

ISO 37301 Lead Auditor

Course Outline

Module 1: Introduction to Compliance Management Systems (CMS) and ISO 37301

Lessons:

- Overview of compliance management principles
- Purpose and structure of ISO 37301
- The role of a compliance management system within an organization

Module 2: ISO 37301 Requirements

Lessons:

- Detailed examination of the standard's clauses
- Understanding the mandatory requirements and guidance
- Application of ISO 37301 in various organizational contexts

Module 3: Fundamentals of Auditing

Lessons:

- Introduction to auditing principles as per ISO 19011
- Types of audits: internal, external, first, second, and third-party audits
- The role of the auditor and lead auditor

Module 4: Audit Planning and Preparation

Lessons:

- Developing an audit plan
- Determining audit scope and objectives
- Preparing audit checklists and tools

Module 5: Audit Execution

Lessons:

- Conducting opening meetings
- Gathering and verifying audit evidence
- Interviewing techniques and auditing practices

Module 6: Nonconformity Identification and Reporting

Lessons:

- Identifying nonconformities against ISO 37301
- Classifying and documenting nonconformities
- Writing clear and actionable audit reports

Module 7: Audit Reporting and Follow-Up

Lessons:

- Compiling and presenting audit findings
- Conducting closing meetings
- Following up on corrective actions and audit outcomes

Module 8: Lead Auditor Responsibilities

Lessons:

- Managing audit teams
- Ensuring audit consistency and quality
- Conflict resolution and maintaining auditor independence

Module 9: Practical Audit Exercises

Lessons:

- Case studies and role-playing exercises
- Mock audits and scenario-based assessments
- Group discussions and problem-solving activities

Module 10: Examination and Certification

Lessons:

- Final assessment covering the course content
- Certification process for ISO 37301 Lead Auditor