ISO 22301

AI TOOL PROMPTS FOR LEAD AUDITOR

How to Use This Guide

What This Is

This prompt library is designed to help ISO 22301 Lead Auditors get the most out of AI tools like ChatGPT, Claude, Copilot, and other large language model-based assistants.

Each prompt is ready to use — simply copy, paste, and adapt the details in brackets to your specific audit context.

These prompts are organized by audit phase and clause so you can find exactly what you need, when you need it.

How It's Organized

Audit Preparation Prompts

Industry context, regulatory landscape, document review checklists, and audit planning.

Clause-Specific Prompts

Targeted prompts mapped to each clause of ISO 22301:2019.

Finding Documentation

Drafting nonconformities, OFIs, and audit reports.

Corrective Action & Follow-Up

Templates, effectiveness verification, and follow-up audit preparation.

> **Important Note:** AI tools support your audit work — they do not replace professional judgment, on-site observation, or objective evidence gathering. Always verify AI outputs against actual documented information and real-world practice.

Section 1 — Audit Preparation Prompts

Prompt 1 — Industry Context Research

I am preparing to audit the Business Continuity Management System (BCMS) of a [industry type] organization with approximately [number] employees operating across [number of locations] locations in [countries/regions].

Give me an overview of the most common business continuity risks, regulatory requirements, and disruption scenarios specific to this industry that I should focus on during my ISO 22301:2019 audit.

Prompt 2 — Regulatory Landscape

What are the key legal, regulatory, and contractual requirements related to business continuity that apply to organizations operating in the [industry] sector in [country/region]?

I need this to assess whether the auditee has correctly identified its compliance obligations under ISO 22301:2019 Clause 4.2.

Prompt 3 — Typical Interested Parties

For an ISO 22301:2019 audit of a [industry] organization, help me identify the typical interested parties that the organization should have considered under Clause 4.2.

Include internal and external interested parties and the typical BC-related requirements or expectations each party might have.

Audit Preparation Prompts (Continued)

Prompt 4 — Pre-Audit Document Review Checklist

Generate a pre-audit document review checklist for an ISO 22301:2019 BCMS audit.

Include all documents and records the organization should provide before the on-site audit begins, mapped to the relevant clause of the standard. Present it in a table format.

Prompt 5 — Audit Plan Template

Create a detailed audit plan for a 2-day ISO 22301:2019 certification audit of a [industry] organization with [number] employees across [number] sites.

Include a suggested daily schedule, clauses to cover in each session, key personnel to interview, and suggested time allocations for each audit activity.

Prompt 6 — Previous Nonconformity Review

I have the following nonconformities from the previous ISO 22301 audit of this organization: [paste previous NC descriptions].

Help me prepare focused follow-up questions and evidence requests to verify whether effective corrective actions have been implemented and whether the root causes have been genuinely resolved.

Prompt 7 — Audit Risk Assessment

Based on the following information about the organization I am about to audit — [paste relevant details such as industry, size, recent incidents, previous audit findings, scope] — help me identify the highest-risk areas of the BCMS that I should prioritize during this ISO 22301:2019 audit.

Section 2 — Clause-Specific Audit Prompts

Prompt 8 — Context Analysis Review

I am auditing Clause 4.1 of ISO 22301:2019. The organization has provided the following context analysis documentation: [paste or summarize the document].

Assess whether this adequately covers internal and external issues relevant to the BCMS. Identify any gaps, missing factors, or areas that need further questioning during the audit.

Prompt 9 — Scope Adequacy Assessment

The following is the BCMS scope statement provided by the organization I am auditing: [paste scope statement].

The organization operates in [industry] and provides [products/services]. Assess whether this scope appears adequate, identify any potential exclusions that may need justification, and suggest questions I should ask to verify scope appropriateness under ISO 22301:2019 Clause 4.3.

Prompt 10 — Interested Parties Gap Analysis

The organization has provided the following list of interested parties and their requirements: [paste list].

