

ISO 30301 Lead Auditor Course

Course Duration: 40 Hrs.

Course Code: ISO30301-LA

Course Overview

The ISO 30301 Lead Auditor Course equips participants with the knowledge and skills to plan, conduct, report, and follow up on audits of a Records Management System (RMS) in accordance with ISO 30301 and ISO 19011 guidelines. This course enables auditors to assess compliance, identify nonconformities, and recommend improvements to ensure effective records management.

What You'll Learn?

In this course, you will learn auditing principles specific to ISO 30301, how to evaluate audit evidence, identify nonconformities, conduct effective audit interviews, report findings, and lead audit teams to ensure continual improvement in records management systems.

Target Audience

This course is designed for internal and external auditors, records managers, compliance officers, consultants, and professionals responsible for auditing or ensuring compliance in records management systems.

Pre-Requisites

Participants should have basic knowledge of ISO 30301 requirements or records management systems. Prior auditing experience or familiarity with management systems is advantageous.

Course Content

Module 1: Introduction to ISO 30301 and Records Management

Module 2: Principles and Guidelines of ISO 19011 for Auditing

Module 3: Planning and Preparing Records Management Audits

Module 4: Conducting On-Site and Remote Audits

Module 5: Evaluating Findings and Identifying Nonconformities

Module 6: Reporting Audit Results and Leading Audit Teams

Module 7: Certification Process and Continual Improvement

