



## **ISO 27001:2022 INTERNAL AUDITOR LIVE WORKSHOP**

**Certificate of Completion: ISO 27001:2022 Internal Auditor**

**Course Code: M045/25**

**Duration:** 16 Hours

**Delivery Format:** Hybrid

**Target Audience:**

This course is intended for internal auditors, ISMR, company personnel who are considering the development and implementation of an Information Security Management System that meeting ISO 27001:2022 to achieve third party certification and is particularly relevant to the ISMS steering group representative.

**Program Outcomes:**

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

- Efficiently meet stakeholder expectations and protect information assets with a robust Information Security Management System (ISMS).
- Carry out internal security audits in compliance with ISO 27001 new version requirements.
- Understand auditing skills and tools.
- Audit the implemented information security for its continued effectiveness and improvements, especially the 11 new controls from the 27001:2022 standard.

### **Detailed Syllabus**

#### **Module 1: Background to Auditing Management Systems**

**Outcome:** Participants will understand the fundamentals of auditing management systems, the certification process for ISO 27001, and the documentation requirements for an ISMS.

**Topics:**

- Introduction to the Standard
- An overview of ISO 27001 / ISO 27002
- ISMS Certification Processes and Requirements
- Documentation Requirements study for ISMS

**Activities:**

- Interactive lectures and discussions on the principles of auditing.
- Overview of the ISO 27001 certification process.

**Assessments:**

- Short quiz on auditing principles and ISMS certification

**Module 2: Clause Based Auditing vs Process Based Auditing (Risk Based Thinking)**

**Outcome:** Participants will be able to differentiate between clause-based and process-based auditing, understand risk-based thinking using FMEA, and apply this to auditing Clauses 4-10, including the use of process flow diagrams and compliance considerations.

**Topics:**

- Clause 4 to Clause 6
- Introduction to Risk Assessment - Based on FMEA
- Clause 7 & Clause 8
- Clause 9 & Clause 10
- Process Flow diagram and How Process Flow is used in the interaction of Information Security and Risk Assessment
- Compliance – A special study

**Activities:**

- Comparative analysis of clause-based and process-based auditing approaches.
- Hands-on exercises on conducting risk assessment using FMEA methodology.

**Assessments:**

- Practical exercise: Applying FMEA to an information security risk
- Analysis of a process flow diagram in the context of an ISMS audit

## **Module 3: Audit Preparation and Execution**

**Outcome:** Participants will gain practical skills in creating audit checklists, reviewing relevant documents (SOPs, WIs), conducting interviews and audits, recording findings, and participating in wash-up meetings.

### **Topics:**

- Checklist Creation
- Check Documents / Create documents for auditing the Production Line
- Familiarize all SOP and WI for the selected Production Line
- Line/Bay Visit with auditors
- Conduct Interview
- Conduct Audit
- Record the Findings
- Wash-Up Meeting

### **Activities:**

- Interactive workshop on developing effective audit checklists.
- Review and analysis of sample SOPs and Work Instructions for a production line.

### **Assessments:**

- Evaluation of a created audit checklist
- Assessment of interview and audit techniques during role-playing

## **Module 4: Audit HR & IT**

**Outcome:** Participants will learn how to conduct audit opening meetings, perform audits specifically within HR and IT functions, and make informed decisions on audit findings.

### **Topics:**

- Opening Meeting
- Conducting the Audit for HR & IT
- Decision making - NCR or OFI or Compliant

### **Activities:**

- Role-playing exercises for conducting opening meetings.
- Simulated audits focusing on typical HR and IT processes and controls.

**Assessments:**

- Evaluation of the participant's ability to conduct a focused audit (HR or IT simulation)
- Assessment of the appropriateness of audit decisions made on given findings

**Module 5: Final Closure**

**Outcome:** Participants will acquire the skills to write comprehensive audit reports and effectively present audit findings during closing meetings.

**Topics:**

- Report Writing
- Closing Meeting Presentation

**Activities:**

- Guidance and best practices for writing clear and concise audit reports.
- Practice sessions on structuring and delivering closing meeting presentations.

**Assessments:**

- Evaluation of a written audit report sample
- Assessment of presentation skills during a simulated closing meeting