



## ***Are you a certified auditor for SS540?***

### ***Business Continuity Management System - Auditing SS540:2008***

**Course Objective:** Internal auditing has become one of the key management tools for implementing and maintaining effective management systems. Organizations and companies need to train and qualify some key staff members to become Internal Auditors to meet the international standard requirements. The course aims to provide the participants the knowledge and skills to become certified auditor for SS540:2008 Business Continuity Management.

**Course Content:** The 2 day course will introduce the interpretation of the requirements of SS540; planning and preparation for internal auditing; preparation of internal audit documentations, knowing the “do’s” and “don’ts” of internal auditing; writing of non-conformity reports and corrective action.

Case studies and work sheets will be provided to help participants appreciate the concepts and the do’s and don’ts of auditing, preparation of audit checklists and how to write a good audit report.

This interactive workshop is designed for business owners, managers and BCM coordinators who wish to take ownership of their key business risks, manage them actively to mitigate risk of major disruptions, catastrophes, and lost opportunities

#### **Course Trainers’ Profile:**

**Mr Philip Kee Tuang Loh** holds a Bachelor of Engineering (Hons), FCMC, PMC. Mr Kee is currently the Vice President of the Council of the Institute of Management Consultants (Singapore)

Mr Kee established Luke Philips Consultants Pte Ltd in 1991 and has wide-ranging experience in International and Singapore standards such as ISO 9001, 14001 and OHSAS 18001, BCM standards BS25999 and SS540 implementation training, consultancy and certification in Singapore, Malaysia and China. His last held position was the Managing Director of BSI Singapore.

Mr Kee is now the External Trainer and Certification Auditor for BSI Singapore for BS25999 and SS540 standards. His clients include major MNCs, local government departments and agencies and SMEs. He is bilingual in English and Mandarin in conducting consultancy and training programs.

**Who should attend and benefit:** This course is for business owners, senior managers and BCM coordinators.

**Course Duration:** 2 full days

**Course Fees:** The course fee is S\$850. Fees include course materials and meals. ***Enjoy a 10% discount off your course fee for each non-IMC member recommended.***

IMC members are entitled to 20% discount. Completion of this programme qualifies you for 12 CMC’s CPE hours.

**Course Enquiry:** For more information on the course, please contact Institute of Management Consultants at Tel: 63721728 or email enquiry@imcsingapore.com with your query.

*The above course is an approved activity of the Institute of Management Consultants, Singapore (IMCS). Started in 1992, IMCS is Singapore’s professional institute for awarding Certified Management Consultant (CMC) in Singapore which is recognized worldwide. Supported by SPRING Singapore, the Institute also awards Practicing Management Consultant (PMC) to local management consultants. Members of (IMCS) have a common goal in promoting consultancy as a necessary profession for the business community.*

## Registration

<b>Business Continuity Management System - Auditing SS540:2008</b>		<b>Date: 25<sup>th</sup> &amp; 26<sup>th</sup> August 2010</b> <b>Time: 9am to 5pm</b> <b>Course Fee: S\$850.00</b> <b>Includes course materials and meals</b>	
Attendee(s) Name	Designation/Company	Contact Number	Email address
1.			
2.			
3.			
4.			
5.			
Billing address:			
		Postal Code:	
Contact person:			

1. Registration: A place will be reserved for you once IMCS receives your registration and payment. Please make payment by cheque. All cheques should be made payable to “**IMC Consulting Group**” with the name(s) of the attendees and name of the course written on the back of the cheque.
2. Group Discounts: This can be considered. Please contact IMCS at email: enquiry@imcsingapore.com for more information.
3. Customized Courses: This can be arranged if there are sufficient participants from organizations or from similar industries.
4. Withdrawals by attendees: A full refund will be granted if notice of withdrawal is given 14 days before the commencement of the course. No refund will be granted if notice of withdrawal is given when the course commences, however, replacements are allowed within the same course.
5. Cancellation: IMCS reserves the right to change or cancel the course due to unforeseen circumstances and IMCS will grant refunds.
6. Course Venue: Subject to the size of enrolment for each course, the course venue will be notified in advance.
7. Upon completion of registration form, please either fax it back to: +65 6372 1727 or email it back to: enquiry@imcsingapore.com