



BSI Training Academy

ISO 9001:2015 and ISO/IEC 27001:2013 **Internal Auditing** training course

Essential information about the course

Level



As the world's leading Quality Management System (QMS), ISO 9001 helps organizations to increase customer satisfaction, deliver quality products and services, and continually improve. Knowledge and skills of ISO 9001 help your organization continually monitor and manage the quality of all operational performances, helping to build a resilient organization.

As internationally recognized best practice for an information security management system (ISMS), ISO/IEC 27001 helps organizations to build resilience and protect information. So it's no surprise that companies invest in training their people to get the knowledge and skills to use ISO/IEC 27001 to secure their business.

If you are involved in auditing, maintaining or supervising ISO 9001 and ISO/IEC 27001

management systems, then this course will help you to initiate an audit, prepare and perform audit activities, produce and distribute audit reports and complete follow up activities. You will also learn about the guidelines of management systems auditing according to ISO 19011 and the application of these guidelines to auditing ISO 9001 and ISO/IEC 27001.

This three day course is packed with practical audit activities, group discussion and classroom learning. Our expert tutors will make sure you complete the course feeling confident that you can apply your new knowledge and skills as soon as you step back inside your organization. You will be able to assess your organizations management system in detail to monitor quality and information security across all operations.



Upon successful completion of your course, you'll receive an internationally recognized BSI certificate.

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Course agenda:

Day 1

- Welcome and introductions
- Course aims, objectives and structure
- Module 1: Annex SL High Level Structure
- Module 2: Quality Management System
 - Intended outcomes
 - Plan-Do-Check-Act
 - ISO 9001:2015 structure
- Module 3: Information Security Management System
 - ISO/IEC 27001:2013 structure
 - What is information and information security?
 - Different forms of information
- Module 4: Guidelines for auditing management systems
 - Auditing terms and definitions
 - Plan, Execute, Report, Close-out (PERC)
 - Audit process, evidence and criteria
 - Audit programme
 - Audit objective, scope and criteria
 - Principles of auditing
 - Typical auditing activities
 - Types of audits
 - Auditor roles and responsibilities
- Module 5: Planning the audit
 - Stage 1 audit
 - Audit process and outputs
 - Stage 2 audit
 - Auditor competence and attributes
 - Initiating the audit
 - Preparing audit activities
- Close of day 1

Day 2

- Module 5: Planning the audit
 - Sampling
 - Preparing checklists and work documents
- Module 6: Executing the audit
 - Opening meeting
 - Effective communication
 - Questioning
 - Collecting and verifying information
 - Recording the facts
 - Internal audit video
 - Simulated internal audits
- Close of day 2

Day 3

- Module 6: Executing the audit
 - Simulated internal audits
 - Conducting the audit activities
 - Nonconformities
 - Documenting nonconformities
 - Preparing audit conclusions
 - Closing meeting
- Module 7: Reporting an audit
 - Typical audit report contents
- Module 8: Close-out an audit
 - Purpose
 - Reviewing proposed corrective actions
 - Auditing to the root cause for nonconformities
- Course review and final questions

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We want to make sure you have the best learning experience possible. That's why we offer a range of training courses from beginner to expert. We create a positive learning environment so you retain the knowledge and acquire skills that will continue to be of use beyond the course.

Make sure this is the right course for you.

This course is for you if:

- You already have a thorough knowledge of ISO 9001:2015 and ISO/IEC 27001:2013
- You're part of a team involved in carrying out an internal audit within your organization
- Your knowledge of the internal audit process for ISO 9001 and ISO/IEC 27001 needs a refresh

What's the course like?

- Three days long
- Led by a BSI expert tutor
- Relaxed and comfortable learning environment
- You'll receive comprehensive course materials to take away

How will I benefit?

- Gain the confidence to prepare, conduct and follow up on ISO 9001 and ISO/IEC 27001 audit activities
- Be able to write factual audit reports and suggest corrective actions
- Understand the guidelines of management system auditing according to ISO 19011
- Develop professionally
- Network with likeminded peers

Why invest in training from BSI?

Our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience, they bring the subject matter to life with relevant and contemporary examples to enhance your learning.

Training delivered in-house only



Contact us for a customized quote

Talk to one of our experts to find out more

Next steps with the BSI Academy



Want to learn more? You may be interested in our:

Lead Auditor courses or our

Business improvement courses

bsi.

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