



Course Outline

e-Learning ISO 27001 Lead Auditor

Course Target Group

Who should participate?

- Auditor wanting to perform and lead an Information Security Management System (ISMS) audits as the responsible of an audit team
- Project manager or consultant wanting to master the ISMS audit process
- Person responsible for the IS or conformity in an organization
- Member of the IS team
- Expert advisor in IT
- Technical expert wanting to prepare for an IS audit function

Course Objective

This intensive course enables participants to develop the expertise needed to audit an ISMS and to manage a team of auditors by applying widely recognized audit principles, procedures and techniques.

During this training, the participant will acquire the skills and knowledge needed to proficiently plan and perform audits compliant with the certification process of the ISO/IEC 27001:2005 standard. Based on practical exercises, the participant will develop the abilities (mastering audit techniques) and skills (managing audit teams and audit program, communicating with customers, conflict resolution etc) necessary to the efficient conducting of an audit.

- Acquiring an expertise to perform an ISMS audit as specified by ISO/IEC 27001:2005
- Acquiring the expertise necessary to manage an ISMS audit team
- Understanding the application of the ISMS in the ISO/IEC 27001:2005 context
- Understand the relationship between an ISMS, including risk management and controls, and compliance with the requirements of different stakeholders of the organizations
- Improve the ability to analyze the internal and external environmental of an organisation, risk assessment and audit decision-making in the context of an ISMS

Course Content

LESSON 1: Developing Best Practices in Auditing

This lesson focuses on the following topics:

- Where the documentation on how to audit was created
- Assessing the process
- What PECB is
- Why become an auditor

LESSON 2: Standards and Regulatory Framework

This lesson focuses on the following topics:

- History of ISO
- Purpose and benefits
- Principles of ISO
- Sub-committee of ISO
- Legal compliance and conformity



- ISO Standards – examples
- ISO Eight Management Principles
- Standards in Security – examples

LESSON 3: Certification Process

This lesson focuses on the following topics:

- The steps to follow to get certified
- Accreditation authority
- Certification body
- Personnel certification body

LESSON 4: Fundamental Principles of Information Security

This lesson focuses on the following topics:

- What is an asset?
- Categories of information
- Information security
- Vulnerability
- Threat
- Information security risk
- Environment of controls: the layered approach

LESSON 5: Information Security Management System

This lesson focuses on the following topics:

- Audit and process approach
- ISMS implementation process
- Overview of Clauses 4 to 8 and Appendix A

LESSON 6: Fundamental Audit Concepts and Principles

This lesson focuses on the following topics:

- Content of ISO 19011
- Audit criteria
- Types of audits
- Audit objectives
- Code of conduct
- Auditor liability

LESSON 7: Evidence Based Approach

This lesson focuses on the following topics:

- Evidence based
- Quality of audit evidence
- Reliability of audit evidence
- Risk-based audit

LESSON 8: Audit Preparation

This lesson focuses on the following topics:

- Audit activities
- Defining audit objectives
- Audit scope
- Selecting the audit team
- Engagement letter

LESSON 9: Audit Documentation

This lesson focuses on the following topics:

- Documentation review
- Type of documents

LESSON 10: Preparing for the On-site Audit Activities

This lesson focuses on the following topics:



- Preparing for the on-site audit activities
- Assignment of auditors
- Prepare checklists

LESSON 11: Conducting On-site Activities

This lesson focuses on the following topics:

- On-site audit activities
- Opening meeting

LESSON 12: Communication During the Audit

This lesson focuses on the following topics:

- Communication during the audit
- Roles and responsibilities of guides and observers
- Top management personalities

LESSON 13: Audit Procedures

This lesson focuses on the following topics:

- Collecting and verifying information
- Audit procedures
- Interview questions
- Use of statistics in an audit
- Sampling methods
- Audit procedure: verification

LESSON 14: Drafting of Conclusions and Nonconformity Reports

This lesson focuses on the following topics:

- Generating audit findings
- Definition of a nonconformity

LESSON 15: Audit Documentation

This lesson focuses on the following topics:

- Working papers

LESSON 16: Review of the Audit Notes

This lesson focuses on the following topics:

- Review notes
- Review notes (common mistakes)
- Form – audit notes

LESSON 17: Audit Conclusions

This lesson focuses on the following topics:

- Preparing audit conclusions
- Certification recommendations
- Conducting the closing meeting
- Preparing the audit report
- Table of contents – audit report
- Drafting recommendations
- Approving and distributing the audit report
- Completing the audit
- Evaluation by the auditee
- Certification decision
- Certification documents

LESSON 18: Managing an Audit Program

This lesson focuses on the following topics:

- Managing an audit program
- Creation of audit tools
- Audit program monitoring and reviewing



- Value-added audits

Learning Assumed To Be In Place

Tertiary education plus.

Course Duration & Cost

Duration : 18 hours depending on prior learning

Cost: R12,000 (excluding VAT) per delegate

Assessment & Certification

In order to obtain certification, delegates are required to undergo an online assessment. Successful candidates will be awarded a certificate from **Wareham & Associates**.

Contact Details

For more information regarding the above or any other training requirements, please contact our **Training Administrator, Emily Ackerman** on 021 713 2380 or email emily@wha.co.za