



# PECB



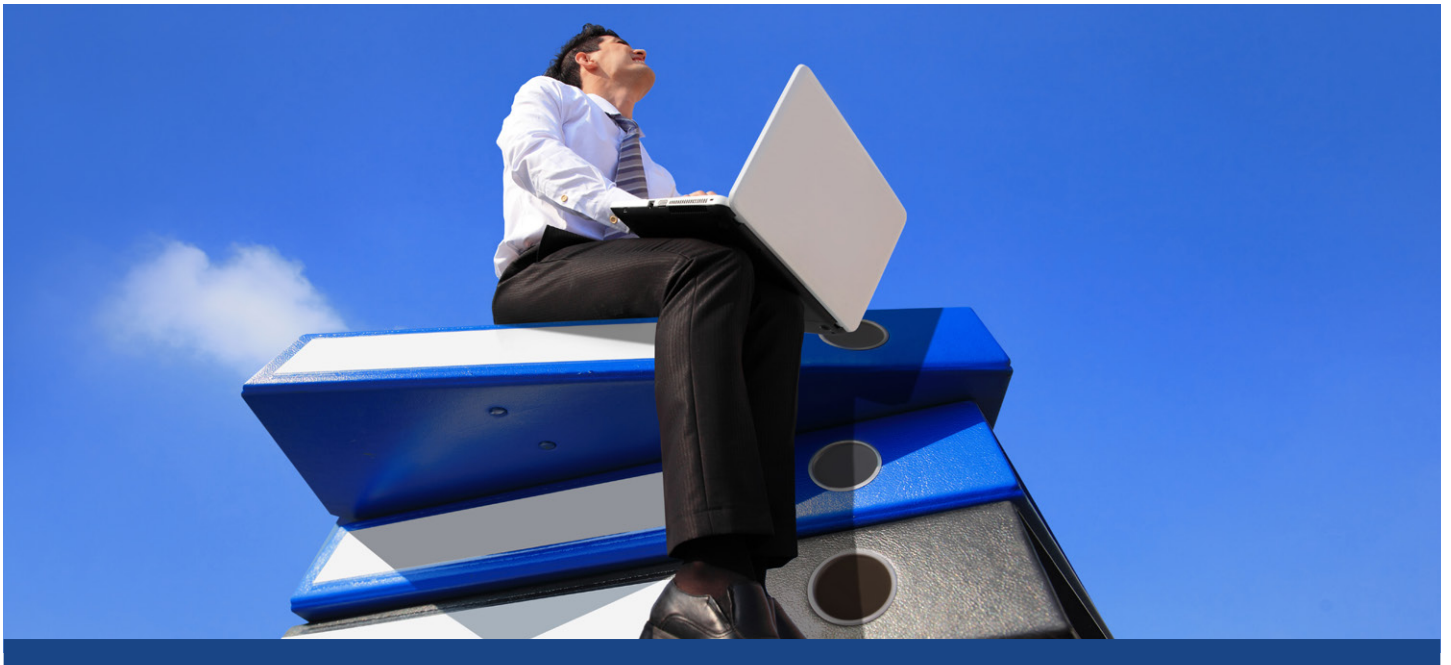
## PECB Certified ISO 30301 Lead Implementer

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
<b>PECB Certified ISO 30301 Provisional Implementer</b>	PECB Certified ISO 30301 Lead Implementer Exam or equivalent	None	None	Signing the PECB Code of Ethics
<b>PECB Certified ISO 30301 Implementer</b>	PECB Certified ISO 30301 Lead Implementer Exam or equivalent	<b>Two years:</b> One year of work experience in Records Management	Project activities: a total of 200 hours	Signing the PECB Code of Ethics
<b>PECB Certified ISO 30301 Lead Implementer</b>	PECB Certified ISO 30301 Lead Implementer Exam or equivalent	<b>Five years:</b> Two years of work experience in Records Management	Project activities: a total of 300 hours	Signing the PECB Code of Ethics
<b>PECB Certified ISO 30301 Senior Lead Implementer</b>	PECB Certified ISO 30301 Lead Implementer exam or equivalent	<b>Ten years:</b> Seven years of work experience in Records Management	Project activities: a total of 1,000 hours	Signing the PECB Code of Ethics
<b>PECB Certified ISO 30301 Master</b>	Certified ISO 30301 Lead Implementer + ISO 30301 Lead Auditor (4 additional foundation exams)	<b>Fifteen years:</b> 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