

**TENTATIVE PROGRAMME  
LEAD AUDITOR ISO/IEC 27001:2022 ISMS (EXEMPLAR GLOBAL CERTIFIED)  
SIRIM ACADEMY SDN BHD**

TIME	DAY 1	DAY 2	DAY 3
0900 – 1015	<ul style="list-style-type: none"> <li>• Introduction on ISMS</li> <li>• Introduction, Concept &amp; Terminology ISMS</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of Clause 6 – Planning</li> <li>• Assignments and Exercises in Groups on:               <ol style="list-style-type: none"> <li>a) Risk Management Procedure</li> <li>b) Work Process Flows</li> <li>c) Clause 6.1 Development of Risk Registers, Identifications of Opportunities &amp; Development of ISMS Objectives in Groups</li> <li>d) ISMS Objectives</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• ISMS Auditing – 6 phases</li> </ul>
1015 – 1030	Morning break	Morning break	Morning break
1030 – 1300	<ul style="list-style-type: none"> <li>• Clause 4 – Understanding the Organization and its Context</li> <li>• Clause 4.1 &amp; 4.2</li> <li>• Assignments and Exercises in Groups on Clause 4.1 External Internal Issues &amp; 4.2 Needs and Expectations of Interested Parties</li> </ul>	<ul style="list-style-type: none"> <li>• Clause 8 – Operation Assignments and Exercises in Groups on Clause 8 Operation Development</li> </ul>	<ul style="list-style-type: none"> <li>• Cont. ISMS Auditing – 6 phases</li> </ul>
1300 – 1400	Lunch break	Lunch break	Lunch break
1400 – 1530	<ul style="list-style-type: none"> <li>• Clause 4.3 Scope &amp; Clause 4.4</li> <li>• Clause 5 – Leadership</li> <li>• Roles And Responsibilities</li> <li>• Exercise Clause 5.3 Roles &amp; Responsibilities For ISMS Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Clause 9 – Evaluation</li> <li>• Including Example of Internal Audit Procedure Internal Audit Plan &amp; Internal Audit Summary Report</li> </ul>	<ul style="list-style-type: none"> <li>• Cont. ISMS Auditing – 6 phases</li> </ul>
1530 – 1545	Tea Break	Tea Break	Tea Break
1545 – 1700	<ul style="list-style-type: none"> <li>• Workshop and presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Clause 10 – Continual Improvements</li> <li>• Including Non-Conformity Procedure &amp; Corrective Action Procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments and exercises</li> </ul>

TIME	DAY 4	DAY 5
900 – 1015	<ul style="list-style-type: none"> <li>Managing Audit Programme</li> </ul>	<ul style="list-style-type: none"> <li>Summary</li> <li>Final Revision</li> <li>Submission of Exercises and Quizzes</li> </ul>
1015 - 1030	Morning break	Morning break
1030 – 1300	<ul style="list-style-type: none"> <li>Cont. Managing Audit Programme</li> </ul>	<ul style="list-style-type: none"> <li>Exams on ISMS</li> </ul>
1300 – 1400	Lunch break	Lunch break
1400 – 1530	<ul style="list-style-type: none"> <li>Including Example of Internal Audit Procedure Internal Audit Plan &amp; Internal Audit Summary Report</li> </ul>	<ul style="list-style-type: none"> <li>Cont. Exams on ISMS</li> <li>Submission of Exam paper</li> <li>End Course</li> </ul>
1530 – 1545	Tea Break	
1545 – 1700	<ul style="list-style-type: none"> <li>Certification Process</li> </ul>	