PERRY JOHNSON CONSULTING, INC.
The World Leader in ISO 9000 •AS9100 • ISO 14000 • ISO 27001

ISO 27001 INTERNAL AUDITOR TRAINING COURSE

Course Outline

I. Introduction/Course Evaluation Process

II. Internal Auditor Program Management

   A. ISO 19011 Guidelines
   B. Essential Audit Vocabulary
   C. Three Types of Quality Audits
   D. The Process Approach
   E. What is a Quality Management System?
   F. What is an Audit?

III. ISO 27001 Process Based Structure

   A. Review of Sections 4-10
   B. Practical Application Exercises

IV. Progression of an Audit

   A. Initiate the Audit
   B. Conduct Document Review
   C. Prepare for On-Site Audit Activities
   D. Conduct On-Site Audit Activities
   E. Prepare, Approve, Distribute Report
   F. Complete the Audit
   G. Conduct Audit Follow-up

V. Seeking Objective/Evidence through Documentation

   A. Sizing Up Documented Information, Customer, & Regulatory Requirements

VI. Nonconformities

   A. What are nonconformities?
   B. Recording nonconformities
   C. Case study exercises

VII. Corrective Action Follow up

   A. Responsibilities of the Auditee
   B. Follow-Up Scheduling
   C. Monitoring Corrective Action and Risk Management for Effectiveness
   D. Flow Down to Suppliers
   E. Actions Taken if Untimely/Ineffective
   F. Continual Improvement

VIII. Adding Value to the Audit

   A. Providing useful data for risk
   B. Focusing on results
   C. Suggesting areas of improvement

IX. Performing a Mock Internal Audit

   A. Application of audit planning
   B. Form teams
   C. Collecting Evidence through Interviewing and Observations
   D. Verifying Customer Requirements Met
   E. Identifying and Recording Nonconformities
   F. Conducting a Closing Meeting

Introduction/Course Evaluation Process _____

You will also learn how to evaluate information security manuals, operating procedures and other information security documentation; plan and organize an audit; collect and analyze audit evidence; report nonconformities; and report audit results.

In order to pass the minimum requirements of this course, delegates must **successfully complete a daily regimen of continual evaluation.** Delegates will be continually monitored by the facilitator(s) and will need to demonstrate acceptable performance in all areas. Facilitator(s) evaluate delegate performance in such areas as:

″   Understanding of the standards requirements.

″   Grasp of the principles to be applied to management systems auditing.

″   Participation in class discussions.

″   Responding to questions.

″   Completing team and individual activities and exercises.

″   Communication skills.

″   Attendance and punctuality.

″   Professionalism and attitude.

Course Objectives and Goals

This course is designed to:

- **Explain the purpose, content of the core management system documents: ISO 27001, ISO 27001, ISO 27002, and ISO 19011.**

- **Interpret requirements of ISO 27001 in the context of an audit.**

- **Describe roles and responsibilities of internal auditors and internal audit team leaders.**

- **Plan and conduct an audit as described in ISO 19011, demonstrating ability to:**
    - **plan and prepare effectively.**
    - **gather objective evidence.**
    - **analyze and interpret information to determine conformity.**
    - **report the audit and summarize conclusions and findings.**
    - **conduct follow-up activities, including evaluation of corrective actions.**

Upon completing this course, delegates should have an understanding of the complete auditing process; the responsibilities and skills required of an internal auditor and internal audit team leader; how to plan and organize an audit, and how to evaluate and report audit results. Under most internal audit programs, passing this course would constitute adequate training for a qualified internal auditor of management systems.
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