Based on ISO 22301:2019 Clause 4.2 requirements and the organization's context as a [industry] business, identify any interested parties or requirements that appear to be missing and suggest audit questions to explore these gaps.

Clause 5 — Leadership

Prompt 11 — BC Policy Review

The organization has provided the following Business Continuity Policy for review: [paste policy text].

Assess this policy against the requirements of ISO 22301:2019 Clause 5.2. Identify any missing elements, areas of weakness, and specific questions I should ask top management during the audit to verify the policy is genuinely implemented and not just a document.

Prompt 12 — Top Management Interview Preparation

I am about to interview the CEO and Senior Leadership Team of a [industry] organization as part of an ISO 22301:2019 audit focusing on Clause 5 — Leadership.

Generate 15 probing interview questions that will help me assess genuine top management commitment to the BCMS — not just awareness of it. Include questions that go beyond policy knowledge and explore actual decision-making, resource allocation, and strategic integration of business continuity.

Prompt 13 — Roles and Responsibilities Assessment

The organization has provided the following BCMS roles and responsibilities documentation: [paste document or describe structure].

Assess this against ISO 22301:2019 Clause 5.3 requirements. Identify any gaps in role definition, unclear accountability areas, and questions I should ask to verify that people in these roles actually understand and can perform their BC responsibilities.

Clause 6 — Planning

Prompt 14 — Risk Assessment Review

The organization has provided the following BCMS risk assessment: [paste or summarize the risk register/assessment].

Assess whether this meets the requirements of ISO 22301:2019 Clause 6.1. Identify any gaps in threat coverage, weaknesses in the methodology, missing treatment actions, and questions I should explore during the audit.

Prompt 15 — BC Objectives Assessment

The organization has stated the following business continuity objectives: [paste objectives].

Assess these against ISO 22301:2019 Clause 6.2 requirements. Are they measurable? Are they aligned with the BC policy? What evidence should I request to verify they are being monitored and achieved? What questions should I ask?

Prompt 16 — Scenario Planning Support

For a [industry] organization with critical dependencies on [technology/people/suppliers/facilities], generate a list of 10 realistic disruption scenarios that I should check the organization has considered in its risk assessment and BIA under ISO 22301:2019 Clause 6 and Clause 8.

Clause 7 — Support

Prompt 17 — Competence Assessment

The organization has provided the following information about the competence of its BCMS personnel: [paste training records, role descriptions, or competency framework].

Assess whether this meets ISO 22301:2019 Clause 7.2 requirements. What gaps do you see? What additional evidence should I request? What questions should I ask during interviews to verify genuine competence?

Prompt 18 — Awareness Assessment Questions

Generate 10 awareness assessment questions I can ask general staff members during an ISO 22301:2019 audit to test their awareness under Clause 7.3.

The questions should be straightforward, conversational, and appropriate for employees who are not BC specialists. Include what a good answer looks like for each question.

Prompt 19 — Communication Plan Review

The organization has provided the following crisis communication plan: [paste or summarize the plan].

Assess this against ISO 22301:2019 Clause 7.4 requirements. Identify any gaps in coverage, missing stakeholder groups, untested communication channels, and specific questions I should ask to verify the plan would work during a real incident.

Prompt 20 — Document Control Assessment

During my ISO 22301:2019 audit I have observed the following issues with document control: [describe what you have found].

Help me assess whether these observations constitute a nonconformity under Clause 7.5, classify the severity, draft the finding description, and identify what additional evidence I need to support the finding.

Clause 8 — Operation

Prompt 21 — BIA Quality Assessment

The organization has provided the following Business Impact Analysis: [paste or summarize BIA content and methodology].

Conduct a thorough assessment of this BIA against ISO 22301:2019 Clause 8.2 requirements. Identify:

1. Missing elements
2. Methodology weaknesses
3. Critical activities that may have been overlooked
4. RTO and RPO gaps
5. Dependency mapping gaps
6. Questions I should ask the BIA owner during the audit

Prompt 22 — RTO Feasibility Check

The organization has defined the following RTOs for its critical activities: [paste RTO table].

