

Welcome to your CQI and IRCA Certified ISO/IEC 27001:2022 Lead Auditor Training Course

BSI Training has been independently assessed and approved by the CQI and IRCA. This means they have the processes and systems in place to deliver certified courses to the highest standard.

About the CQI and IRCA

The CQI is the only chartered professional body dedicated entirely to quality.



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Delegate Workbook

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By Royal Charter

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Welcome to the CQI and IRCA Certified ISO/IEC 27001:2022 Lead Auditor Training Course

The tutors and BSI staff welcome you to this class. We aim to provide the best and most authoritative training available on leading an ISMS audit.

We believe that you get the most out of the course by fully joining in the discussions and activities. Participation brings better understanding and provides a good foundation on which to further develop your expertise. It also makes the course fun. We invite you to join in.

Schedule

Please return to class on time after breaks or lunch. The agenda included in this delegate workbook outlines the course schedule.

Personal Property

Please do not leave valuables unattended. Keep them with you or make other arrangements for their safe keeping.

Facilities

The tutor will inform you of the nearest restrooms.

Recording

Please do not use recording devices since they tend to restrict free discussions.

Safety

Please familiarize yourself with any safety notices, and the actions to be taken in the case of fire including: The position of fire exits in the training room, and other rooms that you may occupy whilst at the course venue.

Mobile phones and laptops

Please do not have mobile phones or laptops switched on during class sessions.

Special needs

Please inform the tutor of any special needs that you may have.

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	Close day 2

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

Two short breaks will be taken at suitably convenient times in the morning and afternoon. Forty five minutes will be given for a lunch break. Additional breaks may be taken as long as agreed by delegates and tutor, and all learning objectives are met.

We hope you enjoyed your course

You will be contacted by the CQI and IRCA for feedback on the course and your Approved Training Partner.

Completing this short survey will help to ensure the continuing high standards of these courses.

The CQI and IRCA offer a range of services to support you throughout your career. For more information, please visit **www.quality.org**