## Scheme Details

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| **Certification Title:** | ISO 27001 Certified ISMS Lead Auditor | | | | |
| **Unique Certification Identifier:** | CIS LA | | **Language:** | | EN |
| **Certification Level:** | Advanced | | | | |
| **Links to other qualifications:** | Part of the ISO 27001 Pathway | | | | |
| **Date of certification Review:** | June 2022 | **Planned date of next review:** | | June 2023 | |

Job and task description

Lead Auditor certification is designed to equip delegates with the skills to conduct second-party (supplier) and third-party (external and certification) audits. This certification supports applicants in building their Lead Auditor career, leading a team of auditors and achieving compliance. Specifically, to lead an audit team of one or more people to conduct an audit of an Information Security Management System, either as a one-off activity or as part of an audit programme in accordance with good practice and the principles of auditing. Applicants must be able to understand how to use Audits to monitor conformance of a Management System and ISO MS Standard, with relevant laws, regulations and contracts, as well as consistent implementation and effective and continual improvement of the Management System.

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| **Primary task** | | **Secondary task** |  | **Primary considerations** |
| **T1** | Managing an audit programme | T1.1 | Establish audit programme objectives | Roles and responsibilities for managing the audit programme Competence to manage the audit programme Establish the extent of the audit programme Determining the audit programme resources |
|  |  | T1.2 | Determine and evaluate audit programme risks and opportunities |
|  |  | T1.3 | Establish the audit programme |
|  |  | T1.4 | Implement that audit programme |
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| **T2** | Conducting an audit | T2.1 | Initiating an audit | Establishing contact with auditee Determining feasibility of audit |
|  |  | T2.2 | Preparing audit activities | Performing review of documented information Audit planning Assigning work to audit team Preparing documented information for audit |
|  |  | T2.3 | Conduct audit activities | Assigning roles and responsibilities of guides and observers Conducting opening meeting Communicating during the audit Audit information and availability and access Reviewing documented information while conducting audit Collecting and verifying information Generating audit findings Determining audit conclusions Conducting closing meeting |
|  |  | T2.4 | Preparing and distributing the audit report | Preparing audit report Distributing audit report |
|  |  | T2.5 | Completing the audit |  |
|  |  | T2.6 | Conducting audit follow-up |  |
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| **T3** | Competence and evaluation of auditors | T3.1 | Competence and evaluation of auditors | Determining auditor competence Establishing auditor evaluation criteria Selecting appropriate auditor evaluation methods Conducting auditor evaluation Maintaining and improving auditor competence |

Typical applicants

This Lead Auditor certification is ideal for anyone involved in, or responsible for auditing, such as:

* Business managers
* Compliance managers
* IT managers
* Quality managers
* Project managers
* Risk managers
* Operations managers
* Supply Chain and Procurement managers
* Business Continuity managers
* Emergency Planners
* Information Security managers
* ISO 22301 or ISO 27001 lead auditors
* IT and other staff, including HR, legal and business users.

This certification is aimed at people who want to achieve a globally recognised lead auditor qualification to further their careers, and at managers who are responsible for the implementation and maintenance their specific discipline.

## Prerequisites, Entry Requirements & Restrictions

There are no formal entry requirements. This is a Lead Auditor certification, and it assumes that delegates have a basic knowledge of the relevant subject specific discipline module they intend to select, gained either through practical experience, reading the standard, or by achieving the ISO 27001 Certified ISMS Foundation or ISO 27001 Certified ISMS Lead Implementer certification.

## Scope of Certification

The aim of this certification is to verify the applicants understanding of the audit processes that are used by Certification Bodies to audit a Management System for conformance as well as their skills and knowledge to apply an audit procedure according to an ISO management system standard.

