



*PRESENTS*

**Ref IAF-AB/CO/ADM/2024-25/505**

**4 DAYS ADVANCE TRAINING PROGRAMME  
CLASSROOM & DISTANCE LEARNING COURSE  
CERTIFICATION BODIES AND RATING AGENCY  
ACCREDITATION**

Dear Sir,

As is widely known, IAF-AB is conducting various technical courses inviting interested personnel/technocrats for enhancing & fine-tuning of the skill.

IAF-AB organizing **Four days Advance Training Programme** Classroom & online Training course for Certification Bodies and Rating Agency Accreditation series management system.

**a) ISO INTRODUCTION**

The standards published by ISO undergo changes periodically, to reflect the best-suited practices over the changing times. ISO series of standards

For a business unit to successfully set up an Certification Bodies and Rating Agency Accreditation management systems or get maximum benefits from an established management system, auditors within the organization have to be trained to assess the system Certification Bodies and Rating Agency Accreditation requirements. They must also be able to assess their suppliers required management system to support own Quality Initiative.

To increase professionalism, quality auditors also seek formal registration with the IAF-AB (UK & INDIA) one of the prerequisites for such registration requires the quality auditors and practitioners to successfully complete an IAF-AB (UK & INDIA) approved auditor training.

**b) OBJECTIVE OF THE COURSE:**

The objective of the course is to illustrate the importance of the **Four Days Advance Training Programme** role, skills and competency in bearing the ultimate responsibility for the effective performance of the audit team. A practical and intensive course for training quality professionals to External, Internal and manage third and second party audits of an Certification Bodies and Rating Agency Accreditation Management System.

Course describes how to plan and perform an audit, report findings, conduct opening and closing meetings and establish follow-up action. You will understand by the end of the course how regular auditing by an audit team directed by a competent internal auditor is the foundation of an effective Certification Bodies and Rating Agency Accreditation

Management System. On completion of the course, you will have the necessary skills and the experience to Internal Audit and manage your own audits. The learning process will include a series of tutorials, exercises, culminating in both practical and written examination. Delegates will be supplied with a bound set of comprehensive course notes.

c) **COURSE CONTENTS:**

- Introduction to Certification Bodies and Rating Agency Accreditation Management System
- Vocabulary & understanding definitions
- Introduction to Certification Bodies and Rating Agency Accreditation- Management System Requirements
- Need for Internal Quality Audits
- Auditing Techniques
- Conducting Internal Quality Audits
- Course Examination with minimum 50% passing marks.

## **Day 1: Introduction to Accreditation and Certification Bodies**

### **Session 1: Understanding Accreditation**

- **Definition and Importance of Accreditation**
  - Overview of accreditation and its significance in quality assurance.
  - Differentiating between accreditation, certification, and recognition.
- **History and Evolution of Accreditation**
  - Development of accreditation standards and bodies over time.
  - Global landscape of accreditation and certification.

### **Session 2: Overview of Certification Bodies**

- **Role of Certification Bodies**
  - Functions and responsibilities of certification bodies.
  - Types of certifications offered (e.g., ISO, industry-specific).
- **Governance and Management of Certification Bodies**
  - Organizational structure and governance models.
  - Key principles of effective management in certification bodies.

### **Session 3: Regulatory Frameworks and Standards**

- **International Standards for Accreditation**
  - Overview of relevant standards (ISO/IEC 17021, ISO/IEC 17065, etc.).
  - Understanding regulatory requirements and frameworks.
- **Role of National and International Accreditation Bodies**
  - Functions of bodies like ILAC, IAF, and regional organizations.
  - Importance of mutual recognition agreements (MRAs).

### **Session 4: Key Concepts in Quality Management Systems**

- **Quality Management Principles**
  - Key principles of quality management and their application in accreditation.
  - Understanding the PDCA (Plan-Do-Check-Act) cycle.
- **Establishing a Quality Management System**
  - Developing a QMS for certification bodies.
  - Importance of documentation and record-keeping.

