



## PECB Certified ISO 30301 Lead Auditor

**Master the Audit of Management Systems for Records (MSR) based on ISO 30301**

### **Why should you attend?**

ISO 30301 Lead Auditor training enables you to develop the necessary expertise to perform a Management System for Records (MSR) audit by applying widely recognized audit principles, procedures and techniques. During this training course, you will acquire the necessary knowledge and skills to plan and carry out internal and external audits in compliance with ISO 19011 and the certification process according to ISO 17021-1.

Based on practical exercises, you will be able to master audit techniques and become competent to manage an audit program, audit team, communication with customers, and conflict resolution.

After acquiring the necessary expertise to perform this audit, you can sit for the exam and apply for a "PECB Certified ISO 30301 Lead Auditor" credential. By holding a PECB Lead Auditor Certificate, you will demonstrate that you have the capabilities and competencies to audit organizations based on best practices.



## Who should attend?

- Auditors seeking to perform and lead Management System for Records (MSR) certification audits
- Managers or consultants seeking to master a Management System for Records audit process
- Individuals responsible for maintaining conformance with Management System for Records requirements
- Technical experts seeking to prepare for a Management System for Records audit
- Expert advisors in Records Management

## Course agenda

Duration: 5 days

### Day 1 | Introduction to Management Systems for Records (MSR) and ISO 30301

- Course objectives and structure
- Standards and regulatory frameworks
- Certification process
- Fundamental principles of Management Systems for Records
- Management Systems for Records (MSR)

### Day 2 | Audit principles, preparation and launching of an audit

- Fundamental audit concepts and principles
- Audit approach based on evidence and risk
- Initiating the audit
- Stage 1 audit
- Preparing the stage 2 audit (on-site audit)
- Stage 2 audit (Part 1)

### Day 3 | On-site audit activities

- Stage 2 audit (Part 2)
- Communication during the audit
- Audit procedures
- Creating audit test plans
- Drafting audit findings and non-conformity reports

### Day 4 | Closing the audit

- Documentation of the audit and its review
- Closing the audit
- Evaluating action plans by the auditor
- Beyond the initial audit
- Managing an internal audit programme
- Competence and evaluation of auditors
- Closing the training

### Day 5 | Certification Exam





## Learning objectives

- Understand the operations of a Management System for Records based on ISO 30301
- Acknowledge the correlation between ISO 30301 and other standards and regulatory frameworks
- Understand an auditor's role to: plan, lead and follow-up on a management system audit in accordance with ISO 19011
- Learn how to lead an audit and audit team
- Learn how to interpret the requirements of ISO 30301 in the context of an MSR audit
- Acquire the competencies of an auditor to: plan an audit, lead an audit, draft reports and follow-up on an audit in compliance with ISO 19011

## Examination

Duration: 3 hours

The "PECB Certified ISO 30301 Lead Auditor" exam fully meets the requirements of the PECB Examination and Certification Programme (ECP). The exam covers the following competency domains:

- Domain 1** | Fundamental principles and concepts of Management System for Records (MSR)
- Domain 2** | Management System for Records (MSR)
- Domain 3** | Fundamental audit concepts and principles
- Domain 4** | Preparation of an ISO 30301 audit
- Domain 5** | Conducting an ISO 30301 audit
- Domain 6** | Closing an ISO 30301 audit
- Domain 7** | Managing an ISO 30301 audit program

For more information about exam details, please visit [Examination Rules and Policies](#).



## Certification

After successfully completing the exam, you can apply for the credentials shown on the table below. You will receive a certificate once you comply with all the requirements related to the selected credential.

For more information about ISO 30301 certifications and the PECB certification process, please refer to the [Certification Rules and Policies](#).

Credential	Exam	Professional experience	MSR audit experience	Other requirements
<b>PECB Certified ISO 30301 Provisional Auditor</b>	PECB Certified ISO 3030 Lead Auditor exam or equivalent	None	None	Signing the PECB Code of Ethics
<b>PECB Certified ISO 30301 Auditor</b>	PECB Certified ISO 30301 Lead Auditor exam or equivalent	<b>Two years:</b> One year of work experience in Records Management	Audit activities: a total of 200 hours	Signing the PECB Code of Ethics
<b>PECB Certified ISO 30301 Lead Auditor</b>	PECB Certified ISO 30301 Lead Auditor exam or equivalent	<b>Five years:</b> Two years of work experience in Records Management	Audit activities: a total of 300 hours	Signing the PECB Code of Ethics
<b>PECB Certified ISO 30301 Master</b>	PECB Certified ISO 30301 Lead Auditor exam or equivalent and PECB Certified ISO 30301 Lead Implementer exam or equivalent	<b>Ten years:</b> Six years of work experience in Records Management	Audit and Project activities: a total of 500 hours each	Signing the PECB Code of Ethics

## General information

- Certification fees are included on the exam price
- Training material containing over 450 pages of information and practical examples will be distributed
- A participation certificate of 31 CPD (Continuing Professional Development) credits will be issued
- In case of exam failure, you can retake the exam within 12 months for free