## Levels of Knowledge and Assessment

The learning objectives and outcomes in this certification have been designed to develop both low-level and high- level thinking skills. The level of knowledge the candidate must attain to achieve each learning objective is indicated by cognitive levels or k-levels which are:

Cognitive level 1 (k-level) – Remember Cognitive level 2 (k-level) – Understand Cognitive level 3 (k-level) – Apply Cognitive level 4 (k-level) – Analyse

## Learning Objectives and Outcomes

This qualification consists of a number of learning objectives and outcomes, which each delegate needs to be able to do in order to achieve certification. In the grading systems CCM denotes Lead Auditor Core Module and DSM denotes Lead Auditor Discipline module

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| **Learning objective** | | **Cognitive Level** | |
| **LO1** | Explain the purpose and relevance of process-orientated auditing to auditing of ISO 19011 and ISO 17021. | 2 | |
| **Learning outcomes** | | **Cognitive Level** | |
| 1.1 | Explain the purpose and principles of process-orientated auditing. | 2 | |
| 1.2 | Explain the purpose and relevance to auditing of ISO 19011 and ISO 17021. | 2 | |
| **Learning objective** | | | **Cognitive Level** |
| **LO2** | Explain how management systems standards such as ISO 27001 and ISO 22301 are used as audit criteria. | | 3 |
| **Learning outcomes** | | | **Cognitive Level** |
| 2.1 | Explain how management systems standards such as ISO 27001 and ISO 22301 are used as audit criteria. | | 3 |
| 2.2 | Explain how the audit process is used in first, second and third-party audits. | | 3 |
| 2.3 | Explain how to establish and maintain an audit programme. | | 3 |
| **Learning objective** | | | **Cognitive Level** |
| **LO3** | Plan, conduct, report and follow up an audit. | | 3 |
| **Learning outcomes** | | | **Cognitive Level** |
| 3.1 | Plan, conduct, report and follow up an audit. | | 4 |
| 3.2 | Select and lead an audit team. | | 3 |
| 3.3 | Manage communications with the MS audit client. | | 4 |
| **Learning objective** | | | **Cognitive Level** |
| **LO4** | Explain the specifics of applying the generic audit process to auditing an ISO MS for conformance with the ISO Annex SL aspects of a requirements standard. | | 3 |
| **Learning outcomes** | | | **Cognitive Level** |
| 4.1 | Explain the specifics of applying the generic audit process to auditing an ISO MS for conformance with the ISO Annex SL aspects of a requirements standard. | | 3 |
| 4.2 | Recall ISO Annex SL terms and definitions. | | 1 |
| 4.3 | Plan, conduct, report and follow-up an audit of an ISO MS for conformance with ISO Annex SL. | | 3 |
| 4.4 | Identify examples of evidence of conformity/nonconformity with ISO Annex SL | | 2 |
| 4.5 | Apply observation and active listening skills in the context of a ISO MS ISO Annex SL audit. | | 3 |
| 4.6 | Write nonconformities of intent, implementation and effectiveness against relevant clauses of ISO Annex SL. | | 4 |
| 4.7 | Identify inconsistencies in the ISO MS and write them as nonconformities against relevant clauses of ISO Annex SL. | | 3 |
| 4.8 | Select and lead an ISO Annex SL MS audit team. | | 3 |
| **Learning objective** | | | **Cognitive Level** |
| **LO5** | Understand and apply the principles of effective ISMS auditing. | | 3 |
| **Learning outcomes** | | | **Cognitive Level** |
| 5.1 | Understand the audit process used by certification bodies. | | 2 |
| 5.2 | Understand an overview of the structure and requirements of ISO 27001. | | 2 |
| 5.3 | Use audits to monitor conformance. | | 4 |
| 5.4 | Apply continual improvement of the ISMS. | | 3 |
| 5.5 | Recognise the purpose and benefits of the audit. | | 2 |
| 5.6 | Recognise the role of auditors and standards in audits. | | 2 |
| 5.7 | Define common audit terms. | | 1 |
| 5.8 | Understand and apply the principles of effective ISMS auditing. | | 3 |
| 5.9 | Use the critical skills required for performing an ISMS audit. | | 3 |
| 5.10 | Understand the importance of observing and listening in ISMS audits | | 2 |
| 5.11 | Conduct an ISMS audit follow-up. | | 4 |