The BCPs describe the following recovery procedures for each activity: [paste or summarize BCP recovery steps].

Assess whether the recovery procedures described in the BCPs are realistically achievable within the defined RTOs. Highlight any misalignments and suggest audit questions to probe these gaps.

Prompt 23 — BC Strategy Review

The organization has provided the following business continuity strategy document: [paste or summarize].

Assess this against ISO 22301:2019 Clause 8.3 requirements. Does it logically follow from the BIA and risk assessment outputs? Does it address all critical activities? Are resource requirements identified? What questions should I ask to verify the strategy is genuinely implementable?

Clause 8 — Operation (Continued)

Prompt 25 — Exercise Programme Review

The organization has provided the following information about its BC exercise programme: [paste exercise schedule, past exercise reports, or describe what was found].

Assess this against ISO 22301:2019 Clause 8.5 requirements. Are exercises sufficient in frequency and type? Are findings documented and acted upon? Are the right people involved? What questions should I ask to verify the programme is effective?

Prompt 26 — Exercise Report Analysis

The organization has provided the following BC exercise report: [paste or summarize the exercise report].

Analyze this report and tell me:

1. Whether it meets ISO 22301:2019 Clause 8.5 documentation requirements
2. Whether the exercise appears to have been meaningful or superficial
3. Whether findings have been adequately followed up
4. What additional questions I should ask about this exercise
5. Any red flags that suggest the exercise programme needs strengthening

Prompt 27 — Supply Chain BC Assessment

The organization I am auditing has the following critical third-party dependencies: [list key suppliers, outsourced services, or critical vendors].

Help me generate audit questions and evidence requests to assess whether the organization has adequately addressed supply chain continuity risks under ISO 22301:2019 Clause 8.1 and Clause 8.2.

Clause 9 — Performance Evaluation

Prompt 28 — Internal Audit Programme Review

The organization has provided the following information about its internal audit programme for the BCMS: [paste programme details, audit schedule, recent audit reports].

Assess whether this meets ISO 22301:2019 Clause 9.2 requirements. Is it risk-based? Are auditors independent? Is frequency adequate? Are findings acted upon? What questions should I ask?

Prompt 29 — Management Review Assessment

The organization has provided the following management review meeting minutes: [paste or summarize minutes].

Assess whether these meet ISO 22301:2019 Clause 9.3 requirements. Were all required inputs covered? Did the review produce meaningful outputs and decisions? Is there evidence of top management engagement? What questions should I ask to probe further?

Prompt 30 — KPI and Metrics Review

The organization has provided the following BCMS performance metrics and KPIs: [paste metrics/KPI data].

Assess whether these are appropriate for monitoring BCMS effectiveness under ISO 22301:2019 Clause 9.1. Are they meaningful? Are they being acted upon? What additional metrics would you expect to see for a [industry] organization of this size and complexity?

Clause 10 — Improvement

Prompt 31 — Corrective Action Quality Review

The organization has submitted the following corrective action plan in response to this nonconformity:

NC: [describe the nonconformity]
Corrective Action Plan: [paste the submitted plan]

Assess whether this corrective action plan is adequate. Does it address the root cause or just the symptom? Is it specific enough? What follow-up questions should I ask before accepting this plan?

Prompt 32 — Root Cause Analysis Review

The organization has performed the following root cause analysis for a nonconformity identified during the audit:

NC: [describe nonconformity]
Root Cause Analysis: [paste RCA]

Assess whether the root cause analysis is thorough and credible. Has the real root cause been identified or is this superficial? What additional probing questions should I ask?

