



**Change Log Form**

GENERAL INFORMATION				
<b>Course Developer Manager**</b>		Taulanta Kryeziu		
<b>Department*</b>		Training Development Department		
<b>Date*</b>		2016-09-01		
<b>Course details*</b>	<b>Course name:</b>	<b>Language</b>	<b>Current Version</b>	<b>Subsequent Version</b>
	ISO 27001 Lead Auditor	English	8.2.2	8.2.1
<b>Day 1:</b>				
<b>Slide Number</b>	<b>Slide Description:</b>	<b>Modifications:</b>	<b>Comments</b>	
No.3	Normative references	<ul style="list-style-type: none"> <li>ISO/IEC 27000:2014, to ISO/IEC 27000:2016,</li> <li>ISO 9000:2005, to ISO 9000:2015,</li> <li>ISO 9001:2008, to ISO 9001:2015, and</li> <li>ISO 14001:2004 to ISO 14001:2015</li> </ul>	Updated Standards	
No.4	List of Acronyms and Abbreviations	Changed reference from ANSI to IAS		

No.22	What is ISO?	<ul style="list-style-type: none"> <li>ISO is a network of national standardization bodies from over <b>163</b> countries</li> <li>Over <b>21 000</b> standards have been published since <b>1947</b></li> </ul>	Updated information
No.59	Information and Asset	<ul style="list-style-type: none"> <li>ISO 9000 3.8.2 <b>Information:</b> meaningful data</li> </ul>	Updated Standard
No.60	Document –Specification- Record	<ul style="list-style-type: none"> <li>ISO 9000 3.8.5 <b>Document</b> Information and its supporting medium on which it is contained</li> <li>ISO 9000, 3.8.7 <b>Specification</b> Document stating requirements</li> <li>ISO 9000, clause 3.8.10 <b>Record</b> Document stating results achieved or providing evidence of activities performed</li> </ul>	Updated Standard
<b>Day 2:</b>			
<b>Slide Number</b>	<b>Slide Description:</b>	<b>Modifications:</b>	<b>Comments</b>

<p>No.85</p>	<p>Stage 1 Audit Steps</p>	<ul style="list-style-type: none"> <li>• ISO 17021-1, clause 9.3.1.2.1, 9.3.1.2.2, 9.3.1.2.4</li> <li>• <b>Clause 9.3.1.2.1</b></li> </ul> <p><i>Planning shall ensure that the objectives of stage 1 can be met and the client shall be informed of any “on site” activities during stage 1.        NOTE Stage 1 does not require a formal audit plan (see 9.2.3).</i></p> <ul style="list-style-type: none"> <li>• <b>Clause 9.3.1.2.2.</b></li> </ul> <p><i>If at least part of stage 1 is carried out at the client’s premises, this can help to achieve the objectives stated above.</i></p> <ul style="list-style-type: none"> <li>• <b>Clause 9.3.1.2.4</b></li> </ul> <p><i>In determining the interval between stage 1 and stage 2, consideration shall be given to the needs of the client to resolve areas of concern identified during stage 1. The certification body may also need to revise its arrangements for stage 2. If any significant changes which would impact the management system occur, the certification body shall consider the need to repeat all or part of stage 1. The client shall be informed that the results of stage 1 may lead to postponement or cancellation of stage 2.</i></p>	<p><i>Updated information</i></p>
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No.116	Stage 2 Audit (Part 1)	<i>Notes: Where any part of the audit is made by electronic means or where the site to be audited is virtual, the certification body shall ensure that such activities are conducted by personnel with appropriate competence. The evidence obtained during such an audit shall be sufficient to enable the auditor to take an informed decision on the conformity of the requirement in question.</i>	<i>Updated information</i>
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<b>Day 3:</b>			
<b>Slide Number</b>	<b>Slide Description:</b>	<b>Modifications:</b>	<b>Comments</b>
No.81	Nonconformity	<ul style="list-style-type: none"><li>• According to the definition of the ISO 9000:2015 (clause 3.6.9) standard, a non-conformity is the “non-fulfillment of a requirement”</li></ul> <p><i>Notes:</i> <b>ISO 9000</b></p> <ul style="list-style-type: none"><li>• <b>3.6.11 Conformity:</b> Fulfillment of a requirement.</li><li>• <b>3.6.9 Nonconformity:</b> Non-fulfillment of a requirement.</li></ul>	<i>Updated Standard</i>

<b>Day 4:</b>			
<b>Slide Number</b>	<b>Slide Description:</b>	<b>Modifications:</b>	<b>Comments</b>
No.34	Certification Decision	<ul style="list-style-type: none"> <li>• ISO 17021-1, Clauses 7.5.2, 9.5.3.1, 9.5.3.2 &amp; 9.5.1.1</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• <b>clause 9.5.3.2</b>            If the certification body is not able to verify the implementation of corrections and corrective actions of any major nonconformity within 6 months after the last day of stage 2, the certification body shall conduct another stage 2 prior to recommending certification.</li> <li>• <b>clause 9.5.1.1</b>            The certification body shall ensure that the persons or committees that make the decisions for granting or refusing certification, expanding or reducing the scope of certification, suspending or restoring certification, withdrawing certification or renewing certification are different from those who carried out the audits. The individual(s) appointed to conduct the certification decision shall have appropriate competence.</li> </ul>	Updated information
No.49	Surveillance Activities	ISO 17021-1, <ul style="list-style-type: none"> <li>• <b>clause 9.6.2.1.1:</b> The certification body shall develop its surveillance activities so that representative areas and functions covered by the scope of the management system are monitored on a regular basis, and take into account changes to its certified client and its management system.</li> </ul>	Updated information

<p>No. 55</p>	<p><i>**Slide Notes Extension** of Slide 54</i></p>	<p><i>Notes:</i></p> <p><b>Clause 9.6.3.2.3</b></p> <ul style="list-style-type: none"> <li><i>When recertification activities are successfully completed prior to the expiry date of the existing certification, the expiry date of the new certification can be based on the expiry date of the existing certification. The issue date on a new certificate shall be on or after the recertification decision.</i></li> </ul> <p><b>Clause 9.6.3.2.4</b></p> <ul style="list-style-type: none"> <li><i>If the certification body has not completed the recertification audit or the certification body is unable to verify the implementation of corrections and corrective actions for any major nonconformity (see 9.5.2.1) prior to the expiry date of the certification, then recertification shall not be recommended and the validity of the certification shall not be extended. The client shall be informed and the consequences shall be explained.</i></li> </ul> <p><b>Clause 9.6.3.2.5</b></p> <ul style="list-style-type: none"> <li><i>Following expiration of certification, the certification body can restore certification within 6 months provided that the outstanding recertification activities are completed, otherwise at least a stage 2 shall be conducted. The effective date on the certificate shall be on or after the recertification decision and the expiry date shall be based on prior certification cycle.</i></li> </ul> <p><b>Clause 9.5.4</b></p> <ul style="list-style-type: none"> <li><i>The certification body shall make decisions on renewing certification based on the results of the recertification audit, as well as the results of the review of the system over the period of certification and complaints received from users of certification.</i></li> </ul>	<p><i>Updated information</i></p>
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