



Accredited Certification International

ISO 22301

The Business Continuity Management Systems Standard

ISO 22301 is the new international standard for societal security - business continuity management. It specifies requirements to plan, establish, implement, operate, monitor, review, maintain and continually improve a documented management system to protect against, reduce the likelihood of occurrence, prepare for, respond to, and recover from disruptive incidents when they arise.

The standard provides organizations with a framework to ensure that they can continue operating during the most challenging and unexpected circumstances, such as strikes, financial crises, SARS type pandemics, natural disaster or civil disorders, etc. by protecting their staff, preserving their reputation and providing the ability to continue to operate and trade.

ISO 22301 integrates the management of emergency, risk and crisis, using essential tools such as security, continuity and disaster management, crisis communication and control. It can be used by any public and private sectors such as utilities, telecommunication, finance, transport or community enterprise and association regardless of type, size and nature.

Benefits:

- Enhanced capability to handle disruption and protect brand reputation when integrated with business planning.
- Allow easier and swifter recovery from disruptive incidents to minimize losses.
- Preserve markets by ensuring continuity of services in a crisis.
- Protects an organization's income and profit by demonstrating preparedness.



國際認可認證有限公司
Accredited Certification International Limited

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國際認可認證

ISO 22301

商業持續管理系統標準

ISO 22301是新的社會安全-商業持續管理國際標準。該標準提出詳細的要求，來規劃，簡歷，執行，運營，監管，審查，維護和持續改進文件管理系統，以防止，減少破壞性時間發生的可能性，並做好準備，應對，和從中恢復的準備。

ISO 22301提供了一個框架，來確保他們可以持續運作，即使是處於最具挑戰性和意外情況的條件下，比如罷工，金融危機，SARS之類的呢大型流感，自然災害或動亂等。通過保護他們的員工，來維護自己的聲譽和提供持續運營和交易。

ISO 22301 使用基本的工具，如安全，持續和災難管理，危機溝通和控制等，來整合緊急情況，風險和危機管理。該標準可以應用於任何類型，規模和性質的公共和私人企業，比如事業單位，電信，金融，交通或社區企業等。

好處

- 在策劃商務活動時加強處理破壞性事務和保護品牌信譽的能力。
- 允許更容易和迅速地從破壞性意外事件中恢復以減少損失。
- 通過在危機中保持提供服務來保留市場。
- 通過充分準備保護組織的收入和利潤。



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Business Continuity Management System Training

TBCM1	ISO 22301 Introduction	3 hours
Details ~ ISO 22301 Business Continuity Management principle ~ ISO 22301 certification worldwide ~ Certification process and its necessary requirements		
TBCM2	ISO 22301 Effective Application	1 day
Details ~ Introducing ISO 22301 ~ Review on the requirements and implementation guidelines of ISO 22301 ~ Business processes approach ~ The direction of ISO 22301		
TBCM3	ISO 22301 Documentation	1 day
Details ~ISO 22301 requirements for documentation and why documentation required ~Process approach to create practical documents ~System Documentation ~Updating and Maintenance of Business Continuity Management System		
TBCM4	ISO 22301 Internal Auditor Training	2 days
Details ~ Documentation review ~ Comparison between internal and external audit ~ Business Continuity Management System auditing ~ Internal audit results evaluation and reporting		

Date	Courses are organized once a month. Detailed schedule can be found on our website.
Venue	ACI Training Centre
Methodology	Presentation, Workgroup Discussion, Case Study & Exercise
Certificate	Certificate of successful completion will be issued to delegates who have attended full course



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商業持續管理體系培訓課程

TBCM1	ISO 22301入門	3小時
內容 ~ ISO 22301 商業持續性管理體系原理 ~ ISO 22301 體系認證在全球的發展概況 ~ 瞭解認證程序及基本要求		
TBCM2	ISO 22301有效應用	1日
內容 ~ ISO 22301概述 ~ ISO 22301之要求及實施指引的檢視 ~ 商業運作程序的方法 ~ ISO22301要求之發展及其影響		
TBCM3	ISO 22301文件處理	1日
內容 ~ISO 22301對文件的要求及為何有此要求 ~過程方法以建立實用文件 ~系統文件 ~更新和維護商業持續管理體系		
TBCM4	ISO 22301內部審核員培訓	2日
內容 ~ 體系文件系統檢視 ~ 內部與外部審核之比較 ~ 商業持續管理體系之審核(包括審核方法、準備、審核技巧和報告) ~ 內部審核結果評估和報告		

上課日期	培訓課程每月舉辦一次，具體開課日期可瀏覽本公司網頁
地點	ACI 培訓中心
上課模式	講解、小組討論、練習及個案研習
獲取資格	完成課程之學員將獲頒發課程完成證書乙張



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