QMS Auditor/Lead Auditor Course based on ISO/IEC 27001:2005 (5 day) – Agenda

Day 1		Topic	Objectives
0830		Registration	
0900	Module 1	Welcome and Introductions	The course is designed to follow the stages in a live audit, including simulated audit interviews and role play closing meetings.
	Module 2	Information Security Management	An overview of ISM and some useful terminology
	Module 3	Audit Overview	A discussion of the framework of auditing, including 1st, 2nd and 3rd-party auditing to ensure a common understanding of what an audit is, terminology and standards.
	Module 4	Information Security Management Standards	A look at some of the main requirements of the relevant ISM standards and controls
1230		*Lunch*	
1315	Module 6	**Workshop:** Audit Situations	An exercise designed to give practice in using the standard and identifying the controls used.
	Module 5	Information Security Management Standards cont'd	Cont'd: including the controls and summary
	Module 6A	Risk Assessment	Overview of asset inventory, threats, vulnerabilities, calculating risk and risk assessment processes
	Module 6B	**Workshop**: Risk Assessment	An exercise designed to evaluate asset inventory and risk assessment process
	Module 6C	Risk Management	Overview of risk treatment and risk management processes
	Module 6D	**Workshop:** Risk Management	An exercise to evaluate a risk management process and risk report.
	Module 7	Information Security Management Systems Documentation	Overview of ISMS policies, procedures and documentation

	Module 19	Exam Briefing Part 1	Introduction and discussion on the exam
1830		*Close for the day*	

Note: *5 minute breaks every 1-1½ hour. Evening work to be undertaken.*

DAY 2		**Topic**	**Objectives**
0830	Module 8	**Workshop**: ISMS Document Review	Review of the ISMS documentation
	Module 9	Audit planning	A discussion of the points requiring consideration in planning an ISMS audit
	Module 10	**Workshop**: Audit planning	Practical session designed to provide practice in developing an audit plan.
	Module 11	Checklists	Discussion on how to effectively prepare and use pre-audit notes or checklists to assist in achieving objectives.
1230		*Lunch*	
1315	Module 12	**Workshop**: Preparing checklists	Practice in developing and using checklists
	Module 13	Opening Meetings	Discussion on the points required to be covered in the opening meeting
	Module 14	**Workshop**: Opening Meetings	Role play exercise in performance of opening meeting
	Module 15	Auditing techniques	Discussion on interviewing, questioning and note taking techniques
	Module 16	**Workshop**: Audit Case Study 1 - Part 1	Practical exercise to introduce case study work
	Module 17	**Workshop**: Nonconformity writing - 1	Practical exercise to introduce nonconformity
1830		*Close for the day*	

QMS Auditor/Lead Auditor Course based on ISO/IEC 27001:2005 – Agenda (cont'd)

DAY 3		Topic	Objectives
0830	Module 18	**Workshop**: Audit Case Study 1 – Part 2	Case Study 1 preparation of part 2
	Module 18	**Workshop**: Audit Case Study 1 – Part 2	Feedback 2
1230		*Lunch*	
1315	Module 22	Nonconformity writing	Discussion on how to prepare factual, clear and concise audit findings.
	Module 23	**Workshop**: Nonconformity writing – Part 2	Practice in nonconformity writing
	Module 20	Auditing Techniques	Further practice in preparing audit findings statements
	Module 21	**Workshop**: Auditing techniques	
	Module 19	Examination Briefing	Briefing in the examination
	Module 24	Audit Case Study 2 – Part 1	Preparation for the role play in Case Study 2
	Module 24	Audit Case Study 2 – Part 1	Feedback
1830		*Close for the day*	

DAY 4		Topic	Objectives
0830	Module 25	Audit Case Study 2 - Part 2	Preparation for the remainder of case study 2
	Module 25	Audit Case Study 2 – Part 2	Study and feedback of remainder of case study 2
1230		*Lunch*	
1315	Module 26	Closing meetings	Discussion of how to plan and present a closing meeting
	Module 27	Reporting	Discussion of main points to be included in audit reports and records
	Module 32	**Workshop**: Audit summary Part 1	Exercise to provide practice in preparing audit reports
	Module 29	**Workshop:** Closing meetings Part 1	Practical exercise to role play closing meetings - preparation

	Module 29	**Workshop:** Closing meetings – Part 2	Closing meetings and feedback
1830		*Close for the day*	

DAY 5		**Topic**	**Objectives**
0830	Module 30	Follow up and corrective action	Discussion of aspects to be covered in auditees' close out of nonconformities and auditors' follow-up of corrective action
	Module 34	**Workshop:** Follow-up and Corrective action	Practical exercise in analysing corrective actions for effectiveness and prior to follow-up
	Module 32	**Workshop:** Audit summary Part 2	Exercise to finalise the audit summary report
	Module 33	1st, 2nd and 3rd party auditing – a perspective	An overview of auditing, but with emphasis on 1st party audits
	Module 35	IAF and IRCA scheme for Auditors	Overview of IAF and IRCA auditor registration
		Q&A Session	
1230		*Lunch*	
1315		Administration	
		Examination	
1700		*Course review and close*	