

## Effective Preparation for Certification Body Assessment

The team is all on-board. Your organisation's senior management is solidly behind the initiative. You and your team have been working hard and you have completed the necessary work. Your policies and procedures are in place and your audits are complete. Your management system has come together and it's impressive. Your management system is effective and delivers all the key objectives laid down in the initial commitment and terms of reference for the project. Now you have decided on going for formal accreditation and all you have standing in the way is the final assessment hurdle. How can you prepare and ensure success?

This course is based upon Pondergrove's proven formula for successfully passing formal assessment. The method is proactive and will empower you to present your management system's achievements in the best possible light.

### WHAT YOU WILL LEARN AT THE COURSE

- Understand the certification and assessment processes and requirements of the particular management standard ISO 27001 and/or ISO 9901
- Identify pre-assessment certification body activities
- How to handle assessors
- How your staff should handle the assessors
- Adequately auditing your management system documentation
- Reviewing all your records including audit
- How to demonstrate compliance
- What post assessment activities need to take place and require follow up action

### WHAT YOU WILL ACHIEVE ON COMPLETION OF THIS COURSE

- Develop a strategy for selecting the most suitable certification body
- Prepare for and manage visits by the certification body to get best value and minimize the number of non-conformances raised
- Train staff in handling the assessment

### WHO SHOULD ATTEND?

Quality professionals, auditors, senior management and those wishing to understand the assessment process and the implications of receiving format accreditation.

## COURSE INSTRUCTOR

**RICHARD TWALLIN** - Richard is a leading quality and information security management specialist. His extensive experience of the IT industry includes 17 years with a major computer manufacturer and 14 as an independent consultant. He specialises in designing management systems which apply best practice pragmatically so that they also meet the operational needs of the organisation. In 2002 he developed a method for building effective information security management systems which has been applied successfully by many UK organisations, both public and private sector, and is published on ISM's website. Richard is a UK Government information security management adviser, appointed by CESG under the CLAS Scheme. Other qualifications include registered quality auditor (under the ISO 9000 TickIT Scheme), appointment by the Office of Government Commerce as a Strategic Assignments Consultant, and certified PRINCE 2 Practitioner.

**BOB LISTER** - Bob is one of the most experienced management system auditors in the UK. With more than 30 years IT industry experience and as one of only 40 TickIT Lead Auditors in the UK, he is a leading authority on software quality management and planning/organising/controlling complex IT projects in order to achieve success.

## SPECIAL OFFER

*For a limited period only – 2 delegates for 1 offer on all training courses*

**Course fee:** £550 + VAT  
**Date and location:** 14<sup>th</sup> July, 18<sup>th</sup> August, 16<sup>th</sup> September (Birmingham)  
21<sup>st</sup> July, 25<sup>th</sup> August, 23<sup>rd</sup> September (London)

## REGISTER TODAY

To register for the How to Conduct Your Own Information Security Risk Assessment Course please call 01635 817 309 or email [sales@pondergrove.co.uk](mailto:sales@pondergrove.co.uk).

