

Course Schedule

Day 1
Sessions
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
<i>Allocation Home work on specimen exam paper section-1 Closure for day-1</i>

Day 2
Sessions
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 22301
P-D-C-A
ISO 22301, 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
Review of Specimen Exam Paper Section-1: <u>Closure for day-2</u>
<i>Allocation Home work on specimen exam paper section-2</i>

Day 3
Sessions
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
<i>Allocation Home work on specimen exam paper section-3</i>
Closure of Day-3

Day 4
Sessions
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
<i>Allocation Home work on specimen exam paper section-4</i>
Closure of Day-4

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