

LEAD IMPLEMENTER TRAINING

Objectives

- Acknowledge the correlation between ISO 37001 and other standards and regulatory frameworks
- Master the concepts, approaches, methods and techniques used for the implementation and effective management of an ABMS
- Learn how to interpret the ISO 37001 requirements in the specific context of an organization
- Learn how to support an organization to effectively plan, implement, manage, monitor and maintain an ABMS
- Acquire the expertise to advise an organization in implementing Anti-Bribery Management System best practices

General Information

- Exam and certification fees are included in the training price
- Training material containing over 450 pages of information and practical examples will be distributed
- A certificate of attendance will be issued to the participants as well as a certification of successful completion, after passing the exam successfully.
- In case of failure of the exam, participants are allowed to retake it for free under certain conditions

Course Agenda

Day 1: Introduction to ISO 37001 and initiation of an ABMS

- Course objectives and structure
- Standard and regulatory framework
- Fundamental Principles of ABMS
- Anti-Bribery Management System (ABMS)
- Initiating the ABMS implementation
- Understanding the organization and clarifying the Anti-Bribery objectives

Day 2: Plan the implementation of an ABMS

- Analysis of the existing management system
- Leadership and approval of the ABMS project
- ABMS scope
- Policies for Anti-Bribery Management
- Risk assessment
- ABMS compliance function

Day 3: Implementation of an ABMS

- Definition of organizational structure of the ABMS
- Definition of the document management process
- Operations Management
- Training and awareness plan
- Communication plan
- Operational procedures

Day 4: ABMS monitoring, measurement, continuous improvement and preparation for a certification audit

- ABMS monitoring, measurement, continuous improvement and preparation for a certification audit
- Internal audit
- Management review
- Treatment of problems and non-conformities
- Continual improvement
- Preparing for the certification audit
- Competence and evaluation of implementers
- Closing the training

Day 5: Certification Exam

- Duration: 3 hours

Annually, the participant will need to validate that he/she has maintained the requirements of the certification. These requirements are: US\$100 and 90 hours of implementation activities.

LEAD AUDITOR TRAINING

Objectives

- Understand the operations of an Anti-bribery Management System (ABMS) based on ISO 37001
- Acknowledge the correlation between ISO 37001 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 37001 in the context of an ABMS 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

General Information

- Exam and certification fees are included in the training price
- Training material containing over 450 pages of information and practical examples will be distributed
- A certificate of attendance will be issued to the participants as well as a certification of successful completion, after passing the exam successfully.
- In case of failure of the exam, participants are allowed to retake it for free under certain conditions

Course Agenda

Day 1: Introduction to Anti-bribery Management Systems (ABMS) and ISO 37001

- Course objectives and structure
- Standard and regulatory framework
- Certification process
- Fundamental concepts and principles of anti-bribery management
- Anti-bribery Management System (ABMS)

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

Day 5: Certification Exam

- Duration: 3 hours.

Annually, the participant will need to validate that he/she has maintained the requirements of the certification. These requirements are: US\$100 and 60 hours of Auditor activities.