



ISO 27001:2022 DOCUMENTATION TRAINING

Certificate of Completion: ISO 27001:2022 Documentation Training

Course Code: M046/25

Duration: 16 Hours

Delivery Format: Hybrid

Target Audience:

- All document controllers
- ISO 27001 Representatives
- IT Team

Program Outcomes:

Upon completion of this program, participants will be able to:

- Have a thorough knowledge of the documentation structure.
- Know the standard clauses that cover documentation requirements from an implementation perspective.
- Know what auditors will look for in your documentation system.
- Know what to expect during documentation creation activity.
- Understand how to build, maintain and change documents.
- Learn how to build ISO documentation that works and will pass an audit.
- Learn methods for creating documents that make the revision control process easier and practical.

Detailed Syllabus

Module 1: ISO 27001 Documentation Essentials: Standards, Structure, and Workflow

Outcome: Participants will understand the fundamental documentation requirements of ISO 27001, be able to identify mandatory documents, and be introduced to document creation flows, flowcharting, procedure writing, and standard template creation.

Topics:

- Introduction to ISO 27001 Documentation requirements.
- Identifying mandatory documents from the ISO 27001 standard and QUES.
- Introduction to a document creation flow.
- Introduction to the Flow chart and procedure writing.
- Creating a standard template.

Activities:

- Lectures and discussions on ISO 27001 documentation principles.
- Exercises in identifying mandatory documents.

Assessments:

- Quiz on ISO 27001 documentation requirements.
- Evaluation of the created standard document template.

Module 2: Document Control and Management in ISO 27001

Outcome: Participants will learn how to accurately capture requirements in procedures, understand document control, version control, change request management, electronic document management, and security/access control for documents.

Topics:

- Capturing the requirements in the procedure.
- Control of Documents requirements.
- Version control and Change Request management.
- Electronic Document management.
- Security and Access Control for Documents.

Activities:

- Detailed instruction on writing effective procedures.
- Case studies on document control scenarios.

Assessments:

- Evaluation of a written procedure.

- Case study analysis: Document control and change management.

Module 3: Authoring Mandatory ISO 27001 Documents: Samples and Best Practices

Outcome: Participants will gain practical experience in writing mandatory documents required by ISO 27001.

Topics:

- Sample documents - Mandatory documents writing

Activities:

- Guided practice in writing various mandatory documents (e.g., Statement of Applicability, Risk Assessment Procedure).
- Peer review of sample documents.

Assessments:

- Evaluation of the written mandatory documents.

Module 4: Developing Core Documentation Tools for ISO 27001 Compliance

Outcome: Participants will learn how to create a comprehensive Security Manual, a Document Master List, and a checklist for documentation.

Topics:

- Creating a Security Manual.
- Creating a Document Master List.
- Creating a Checklist for Documentation.

Activities:

- Step-by-step guidance on creating a Security Manual.
- Exercises in developing a Document Master List.

Assessments:

- Evaluation of the created Security Manual, Document Master List