and apply for a "CCQM Certified ISO 22301 Lead Implementer" credential. By holding a CCQM Lead Implementer Certificate, you will demonstrate that you have the practical knowledge and professional capabilities to implement ISO 22301 in an organization.
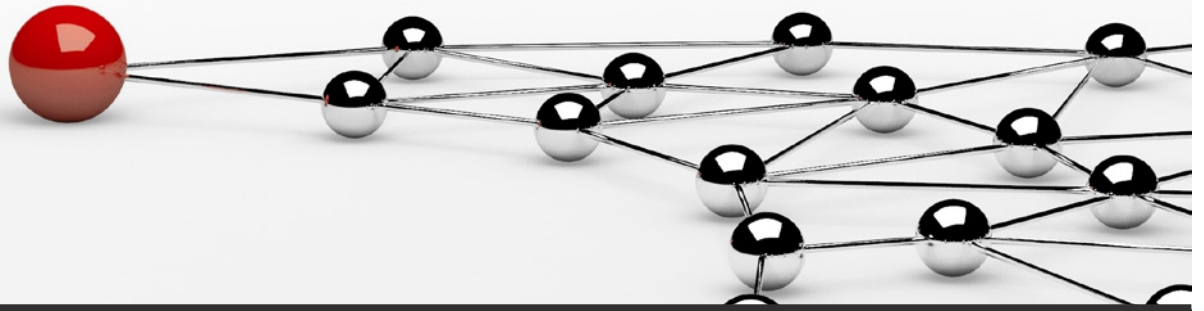
Who should attend?

➤ Managers or consultants involved in Business Continuity Management
➤ Expert advisors seeking to master the implementation of a Business Continuity Management System
➤ Individuals responsible for maintaining conformance with BCMS requirements
➤ BCMS team members

Course agenda

Duration: 5 days

Day 1 | Introduction to ISO 22301 and initiation of a BCMS

➤ Course objectives and structure
➤ Standards and regulatory frameworks
➤ Business Continuity Management System (BCMS)
➤ Fundamental concepts and principles of Business Continuity Management Systems

➤ Initiating the implementation of a BCMS
➤ Understanding the organization
➤ Analysis of the existing management system
➤ BCMS scope

Day 2 | Plan the implementation of a BCMS

➤ Leadership and commitment
➤ BCMS policies
➤ Organizational structure
➤ Documentation management

➤ Competence and awareness
➤ Business Impact Analysis (BIA)
➤ Risk assessment

Day 3 | Implementation of a BCMS

➤ Business Continuity strategy
➤ Protection and mitigation measures
➤ Business Continuity plans and procedures
➤ Incident response plan
➤ Emergency response plan

➤ Crisis management plan
➤ IT Recovery plan
➤ Restoration plan
➤ Communication plan

Day 4 | BCMS monitoring, measurement, continuous improvement and preparation for a certification audit

➤ Test and exercises
➤ Measurement and monitoring of the BCMS
➤ Internal audit
➤ Management review
➤ Treatment of non-conformities

➤ Continual improvement
➤ Preparing for the certification audit
➤ Competence and evaluation of implementers
➤ Closing the training