### **Group Activity:**

- Participants discuss their organizations' accreditation experiences and challenges.
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## Day 2: Accreditation Processes for Certification Bodies

### Session 5: Accreditation Process Overview

- **Steps in the Accreditation Process**
  - Detailed examination of the accreditation process.
  - Application, documentation review, assessment, and decision-making.
- **Preparation for Accreditation Assessment**
  - Key documentation and evidence requirements.
  - Developing an accreditation portfolio.

### Session 6: Conducting Internal Audits

- **Importance of Internal Audits**
  - Role of internal audits in maintaining accreditation.
  - Planning and executing effective internal audits.
- **Identifying Non-Conformities and Corrective Actions**
  - Strategies for identifying and addressing non-conformities.
  - Documenting corrective actions and monitoring effectiveness.

### Session 7: External Assessments and Peer Reviews

- **Understanding External Assessments**
  - Overview of external assessment processes and criteria.
  - Preparing for site visits and assessments by accreditation bodies.
- **Peer Review Processes**
  - Importance of peer reviews in maintaining quality standards.
  - Best practices for conducting peer assessments.

### Session 8: Handling Non-Conformities and Complaints

- **Managing Non-Conformities**
  - Strategies for effectively managing and resolving non-conformities.
  - Implementing preventive actions to avoid recurrence.
- **Complaint Handling Procedures**
  - Establishing complaint handling mechanisms.
  - Importance of transparency and responsiveness in complaint management.

### Group Activity:

- Participants simulate an internal audit and discuss findings and corrective actions.

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## Day 3: Rating Agency Accreditation and Best Practices

### Session 9: Understanding Rating Agencies

- **Role and Function of Rating Agencies**
  - Overview of the functions and services offered by rating agencies.
  - Types of ratings provided (credit ratings, ESG ratings, etc.).
- **Governance and Management of Rating Agencies**
  - Governance structures and ethical considerations in rating agencies.
  - Importance of independence and impartiality in ratings.

### Session 10: Accreditation for Rating Agencies

- **Accreditation Standards for Rating Agencies**
  - Overview of relevant standards (e.g., ISO 9001, ISO/IEC 17020).
  - Specific requirements for accreditation of rating agencies.
- **Developing a Rating Methodology**
  - Principles of developing effective and transparent rating methodologies.
  - Importance of stakeholder engagement and feedback.

### Session 11: Risk Management in Certification and Rating

- **Understanding Risk Management**

- Identifying and assessing risks associated with certification and rating processes.
- Implementing risk management strategies in organizations.
- **Crisis Management and Response**
  - Developing crisis management plans for certification bodies and rating agencies.
  - Communication strategies during crises.

#### **Session 12: Best Practices in Accreditation and Certification**

- **Global Best Practices**
  - Case studies of successful certification bodies and rating agencies.
  - Lessons learned and strategies for improvement.
- **Innovation in Accreditation Practices**
  - Exploring innovative approaches to enhance accreditation processes.
  - Role of technology in improving efficiency and effectiveness.

#### **Group Activity:**

- Participants create a draft rating methodology for a specific sector, focusing on transparency and stakeholder engagement.

## **Day 4: Future Trends and Continuous Improvement**

#### **Session 13: Future Trends in Accreditation and Certification**

- **Emerging Trends in Accreditation**
  - Impact of digital transformation on accreditation processes.
  - Future challenges and opportunities in the accreditation landscape.
- **Globalization of Accreditation**
  - Understanding the global market for certification and accreditation.
  - Strategies for organizations to expand their reach internationally.

#### **Session 14: Continuous Improvement Strategies**

- **Establishing a Culture of Continuous Improvement**
  - Importance of continuous improvement in maintaining accreditation.
  - Techniques for fostering a culture of quality within organizations.
- **Utilizing Data for Improvement**
  - Analyzing performance data to inform decision-making.
  - Importance of metrics and KPIs in accreditation processes.

#### **Session 15: Engaging Stakeholders and Building Partnerships**

- **Stakeholder Engagement Strategies**
  - Techniques for effectively engaging stakeholders in accreditation processes.
  - Building partnerships with industry and regulatory bodies.
- **Communicating Value of Accreditation**
  - Strategies for demonstrating the value of accreditation to stakeholders.
  - Developing communication plans for outreach and education.

