



Business Continuity Plan Audit and Assurance Training Course

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Overview

Business Continuity Plan Audit and Assurance Training Course is a five-day course for continuity auditors, internal auditors, BCMS managers, risk professionals, assurance specialists, and plan owners who leave with a Continuity Plan Audit Evidence File. Participants use ISO 22301:2019 and ISO 19011:2026 to define criteria, trace plan decisions, sample records, evaluate exercise and incident evidence, classify findings, and follow corrective actions. The course turns document review into an evidence-based assessment of plan usability. Agile Leaders Training Center presents continuity plan auditing as a disciplined assurance practice.

Who Should Attend

- Internal audit functions responsible for planning and conducting management-system assurance work
- Business continuity functions responsible for maintaining plans and demonstrating their evidence base
- Risk and assurance functions responsible for evaluating controls, findings, and corrective actions
- BCMS governance functions responsible for audit criteria, oversight, and management reporting
- Continuity plan owners responsible for resolving evidence gaps and maintaining usable arrangements

The course assumes participants already contribute to auditing, continuity planning, risk assurance, or BCMS operation and leaves out introductory continuity awareness, certification preparation, and third-party certification decisions.

Departments and Industries

The course supports departments and industries that require traceable assurance over continuity plans and related evidence.

- Internal audit, business continuity, enterprise risk, and governance
- Operations, technology, facilities, supply chain, and corporate services
- Banking, insurance, telecommunications, and professional services
- Energy, transportation, manufacturing, and utilities
- Healthcare, education, public services, and hospitality

Learning Objectives

By the end of this course, participants will be able to:



- Apply audit principles to continuity-plan assurance
- Build criteria and evidence-sampling plans
- Analyze traceability from impact evidence to plan actions
- Evaluate exercises, incidents, and maintenance records
- Diagnose findings and corrective-action weaknesses
- Build evidence-based continuity audit reports

Course Agenda

Day 1: Audit Purpose and Criteria

- ISO 22301:2019 Continuity Audit Criteria Map
- ISO 19011:2026 Audit Principle Checklist
- Audit Objective, Scope, and Boundary Statement
- Risk-Based Audit Priority Matrix
- Auditor Independence and Evidence Protocol

Day 2: Plan Traceability and Sampling

- Business Impact Evidence Traceability Chain
- Continuity Strategy Decision Audit Trail
- Plan Action and Resource Cross-Reference
- Document and Record Sampling Method
- Interview Question and Corroboration Guide

Day 3: Operational Evidence Evaluation

- Exercise Objective and Observation Review Sheet
- Incident Activation and Decision Record Test
- Plan Maintenance and Change History Sample
- Supplier Continuity Evidence Review Grid
- Recovery Capability Evidence Matrix

Day 4: Findings and Corrective Action

- Audit Evidence Sufficiency Decision Rule
- Finding Statement Construction Method
- Conformity and Effectiveness Classification Grid
- Root Cause and Corrective Action Review
- Audit Report and Management Briefing Pack



Day 5: Continuity Plan Audit Practice

- Exercise: Set Criteria for a Continuity Plan Audit
- Exercise: Trace Impact Evidence to Plan Actions
- Exercise: Evaluate Exercise and Incident Records
- Exercise: Draft Findings and Test Corrective Actions
- Capstone Exercise: Continuity Plan Audit Evidence File

Practical Exercises

The course uses suggested activities to practice continuity-plan auditing across operating environments.

- Suggested activity: sample impact and plan records for a payment-processing service.
- Suggested activity: test exercise observations and activation decisions for a healthcare operation.
- Suggested activity: review supplier continuity evidence for a manufacturing process.
- Suggested activity: draft findings and corrective-action follow-up for a telecommunications plan.

FAQs

Who suits business continuity plan audit training and what does it assume?

Business continuity plan audit training suits auditors, BCMS managers, risk professionals, assurance specialists, and plan owners who already work with audit evidence, continuity arrangements, controls, or corrective actions.

How does continuity plan auditing differ from general BCMS training?

Continuity plan auditing evaluates criteria, traceability, evidence sufficiency, findings, and corrective actions, while general BCMS training addresses the broader establishment and operation of the management system.

What evidence supports a business continuity plan audit?

Business continuity plan audit evidence can include impact analysis records, strategy decisions, plan actions, resource references, exercises, incidents, maintenance histories, supplier records, interviews, and corroborating documents.

How are business continuity audit findings written?

Business continuity audit findings state the criterion, verified evidence, observed condition, and resulting gap clearly enough to support review, ownership, and corrective action.



How should corrective actions from continuity audits be evaluated?

Corrective actions should be evaluated for root cause, defined ownership, proportional response, completion evidence, and follow-up confirmation that the identified weakness was addressed.

Conclusion

Participants leave with a Continuity Plan Audit Evidence File containing the criteria map, scope statement, traceability chain, sampling plan, evidence tests, findings, corrective-action review, and reporting pack. The file replaces checklist-only review with a documented evidence trail. It supports consistent assurance decisions and follow-up of plan weaknesses.



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