

# BCM-Audit

## Business Continuity Management – Audit Programme

### Workshop Description

Businesses often implement business continuity management into their organizations but due to their weak BCM systems, some had inevitably allowed their documentation to lapse as changes in their organization's business environment are not being captured in tandem.

This **1-day** BCM Seminar is specially designed to introduce to the management team members, members of the BCM teams as well as the internal auditors the methodology adopted by BCM auditors in their review of the BCM programme framework.

In this course, participants will be able to get an overview of the entire BCM programme as laid down by the SS540: 2008 and appreciate some of the challenges in its implementation as well as during its maintenance.

### Who Should Attend?

This workshop is designed to provide: -

- Senior management with a broad overview of the audit requirements of BCM;
- BCM team members involved in the implementation and maintenance of the programme;
- Business units who are responsible for their portions of the programme;
- Internal auditors who are required to review the programme as part of their due diligence.

### Any Pre-requisites Needed?

Participants on this seminar would draw more benefit with their basic knowledge of the BCM requirements. Those who do not have prior BCM knowledge may benefit but may encounter some initial setbacks as the pace may be accelerated.

### Delivery Structure?

This is an instructor-led course that uses a combination of presentation lectures and question and answer sessions to discuss specific needs and issues experienced by the attendees in their respective environment.

Attendees will be able to tap on the extensive experience of the trainer to solve practical problems in their current environment adding tremendous value.

### Who is the Trainer?

The workshop will be led by highly qualified instructor(s) who are certified practitioner(s) with either DRII and/or BCI and he would have had achieved a minimum of five years of experience as a practitioner in a major organization.



**Would you like to have an overview of what auditors would typically look for in their review of your business continuity management system?**

**Would you like to know how to stay on top of changes to your businesses?**

### Benefits from Workshop?

After completing the course, you will have: -

- An insight into the business continuity management requirements
- Practical skills to build up a programme to keep the BCM system relevant for your organization
- An insight into the SS540: 2008 Singapore BCM Standard and all its requirements whether to ensure proper implementation and making the organization ready for certification.

And much, much more

## Workshop Syllabus

### BCM-Audit Programme

The topics to be covered: -

**□ Introduction to Business Continuity Management (BCM)**

- Definition of BCM
- Purposes of BCM
- Objectives and importance of BCM programme
- The BCM Process Cycle

**□ Planning your Audit Programme**

- Scoping your internal audit programme
- Internal resource planning
- Review vis-à-vis Audit

**□ Auditing using the SS540 BCM Standards**

- The PDCA Cycle
- The Six BCM Areas
  - Risk Analysis and Review
  - Business Impact Analysis
  - Strategies
  - Business continuity plans
  - Tests and Exercises
  - Programme Management
- The Four BCM Components
  - Policy
  - Process
  - People
  - Infrastructure
- Common short-comings observed

**□ Auditing using BS25999 BCM Standards**

**□ BCM Certification Audit**

- Identification of certification body
- Application process for certification
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## Certificate of Attendance

All attendees will receive a Certificate of Attendance at the end of the course.