



## **ISO 18788 INTERNAL AUDITING TRAINING**



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**Course Title:** ISO 18788 Internal Auditing Training

**Course Validity:** 2 Days

**Validity:** Not Applicable

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

This training provides participants with practical skills to plan, conduct and report internal audits based on ISO 18788 Security Operations Management System requirements. It focuses on audit principles, evaluating security processes, identifying nonconformities and recommending improvements aligned with effective governance and risk control. Through simulations, case studies and guided exercises, participants will learn to perform internal audits professionally and contribute to better security operations management.

## **OBJECTIVE(S):**

- Understand ISO 18788 internal audit requirements.
- Learn audit principles, ethics and auditor responsibilities.
- Develop audit planning and checklist preparation skills.
- Conduct audits using effective interviewing and evidence-gathering techniques.
- Evaluate conformity to ISO 18788 clause requirements.
- Identify nonconformities and improvement opportunities.
- Prepare structured audit findings and reports.
- Support continual improvement in security operations.

**TARGET GROUP(S):**

- Internal auditors
- Security operations managers
- Compliance and risk personnel
- Security supervisors and coordinators
- ISO implementation committee members
- Anyone responsible for auditing security processes.

**ENTRY REQUIREMENT(S):**

- Able to read, write and communicate verbally in Malay/English

**TOPIC(S):**

1. Introduction to ISO 18788 Internal Audit Requirements
2. Audit Principles, Ethics and Auditor Roles
3. Understanding ISO 18788 Clauses and Audit Criteria
4. Audit Planning, Programmes and Checklist Development
5. Conducting Security Operations Audits
6. Identifying Nonconformities and Evaluating Effectiveness
7. Audit Reporting, Follow-Up and Corrective Actions
8. Practical Audit Simulation and Improvement Exercises

**LIST OF REFERENCE BOOK(S):**

- ISO 18788:2015 Standard
- ISO 19011:2018 Auditing Guidelines
- Security operations and risk management references

**LIST OF TEACHING AID(S):**

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- Audit checklists and templates

**METHODOLOGY(S):**

- Lecture
- Case studies
- Group discussions
- Audit simulation and role-play
- Documentation review

## TRAINING SCHEDULE

### Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: ISO 18788 Internal Audit Overview
10:15 am – 10:30 am	<b>Morning Tea Break</b>
10:30 am – 12:30 pm	Topic 2: Audit Principles, Ethics and Auditor Roles
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:30 pm	Topic 3: Understanding ISO 18788 Clauses and Audit Criteria
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 4: Audit Planning and Checklist Preparation

## TRAINING SCHEDULE

### Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Conducting Security Operations Audits
10:15 am – 10:30 am	<b>Morning Tea Break</b>
10:30 am – 12:30 pm	Topic 6: Identifying Nonconformities and Assessing Effectiveness
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:30 pm	Topic 7: Audit Reporting and Corrective Action Follow-Up
3:30 pm – 3:45 pm	<b>Afternoon Tea Break</b>
3:45 pm – 5:00 pm	Topic 8: Practical Audit Simulation and Improvement Workshop