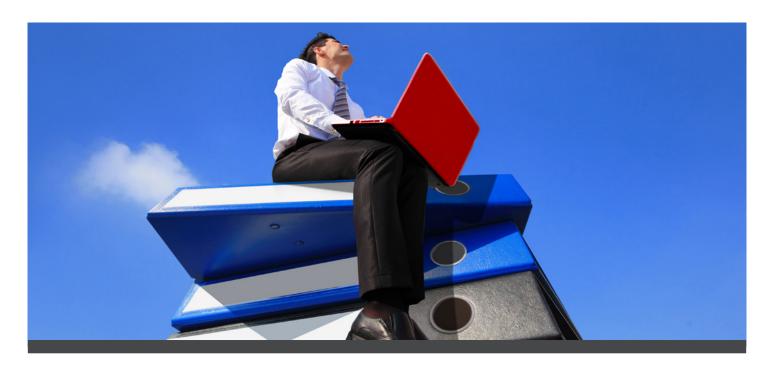## PECB Certified ISO 30301
Lead Implementer

Master the implementation and management of Management Systems for Records (MSR) based on ISO 30301

Why should you attend?

ISO 30301 Lead Implementer training enables you to develop the necessary expertise to support an organization in establishing, implementing, managing and maintaining a Management System for Records (MSR) based on ISO 30301. During this training course, you will also gain a thorough understanding of the best practices of Management Systems for Records and be able to provide consistent services through a reliable, up-to-date and properly managed records system.

After mastering all the necessary concepts of Management Systems for Records, you can sit for the exam and apply for a "PECB Certified ISO 30301 Lead Implementer" credential. By holding a PECB Lead Implementer Certificate, you will be able to demonstrate that you have the practical knowledge and professional capabilities to implement ISO 30301 in an organization.

Who should attend?

- ➤ Managers or consultants involved in Records Management
- ➤ Expert advisors seeking to master the implementation of a Management System for Records
- ➤ Individuals responsible for maintaining conformance with MSR requirements
- ➤ MSR team members

Course agenda

Duration: 5 days

Day 1 | Introduction to Management System for Records (MSR) and ISO 30301

- ➤ Course objectives and structure
- ➤ Standard and regulatory framework
- ➤ Certification process
- ➤ Fundamental principles of records management
- ➤ Management System for Records (MSR)

Day 2 | Plan the implementation of the MSR

- ➤ Understanding the organization and clarifying the quality objectives
- ➤ Analysis of the existing management system
- ➤ Leadership and approval of the MSR project
- ➤ MSR scope
- ➤ Records Management policy
- ➤ Definition of the organizational structure

Day 3 | Implementation of a MSR

- ➤ Definition of the document management process
- ➤ Design of controls and drafting procedures
- ➤ Communication plan
- ➤ Training awareness plan
- ➤ Operations management

Day 4 | MSR monitoring, measurement, continuous improvement and preparation for a certification audit

- ➤ Monitoring, measurement, analysis and evaluation
- ➤ Internal audit
- ➤ Management review
- ➤ Treatment of problems and non-conformities
- ➤ Continual improvement
- ➤ Preparing for the certification audit
- ➤ Competence and evaluation of implementers
- ➤ Closing the training

Day 5 | Certification Exam

Learning objectives

➤ Acknowledge the correlation between ISO 30301 and other standards and regulatory frameworks
➤ Master the concepts, approaches, methods and techniques used for the implementation and effective management of a MSR
➤ Learn how to interpret the ISO 30301 requirements in the specific context of an organization
➤ Learn how to support an organization to effectively plan, implement, manage, monitor and maintain a MSR

Examination

Duration: 3 hours

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 competency domains:

Domain 1 │ Fundamental principles and concepts of a Management System for Records (MSR)

Domain 2 │ Management System for Records (MSR)

Domain 3 │ Planning a MSR implementation based on ISO 30301

Domain 4 │ Implementing a MSR based on ISO 30301

Domain 5 │ Performance evaluation, monitoring and measurement of a MSR based on ISO 30301

Domain 6 │ Continual improvement of a MSR based on ISO 30301

Domain 7 │ Preparing for a MSR certification audit

For more information about exam details, please visit Examination Rules and Policies.

Certification

After successfully completing the exam, you can apply for the credentials shown on the table below.
You will receive a certificate once you comply with all the requirements related to the selected credential.

For more information about ISO 30301 certifications and the PECB certification process, please refer to the
Certification Rules and Policies.

Credential	Exam	Professional experience	MSR project experience	Other requirements
PECB Certified ISO 30301 Provisional Implementer	PECB Certified ISO 30301 Lead Implementer Exam or equivalent	None	None	Signing the PECB Code of Ethics
PECB Certified ISO 30301 Implementer	PECB Certified ISO 30301 Lead Implementer Exam or equivalent	**Two years:** One year of work experience in Records Management	Project activities: a total of 200 hours	Signing the PECB Code of Ethics
PECB Certified ISO 30301 Lead Implementer	PECB Certified ISO 30301 Lead Implementer Exam or equivalent	**Five years:** Two years of work experience in Records Management	Project activities: a total of 300 hours	Signing the PECB Code of Ethics
PECB Certified ISO 30301 Senior Lead Implementer	PECB Certified ISO 30301 Lead Implementer exam or equivalent	**Ten years:** Seven years of work experience in Records Management	Project activities: a total of 1,000 hours	Signing the PECB Code of Ethics
PECB Certified IS0 30301 Master	Certified ISO 30301 Lead Implementer + ISO 30301 Lead Auditor (4 additional foundation exams)	**Fifteen years:** Ten years of work experience in Records Management	Audit activities: 700 hours Project activities: 700 hours	Signing the PECB Code of Ethics

Note: PECB Certified Individuals who do possess the Lead Implementer and Lead Auditor Credentials are qualified for the respective
PECB Master Credential, given they have taken 4 additional Foundation Exams which are related to this scheme. For more detailed
information about the Foundation Exams and the overall Master Requirements, please go to the following link:
https://pecb.com/en/master-credentials.

General information

➤ Certification fees are included on the exam price
➤ Training material containing over 450 pages of information and practical examples will be distributed
➤ A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued
➤ In case of exam failure, you can retake the exam within 12 months for free