

Course Schedule

Day 1	
Time	Sessions
0830~	Registration
	Welcome Note & Course Introduction
	Course Aim & Objectives and structure
	KNOWLEDGE SESSIONS
	Term & definitions as per ISO19011
	Types of Audits (1 st Party, 2 nd Party and 3 rd Party Audits)
	Auditing Process (Input, Process and Output)
	Objectives, Scope and Criteria for (1 st Party, 2 nd Party and 3 rd Party Audits)
	Auditing Resources
	Roles & Responsibilities & Confidentiality of auditing resources
	Audit Methods (1 st Party, 2 nd Party and 3 rd Party Audits)
	Stage-1 Audit
	Stage-2 Audit
	Audit Plan Requirements
	Work Documents for Auditing
Opening Meeting	
Collecting and verifying Audit Evidences	
1745~1755	Allocation Home work on specimen exam paper section-1 Closure for day-1

Day 2	
Time	Sessions
0830	Overview of Day-1
	KNOWLEDGE SESSIONS
	Effective communication during the audit
	Audit Findings
	Audit Meetings
	Closing meeting
	Audit Reports
	Audit Follow-up
	Benefits of ISMS
	Terms & Definitions as per ISO 27001:2022
	P-D-C-A
	ISO27001 2022, structure of clauses
	Role of the Auditors
	Documented Information (To be maintained and to be retained)
	SKILLS SESSIONS
Initiating the ISMS Audit	
Document Review	
Audit Plan	
1745~1800	Review of Specimen Exam Paper Section-1; Closure for day-2 Allocation Home work on specimen exam paper section-2

Day 3	
Time	Sessions
0830	Overview of Day-2
	SKILLS SESSIONS
	Work documents, checklist, Sampling
	Opening Meeting
	Plant Tour
	Auditing Top Management
	Auditing Context; Auditing Risk & Opportunities; Auditing 'Objectives, Competence and Awareness'; Auditing 'Operation and performance evaluation'; Auditing 'Improvement'....
Review of Specimen Exam Paper Section 2	
1745~1800	<i>Allocation Home work on specimen exam paper section-3</i> Closure of Day-3

Day 4	
Time	Sessions
0830	Overview of Day- 3
	SKILLS SESSIONS
	Auditing Context; Auditing Risk & Opportunities; Auditing 'Objectives, Competence and Awareness'; Auditing 'Operation and performance evaluation'; Auditing 'Improvement'....
	Lunch
	Identifying Nonconformities
	Review of Specimen Exam Paper Section-3
1745~1800	<i>Allocation Home work on specimen exam paper section-4</i> Closure of Day-4

Day 5	
Time	Sessions
0830	Overview of Day-4 Identification of Non-conformity Closing meeting Audit Report preparation Audit Follow-up Specimen examination paper (<i>Discussion on Section-4</i>) <i>Written Examination</i>
1735	