Day 5 | Certification Exam
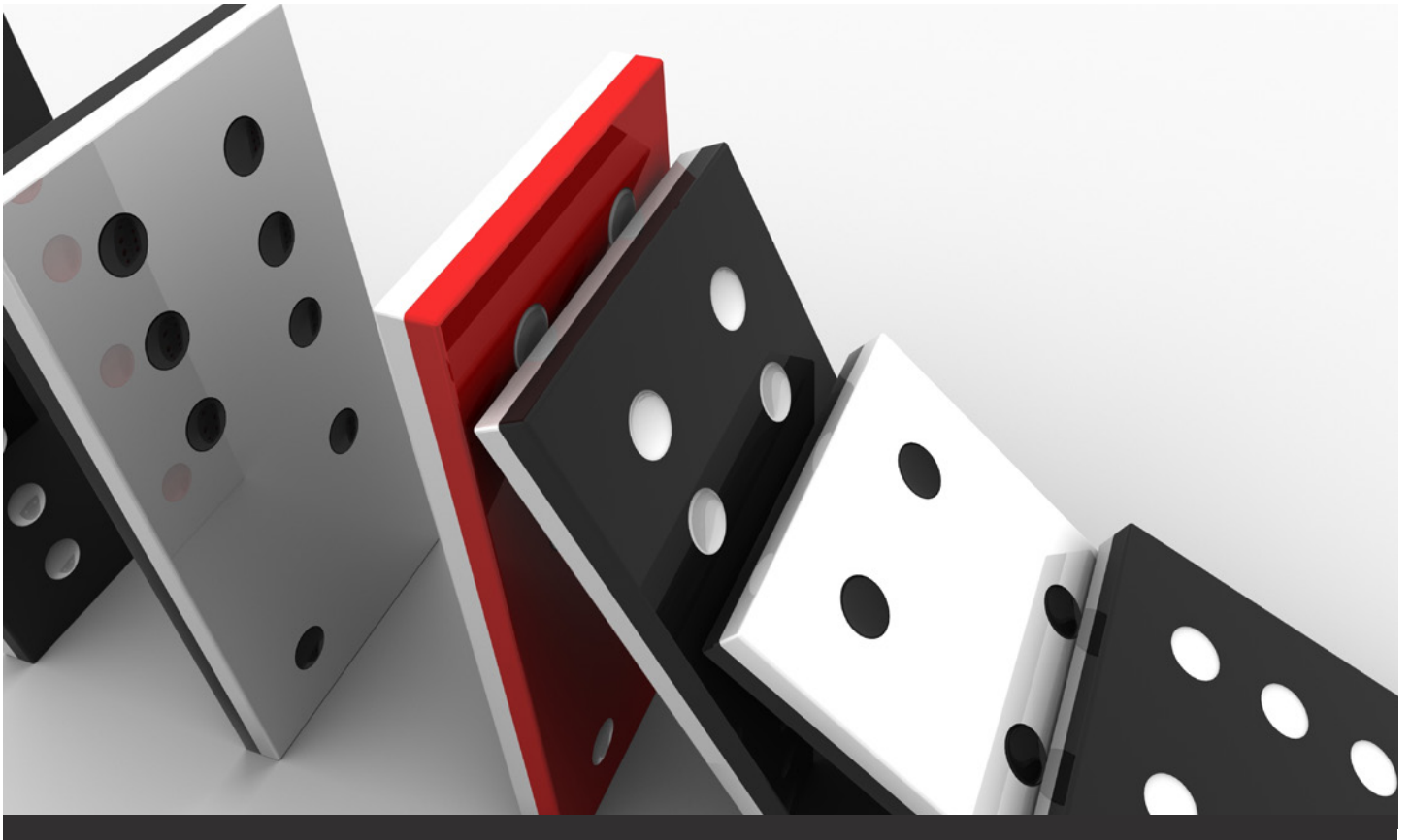
Learning objectives

➤ Acknowledge the correlation between ISO 22301 and other standards and regulatory frameworks

➤ Master the concepts, approaches, methods and techniques used for the implementation and effective management of a BCMS

➤ Learn how to interpret the ISO 22301 requirements in the specific context of an organization

➤ Learn how to support an organization to effectively plan, implement, manage and maintain a BCMS

➤ Acquire the expertise to advise an organization in implementing Business Continuity Management System best practices

Examination   Duration: 3 hours

The "CCQM Certified ISO 22301 Lead Implementer" exam fully meets the requirements of the CCQM Examination and Certification Programme (ECP). The exam covers the following competency domains:

Domain 1 | Fundamental principles and concepts of a Business Continuity Management System (BCMS)

Domain 2 | Business Continuity Management System (BCMS)

Domain 3 | Planning a BCMS implementation based on ISO 22301

Domain 4 | Implementing a BCMS based on ISO 22301

Domain 5 | Performance evaluation, monitoring and measurement of a BCMS based on ISO 22301

Domain 6 | Continual improvement of a BCMS based on ISO 22301

Domain 7 | Preparing for a BCMS certification audit

For more information about exam details, please visit Examination Rules and Policies.