Section 3 — Finding Documentation Prompts

Prompt 33 — Drafting a Nonconformity Statement

Help me draft a clear, professional nonconformity statement for an ISO 22301:2019 audit finding with the following details:

- **Clause:** [clause number and title]
- **What was observed:** [describe what the auditor found]
- **Objective evidence:** [describe evidence reviewed]
- **Classification:** [Major NC / Minor NC]

The statement should be factual, concise, reference the specific clause requirement, and clearly describe the gap between the requirement and what was found.

Prompt 34 — Drafting an OFI Statement

Draft a professional Opportunity for Improvement (OFI) statement for an ISO 22301:2019 audit based on the following observation:

[Describe what was observed and why it could be improved]

The statement should be constructive, reference the relevant clause, and clearly explain the potential benefit of the improvement without implying a nonconformity.

Prompt 35 — Audit Finding Classification Support

I have observed the following during an ISO 22301:2019 audit: [describe the observation in detail].

The relevant clause is [clause number].

Help me determine whether this should be classified as:

- A Major Nonconformity
- A Minor Nonconformity
- An Observation
- An Opportunity for Improvement
- Conformant

Explain your reasoning and suggest what additional evidence I should gather to confirm the classification.

Audit Report Drafting Prompts

Prompt 36 — Audit Report Executive Summary

I have completed an ISO 22301:2019 audit of a [industry] organization. Here is a summary of my key findings: [paste summary of findings, NCs, OFIs, and strengths].

Draft a professional executive summary for the audit report that:

1. Provides a brief overview of the audit

2. Summarizes the overall BCMS maturity and conformance

3. Highlights the key strengths observed

4. Clearly states the nonconformities found

5. Provides an overall conclusion

Keep it concise, balanced, and written for a senior leadership audience.

Prompt 37 — Full Audit Report Drafting Support

Help me structure and draft the findings section of an ISO 22301:2019 audit report based on the following audit notes: [paste your audit notes].

For each finding:

1. Reference the ISO 22301 clause

2. State the requirement

3. Describe what was found

4. List the objective evidence reviewed

5. Classify the finding

6. State the corrective action required where applicable

Use professional, factual audit report language throughout.

Section 4 — Corrective Action and Follow-Up Prompts

Prompt 38 — Corrective Action Plan Template Generation

Generate a corrective action plan template for an ISO 22301:2019 nonconformity.

Include fields for:

- NC reference and description
- Clause reference
- Immediate containment action
- Root cause analysis method and findings
- Corrective action steps
- Responsible owner
- Target completion dates
- Effectiveness verification method
- Systemic review — could this issue exist elsewhere?
- Status tracking

Format it as a professional, ready-to-use template.

Prompt 39 — Effectiveness Verification Planning

A corrective action has been submitted for the following ISO 22301:2019 nonconformity:

NC: [describe the nonconformity]
Corrective Action Taken: [describe action implemented]

Help me plan how I will verify the effectiveness of this corrective action at the next audit. What evidence should I request? What questions should I ask? What would demonstrate that the root cause has genuinely been resolved and the issue will not recur?

Prompt 40 — Follow-Up Audit Preparation

I am preparing for a follow-up audit to verify closure of the following nonconformities from a previous ISO 22301:2019 audit:

[List each NC with its original description and the corrective action plan submitted by the organization]

For each nonconformity, help me:

1. Prepare specific verification questions
2. Identify what objective evidence I should request
3. Define what I need to see to confirm the NC can be closed
4. Identify any systemic risks related to this finding that I should check have also been addressed

Section 5 — Specialist Audit Scenario Prompts

Prompt 41 — Cyber Incident BC Assessment

I am auditing how a [industry] organization has addressed cyber incident scenarios within its BCMS under ISO 22301:2019.

Generate a set of focused audit questions and evidence requests to assess whether the organization has:

1. Included cyber incidents in its BIA and risk assessment
2. Defined RTOs for systems affected by cyber incidents
3. Included cyber incident response in its BCPs
4. Tested cyber incident recovery through exercises
5. Considered third-party cyber dependencies

Prompt 42 — Supply Chain Disruption Scenario

The organization I am auditing is heavily dependent on a small number of critical suppliers for [key product/service/component].

