# CQI/IRCA certified Lead Auditor ISO/IEC 27001:2022 - International

**bsi.** Your partner in progress

## Course descriptive

Auditing is crucial to the success of any management system.  As a result, it carries with it heavy responsibilities, tough challenges and complex problems. This five-day intensive course trains ISMS auditors to lead, plan, manage and implement an Audit Plan. It also empowers them to give practical help and information to those who are working towards certification and also provides the knowledge and skill required to carry out 2nd party auditing (suppliers and subcontractors).

## Pedagogical objectives

Effective auditing helps to ensure that the measures you put in place to protect your organization and your customers are properly managed and achieve the desired result.

## Skills to be acquired

Explain the purpose and business benefits of:

- Information Security Management Systems (ISMS), ISMS standards
- Management system audit
- Third-party certification

Explain the role of an auditor to plan, conduct, report and follow up an Information Security MS audit in accordance with ISO 19011 (and ISO 17021 where appropriate).

Have the skills to: Plan, conduct, report, and follow up an audit of an ISMS to establish conformity (or otherwise) with ISO/IEC 27001/2, ISO 19011 (and ISO 17021 where appropriate)

## Targeted audience

This course is suitable for those wishing to Lead audits of ISMS in accordance with ISO 27001:2022 (either as a 2nd party, or 3rd party auditor), those wishing to learn about effective audit practices. Security and quality professionals, existing information security auditors who wish to expand their auditing skills and consultants who wish to provide advice on ISO 27001:2022 ISMS Auditing.

## Prerequisites

Delegates are expected to have the following prior knowledge:

Management systems

Understand the Plan-Do-Check-Act (PDCA) cycle.

Information security management (Knowledge of the following information security management principles and concepts):

- Awareness of the need for information security
- The assignment of responsibility for information security
- Incorporating management commitment and the interests of stakeholders
- Enhancing societal values
- Using the results of risk assessments to determine appropriate controls to reach acceptable levels of risk
- Incorporating security as an essential element of information networks and systems
- The active prevention and detection of information security incidents
- Ensuring a comprehensive approach to information security management
- Continual reassessment of information security and making of modifications as appropriate

ISO/IEC 27001

Knowledge of the requirements of ISO/IEC 27001 (with ISO/IEC 27002) and the commonly used information security management terms and definitions, as given in ISO/IEC 27000.

## Duration

5 days – 35 hours

## Pedagogical, technical and framing means

Course materials including :

- Introduction to the training, detailed program and security assignments
- Course presentation, theory and activities/ role plays
- Answers to the activities
- Videos
- Additional documents, distributed during the sessions, to use for the activities
- Attendance sheet to be signed

## Assessment specifics

- Questionnaire to assess the knowledge at the end of the training
- Customer survey

## What is included?

- Course materials, provided electronically
- Letter of attestation
- Official certificate

**Agenda - Day 1**

| Time | Topic |
|------|-------|
| 08:30 | Benefits to you, welcome and introductions |
| | Course aims, objectives and structure |
| | *KNOWLEDGE* |
| | First, second- and third-party audits |
| | Audit process |
| | Audit objectives, scopes and criteria's |
| | Audit resources |
| | Roles and responsibilities and confidentiality |
| | Audit methods |
| | Stage 1 audit |
| | Stage 2 audit |
| | Audit plan |
| | Work documents |
| | Opening meeting |
| | Audit evidence |
| | Effective communication |
| | Audit findings |
| | Audit meetings |
| | Closing meeting |
| | Audit reports |
| | Audit follow-up |
| 17:30 | Close Day 1 |

## Day 2

| Time | Topic |
|------|-------|
| 08:30 | Day 1 review |
| | ***KNOWLEDGE continued*** |
| | Purpose and business benefits of an ISMS |
| | Terminology |
| | Plan-Do-Check-Act |
| | ISMS context |
| | Role of the auditor |
| | ISMS documentation |
| | ***SKILLS*** |
| | Initiating the audit |
| | Document review |
| | Audit plan |
| | Work documents |
| | Opening meeting |
| | Observations |
| | Auditing 'Top Management' |
| 18:00 | Module 7: Day 1 review and summary |

## Day 3

| Time | Topic |
|------|-------|
| 08:30 | Specimen exam: Sections 1 and 2 review |
| | *SKILLS* |
| | Auditing 'Context' |
| | Auditing 'Actions to address risks and opportunities' |
| | Tutorial on body language |
| | Audit trails |
| | Auditing 'Objectives, resource and competence' |
| | Auditing 'Operations and monitoring….' |
| 18:00 | Close day 3 |

## Day 4

| Time | Topic |
|------|-------|
| 08:30 | Specimen exam: Section 3 review |
| | *SKILLS* |
| | Auditing 'Continual improvement' |
| | Nonconformities |
| | Closing meeting |
| | Audit report |
| | Audit follow-up |
| | Specimen exam: Section 4 |
| 18:00 | Close day 4 |

**Day 5**

| Time | Topic |
|------|-------|
| 08:00 | Hand in homework – audit report |
| | The certification and accreditation process, the role of CQI and IRCA, the CQI and IRCA ISMS auditor certification requirements and code of conduct |
| | Final questions/final revision |
| | Evaluation |
| | Introduction/readiness to the exam |
| 10:15 | Exam |
| 12:15 | End of course |

*These training modules are eligible to the subsidizing by the public institutions in France (OPCO);

**Each delegate receives a training convention after enrolment.

***Please note that for the public sessions, you have until 48h before the start of the course to confirm your enrolment. For the in-house sessions, the deadline would be two weeks prior to the start of the course.

****Should you be in a disabled situation, please contact us and indicate what details should be taken into account.

*****You can contact us on [training.france@bsigroup.com](mailto:training.france@bsigroup.com) or **01 89 79 00 40**.