www.ccqm.ch
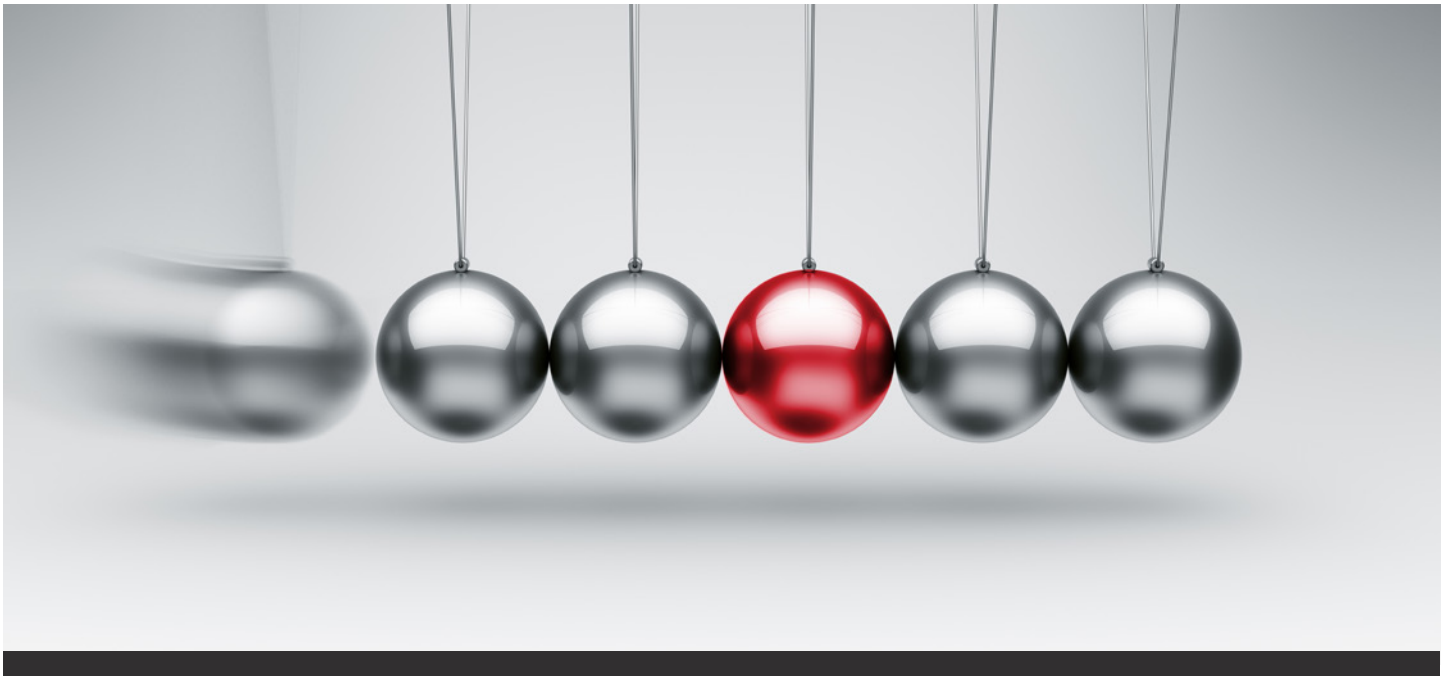
Certification

After successfully completing the exam, you can apply for the credentials shown on the table below.
You will receive a certificate once you comply with all the requirements related to the selected credential.

For more information about ISO 22301 certifications and the CCQM certification process, please refer to the Certification Rules and Policies.

Credential	Exam	Professional experience	BCMS project experience	Other requirements
CCQM Certified ISO 22301 Provisional Implementer	CCQM Certified ISO 22301 Lead Implementer exam or equivalent	None	None	Signing the CCQM Code of Ethics
CCQM Certified ISO 22301 Implementer	CCQM Certified ISO 22301 Lead Implementer exam or equivalent	**Two years:** One year of work experience in Business Continuity Management	Project activities: a total of 200 hours	Signing the CCQM Code of Ethics
CCQM Certified ISO 22301 Lead Implementer	CCQM Certified ISO 22301 Lead Implementer exam or equivalent	**Five years:** Two years of work experience in Business Continuity Management	Project activities: a total of 300 hours	Signing the CCQM Code of Ethics
CCQM Certified ISO 22301 Master	CCQM Certified ISO 22301 Lead Implementer exam or equivalent and CCQM Certified ISO 22301 Lead Auditor exam or equivalent	**Ten years:** Six years of work experience in Business Continuity Management	Audit and Project activities: a total of 500 hours each	Signing the CCQM Code of Ethics

General information

➤ Certification fees are included on the exam price
➤ Training material containing over 450 pages of information and practical examples will be distributed
➤ A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued
➤ In case of exam failure, you can retake the exam within 12 months for free