CERTIFIED ISO 30301
LEAD IMPLEMENTER

MASTERING THE IMPLEMENTATION AND MANAGEMENT OF A MANAGEMENT SYSTEM FOR RECORDS (MSR) BASED ON ISO 30301

SUMMARY

This five-day intensive course enables participants to develop the necessary expertise to support an organization in implementing and managing a Management System for Records (MSR) based on ISO 30301. Participants will also gain a thorough understanding of best practices used to implement records management processes based on requirements from ISO 30301.

WHO SHOULD ATTEND?

▶ Managers or consultants wanting to prepare and to support an organization in the implementation of a Management System for Records (MSR)

▶ ISO 30301 auditors who wish to fully understand the Management System for Records implementation process

▶ Persons responsible for the records management conformity in an organization

▶ Members of a quality, information security, environmental, or energy management team

▶ Expert advisors in Management System for Records

▶ Technical experts wanting to prepare for a quality function or for an MSR project management function

COURSE AGENDA   DURATION: 5 DAYS

DAY 1

Introduction to Management System for Records (MSR) concepts as required by ISO 30301

▶ Introduction to management systems and the process approach

▶ Fundamental principles of Records Management

▶ Presentation of the ISO 3000 standards and framework

▶ Understanding the requirements of ISO 30301 clause-by-clause,

  ▶ Management System for Records

  ▶ Management responsibility

  ▶ Resource management

  ▶ Product/Service realization

  ▶ Measurement, analysis and improvement

DAY 2

Initiating a MSR project based on ISO 30301

▶ Selection of the approach and implementation methodology

▶ Creation of a records management team

▶ Definition of the scope

▶ Definition of quality policy and objectives

▶ Identification and analysis of customer needs and requirements

▶ Writing a business case and a project plan for the implementation of a MSR

▶ Drafting a MSR

DAY 3

Implementing a MSR based on ISO 30301

▶ Implementation of a document management framework

▶ Development of a training & awareness program and communicating about the records management

▶ Resource management processes (human resources, infrastructure and work environment)

▶ Product/service realization processes

▶ Purchasing process

▶ Operations management of a MSR

DAY 4

Controlling, monitoring and measuring a MSR;certification audit of a MSR

▶ Controlling and monitoring a MSR

▶ Measurement of customer satisfaction

▶ ISO 30301 internal audit

▶ Management review of a MSR

▶ Implementation of a continual improvement program

▶ Preparing for an ISO 30301 certification audit

▶ Plan for registration with the certification body

DAY 5

Certification Exam

LEARNING OBJECTIVES

- ► To understand the implementation of a Management System for Records in accordance with ISO 30301
- ► To gain a comprehensive understanding of the concepts, approaches, standards, methods and techniques required for the effective management of a Management System for Records
- ► To understand the relationship between the components of a Management System for Records and the compliance with the requirements of different stakeholders of an organization
- ► To acquire the necessary expertise to support an organization in implementing, managing and maintaining an MSR as specified in ISO 30301
- ► To acquire the necessary expertise to manage a team implementing ISO 30301
- ► To develop the knowledge and skills required to advise organizations on best practices in the management of records management
- ► To improve the capacity for analysis and decision making in the context of records management
- ► To prepare an organization for an ISO 30301 audit

EXAMINATION

The "PECB Certified ISO 30301 Lead Implementer" exam fully meets the requirements of the PECB Examination and Certification Programme (ECP). The exam covers the following competence domains:

1
Domain 1: Fundamental principles and concepts of Records Management
Main Objective: To ensure that the ISO 30301 Lead Implementer candidate can understand, interpret and illustrate the main Records Management concepts related to a Management System for Records (MSR)

2
Domain 2: Management System for Records Best Practice based on ISO 30301
Main Objective: To ensure that the ISO 30301 Lead Implementer candidate can understand, interpret and provide guidance on how to implement and manage the Management System for Records requirements based on best practices of ISO 30301

3
Domain 3: Planning a MSR based on ISO 30301
Main Objective: To ensure that the ISO 30301 Lead Implementer candidate can plan the implementation of a MSR in preparation for an ISO 30301 certification

4
Domain 4: Implementing a MSR based on ISO 30301
Main Objective: To ensure that the ISO 30301 Lead Implementer candidate can implement the processes of a MSR required for an ISO 30301 certification

5
Domain 5: Performance evaluation, monitoring and measurement of a MSR based on ISO 30301
Main Objective: To ensure that the ISO 30301 Lead Implementer candidate can evaluate, monitor and measure the performance of a MSR in the context of an ISO 30301 certification

6
Domain 6: Continual improvement of a MSR based on ISO 30301
Main Objective: To ensure that the ISO 30301 Lead Implementer candidate can provide guidance on the continual improvement of a MSR in the context of ISO 30301

7
Domain 7: Preparing for a MSR certification audit
Main Objective: To ensure that the ISO 30301 Lead Implementer candidate can prepare and assist an organization for the certification of a MSR against the ISO 30301 standard

- ► The "PECB Certified ISO 30301 Lead Implementer" exam is available in different languages (the complete list of languages can be found in the examination application form)
- ► Duration: 3 hours
- ► For more information about exam, refer to PECB section on ISO 30301 Lead Implementer Exam

CERTIFICATION

▸ After successfully completing the exam, participants can apply for the credentials of PECB Certified ISO 30301 Provisional Implementer, PECB Certified ISO 30301 Implementer or PECB Certified ISO 30301 Lead Implementer, depending on their level of experience

▸ A certificate will be issued to participants who successfully pass the exam and comply with all the other requirements related to the selected credential

▸ For more information about ISO 30301 certifications and the PECB certification process, refer to the PECB section on ISO 30301 Lead Implementer Certification

Credential	Exam	Professional Experience	IDMS project experience	Other requirements
ISO 30301 Provisional Implementer	PECB Certified ISO 30301 Lead Implementer Exam or equivalent	None	None	Signing the PECB code of ethics
ISO 30301 Implementer	PECB Certified ISO 30301 Lead Implementer exam or equivalent	**Two years:** One year of work experience in related field	Project activities totaling 200 hours	Signing the PECB code of ethics
ISO 30301 Lead Implementer	PECB Certified ISO 3000 Lead Implementer Exam or equivalent	**Five years** Two years of work experience in related field	Audit activities totaling 500 hours	Signing the PECB code of ethics

GENERAL INFORMATION

▸ Certification fees are included in the exam price

▸ A student manual containing over 450 pages of information and practical examples will be distributed to participants

▸ A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued to participant

▸ In case of failure of the exam,participants are allowed to retake the exam for free under certain conditions

For additional information, please contact us at info@pecb.com | www.pecb.com