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| **Learning objective** | | **Cognitive Level** |
| **LO6** | Establish, maintain and analyse an ISMS audit programme. | 3 |
| **Learning outcomes** | | **Cognitive Level** |
| 6.1 | Understand the competence and evaluation of auditors. | 2 |
| 6.2 | Understand and use accredited certification audit specifics. | 3 |
| 6.3 | Select and lead an ISMS audit team. | 3 |
| 6.4 | Manage communications with the ISMS audit client. | 3 |
| 6.5 | Understand and apply how the audit process is used in first-, second- and third-party audits. | 3 |
| 6.6 | Establish, maintain and analyse an ISMS audit programme. | 4 |
| 6.7 | Plan, conduct, report and follow up on an ISMS audit. | 3 |
| **Learning objective** | | **Cognitive Level** |
| **LO7** | Use best-practice audit methodology based on ISO 19011. | 3 |
| **Learning outcomes** | | **Cognitive Level** |
| 7.1 | Use best-practice audit methodology based on ISO 19011. | 3 |
| 7.2 | Understand what the audit criteria are for lead-audit of an ISMS | 4 |
| 7.3 | Understand how to audit IS risk assessment. | 3 |
| 7.4 | Understand how to audit IS controls. | 3 |
| 7.5 | Apply observation skills in auditing an ISMS. | 3 |
| 7.6 | Understand how to audit against the clauses of the ISO 27001 standard. | 3 |

# Examination

Grading System

The following weighting will apply in the examination:

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|  |  | **Learning Objectives** |  |
| **CCM** | **1.1** | **Explain the purpose and principles of process-orientated auditing** | **2,5%** |
| **CCM** | **1.2** | **Explain the purpose and relevance to auditing of ISO 19011 and ISO 17021** | **2,5%** |
| **CCM** | **2.1** | **Explain how management systems standards such as ISO 27001 and ISO 22301 are used as audit criteria** | **2,5%** |
| **CCM** | **2.2** | **Explain how the audit process is used in 1st, 2nd and 3rd party audits** | **2,5%** |
| **CCM** | **2.3** | **Explain how to establish and maintain an audit programme** | **2,5%** |
| **CCM** | **3.1** | **Plan, conduct, report and follow up an audit** | **2,5%** |
| **CCM** | **3.2** | **Select and lead an audit team** | **2,5%** |
| **CCM** | **3.3** | **Manage communications with the MS audit client** | **2,5%** |
| **CCM** | **4.1** | **Explain the specifics of applying the generic audit process to auditing an ISO MS for conformance with the ISO Annex SL aspects of a requirements standard** | **2,5%** |
| **CCM** | **4.2** | **Recall ISO Annex SL terms and definitions** | **2,5%** |
| **CCM** | **4.3** | **Plan, conduct, report and follow-up an audit of an ISO MS for conformance with ISO Annex SL** | **2,5%** |
| **CCM** | **4.4** | **Identify examples of evidence of conformity/nonconformity with ISO Annex SL** | **2,5%** |
| **CCM** | **4.5** | **Apply observation and active listening skills in the context of a ISO MS ISO Annex SL audit** | **2,5%** |
| **CCM** | **4.6** | **Write nonconformities of intent, implementation and effectiveness against relevant clauses of ISO Annex SL** | **2,5%** |
| **CCM** | **4.7** | **Identify inconsistencies in the ISO MS and write them as nonconformities against relevant clauses of ISO Annex SL** | **2,5%** |
| **DSM** | **4.8** | **Select and lead an ISO Annex SL MS audit team** | **2,5%** |
| **DSM** | **5.1** | **Understand the audit process used by certification bodies.** | **2,5%** |
| **DSM** | **5.2** | **Understand an overview of the structure and requirements of ISO 27001.** | **2,5%** |
| **DSM** | **5.3** | **Use audits to monitor conformance.** | **2,5%** |
| **DSM** | **5.4** | **Apply continual improvement of the ISMS.** | **2,5%** |
| **DSM** | **5.5** | **Recognise the purpose and benefits of the audit.** | **2,5%** |
| **DSM** | **5.6** | **Recognise the role of auditors and standards in audits.** | **2,5%** |
| **DSM** | **5.7** | **Define common audit terms.** | **2,5%** |
| **DSM** | **5.8** | **Understand and apply the principles of effective ISMS auditing.** | **2,5%** |
| **DSM** | **5.9** | **Use the critical skills required for performing an ISMS audit.** | **2,5%** |
| **DSM** | **5.10** | **Understand the importance of observing and listening in ISMS audits** | **2,5%** |
| **DSM** | **5.11** | **Conduct an ISMS audit follow-up.** | **2,5%** |
| **DSM** | **6.1** | **Understand the competence and evaluation of auditors.** | **2,5%** |
| **DSM** | **6.2** | **Understand and use accredited certification audit specifics.** | **2,5%** |