Help me develop audit questions and scenarios to assess how well the organization has addressed supply chain disruption risks in its BCMS under ISO 22301:2019.

Include questions about supplier dependency mapping, alternative sourcing strategies, supplier BC requirements in contracts, and how supply chain disruptions are covered in BCPs and exercises.

Prompt 43 — Remote Working BC Assessment

The organization operates with a significant proportion of remote and hybrid workers.

Generate audit questions to assess whether the BCMS adequately addresses business continuity risks related to remote working under ISO 22301:2019.

Include technology dependencies, communication during incidents, access to BCPs remotely, and how remote workers have been included in BC awareness and exercises.

Specialist Audit Scenario Prompts (Continued)

Prompt 44 — Multi-Site Organization Audit

I am auditing a [industry] organization that operates across [number] sites in [locations]. The BCMS is managed centrally but implemented locally at each site.

Help me develop an audit sampling strategy and site-specific questions to assess whether the BCMS is consistently implemented across all locations under ISO 22301:2019.

Include how I should decide which sites to audit, what to look for at each site, and how to assess consistency of implementation.

Prompt 45 — Post-Incident BCMS Review

The organization I am auditing experienced a significant business disruption — [describe the incident type] — approximately [timeframe] ago.

Help me develop audit questions to assess:

1. How the incident was managed against the BCPs
2. Whether RTOs were achieved
3. How lessons learned were captured and implemented
4. Whether the BCMS was updated following the incident
5. Whether the incident has strengthened or revealed weaknesses in the overall BCMS under ISO 22301:2019

Section 6 — General Audit Support Prompts

Prompt 46 — Explaining Nonconformities to Auditees

During the closing meeting, I need to explain the following nonconformity to a senior leadership team that is not familiar with ISO 22301 technical language:

NC: [describe the nonconformity in technical terms]

Help me explain this finding in plain, business-focused language that clearly communicates:

1. What the requirement is
2. What was found during the audit
3. Why it matters to the organization's ability to recover from disruptions
4. What needs to be done to fix it

Prompt 47 — Benchmarking BCMS Maturity

Based on the following summary of findings from an ISO 22301:2019 audit: [paste audit findings summary]

Help me assess the overall BCMS maturity of this organization using a simple maturity scale from 1 (Initial) to 5 (Optimizing).

For each clause, suggest a maturity rating with brief justification, and provide an overall BCMS maturity assessment that I can include in the audit report.

Prompt 48 — Audit Debrief Preparation

I have just completed an ISO 22301:2019 audit with the following key findings: [paste findings summary].

Help me prepare for the closing meeting by:

1. Suggesting the most effective order to present findings
2. Anticipating likely auditee questions or pushback on each finding
3. Preparing clear, evidence-based responses to potential challenges
4. Suggesting how to frame improvement opportunities constructively
5. Recommending key messages for the executive summary

Continuous Learning and Audit Quality Prompts

Prompt 49 — Continuous Learning and Development

I am an ISO 22301 Lead Auditor looking to strengthen my knowledge in the following areas identified during a recent audit: [describe areas where you want to improve].

Suggest:

1. Key concepts I should study related to ISO 22301:2019

2. Practical exercises to strengthen my audit skills in these areas

3. Questions I should have asked that would have uncovered the issues more effectively

4. How I can develop more probing interview techniques for future audits

Prompt 50 — Audit Quality Self-Review

I have just completed an ISO 22301:2019 audit. Here is a summary of how the audit went: [describe the audit process, findings, and any challenges encountered].

Act as an experienced Lead Auditor reviewer and help me reflect on:

1. Whether my audit coverage was thorough and balanced

2. Any areas I may have underweighted or missed

3. Whether my finding classifications appear appropriate

4. How my interview technique could be improved

5. What I would do differently in the next audit

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