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|  |  | **Learning Objectives** |  |
| **DSM** | **6.3** | **Select and lead an ISMS audit team.** | **2,5%** |
| **DSM** | **6.4** | **Manage communications with the ISMS audit client.** | **2,5%** |
| **DSM** | **6.5** | **Understand and apply how the audit process is used in first-, second- and third-party audits.** | **2,5%** |
| **DSM** | **6.6** | **Establish, maintain and analyse an ISMS audit programme.** | **2,5%** |
| **DSM** | **6.7** | **Plan, conduct, report and follow up on an ISMS audit.** | **2,5%** |
| **DSM** | **7.1** | **Use best-practice audit methodology based on ISO 19011.** | **2,5%** |
| **DSM** | **7.2** | **Understand what the audit criteria are for lead-audit of an ISMS** | **2,5%** |
| **DSM** | **7.3** | **Understand how to audit IS risk assessment** | **2,5%** |
| **DSM** | **7.4** | **Understand how to audit IS controls** | **2,5%** |
| **DSM** | **7.5** | **Apply observation skills in auditing an ISMS** | **2,5%** |
| **DSM** | **7.6** | **Understand how to audit against the clauses of the ISO 27001 standard** | **2,5%** |

## Assessment method

Delegates must undergo the following assessment to demonstrate meeting the learning objectives:

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| **Assessment method:** | Online |
| **Assessment type:** | Multiple choice |
| **Duration** | 90 minutes |
| **Pass mark required:** | 30/40 |
| **Pass percentage required:** | 75% |

## Examination Conditions

The candidates must be familiar with and agree to following conditions before starting the exam.

* The examination consists of multiple choice questions.
* The number of correct answers for every question is indicated.
* Each correctly answered question results in 1 point; 40 points can be achieved at maximum.
* A wrong answer is awarded 0 points.
* To pass 75% must be achieved to pass the examination.
* The duration of the examination is 90 minutes.
* Questions during the examination are not permitted and may not be answered.
* It is not allowed to use books, papers, mobile phones or other materials and devices, unless explicitly allowed by the proctor.
* The participants are not allowed to talk to each other during the examination.
* Taking notes is only allowed on the paper provided by the proctor. The notes must be submitted after finishing the exam.
* It is strictly forbidden to take screenshots or pictures of the examination questions.
* Copying or spreading of examination contents and questions is strictly forbidden.
* It is strictly forbidden to disclose any information about the examination questions to any third party.
* After finishing the examination, the result will be displayed automatically.
* Results will be communicated via email within one week of the examination.
* Participants are not permitted to use the toilet during the examination.
* The exam may be submitted before the end of the test.
* Participants must leave the test area after submission of the examination.
* Photo identification for verifying the identity (identity card, passport, driving licence) must be presented.
* Any breach of the exam conditions results in immediate termination of the exam. The exam results will be discarded. The participant will not be able to continue the exam. The exam fee will not be refunded.

## Granting of the certification

The certification is granted based on the examination results.

Suspension and withdrawal of certification occurs when the certification has been obtained in an unfair examination procedure using fraudulent examination practices by the participant and/or the proctor. Certified persons are required to adhere to the IBITGQ [Code of Ethics](https://www.ibitgq.org/about-us/code-of-ethics). Any sanctions that are applied shall be reviewed and approved by the IBITGQ Scheme Committee in line with their terms of reference.

Reducing or expanding the scope of the certification is not intended.

## Recertification

To retain certification the candidate shall complete a recertification exam every three years. The recertification exam will be a subset of the original exam and consist of 20 questions with 30 minutes to complete. The exam pass mark will be the same as the original exam unless the scheme requirements have changed in the interim.

Candidates can undertake a recertification examination any time from month 35-38. As detailed above, upon successful completion, a new certificate will be issued.

Should there be a change to regulatory requirements and/or normative documents on which the certification has been based resulting in a new certification scheme being put in place then recertification will not be offered.