#### **Session 16: Course Review and Certification**

- **Recap of Key Learnings**
  - Summary of major concepts and skills acquired throughout the course.
  - Open forum for participant reflections and discussions.
- **Certification of Completion**
  - Issuing certificates for participants who complete the training.

#### **Closing Session:**

- **Networking and Future Opportunities**
- Facilitating networking among participants for future collaboration.
- Providing resources for ongoing learning and development in accreditation.

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**Learning Outcomes:**

By the end of this training, participants will:

- Understand the accreditation processes for certification bodies and rating agencies.
- Develop effective quality management systems and internal audit processes.
- Analyze best practices and future trends in accreditation and certification.
- Engage stakeholders and communicate the value of accreditation effectively.
- Cultivate a culture of continuous improvement within their organizations.

**Delivery Method:**

- **Classroom Training:** Interactive lectures, group discussions, hands-on activities, and simulations.
- **Distance Learning:** Virtual presentations, case studies, downloadable resources, and assessments.

**Materials Provided:**

- Comprehensive course manual covering accreditation standards and best practices.
- Templates for audit checklists, accreditation portfolios, and stakeholder engagement plans.
- Certificate of completion for participants.

This training program aims to equip participants with advanced knowledge and practical skills necessary for successfully navigating the accreditation landscape for certification bodies and rating agencies

For detail of contents refer our website at <https://iaf-ab.org/>

**d) WHO SHOULD ATTEND:**

- 1) All employees whose work responsibility directly affects Certification Bodies and Rating Agency Accreditation.
- 2) Those individuals willing to take up external auditing as a future profession by becoming an independent auditor.
- 3) Those who intend to enroll themselves to IAF-AB (UK & INDIA) Registration Schemes of Certification Bodies and Rating Agency Accreditation.
- 4) Management Representatives responsible for effective implementation and execution of Certification Bodies and Rating Agency Accreditation.

**e) FACILITIES:**

All facility for delegates covering lecture hall, tea and lunch will be arranged by Client or if you are attending the course at IAF-AB office. IAF-AB institute will arrange the above facility.

**f) COURSE DETAILS:**

Detail program of every days training course will be sent / given on the first day to the delegates on registration.

**g) DURATION:**

**Four Days Advance Training program for Certification Bodies and Rating Agency Accreditation [Timings: 10.00 am to 6.00 pm]**

**FEES:**

- h) 4 Days Advance Training program of Certification Bodies and Rating Agency Accreditation is Rs 18000+18% GST**

Payment should be made by Cheque / DD in favour of **“IAF-AB, Mumbai”**



## Indian Overseas Bank

### BANKERS DETILS FOR EFT/ECS/RTGS/NEFT PAYMENT

Sr. No.	Name	Details
1.	Name of Beneficiary	IAF-AB For (UKJAS Accreditation Pvt Ltd)
2.	Name of Bank	Indian Overseas Bank
3.	Bank Branch	Station Road, Palwal Branch, haryana
4.	Bank Branch Code	1667
5.	Account No	166702000000340
6.	RTGS/NEFT / IFSC Code	IOBA 0001667
7.	SWIFT BIC	IOBAINBB089
8.	Account Type	CURRENT
9.	MICR code	110020106
10.	Email Id	<a href="mailto:info@iaf-ab.org">info@iaf-ab.org</a>
11.	PAN No.	AVZPS7816G
12.	GST No.	27AVZPS7816G1ZN

We hereby declare that the particulars given above are correct and complete.  
Thanking You

## Step for Admission:

1. Select the course, you want.
2. Choose Classroom/Distance Learning
3. Pay the fees by ECS/RTGS/NEFT to our Indian Overseas Bank Account
4. Send transaction ID/Deposit Slip along with duly filled Registration form
5. Get Confirmation of your admission by email. Admission is based on first cum first serve basis.
6. Currently Classroom training is only available at Mumbai and your office premises/factory, if there are more than 4 participants in the same city/factory . For outside student, Guest house facility is available of Rs 300/per day in Mumbai depends on seat availability; otherwise all ranges of hotels are available near to our institute.
7. Other cities student, who doesn't want to come Mumbai, can opt for Distance Learning Mode. Syllabus is the same. You will be given course material by email and we will recommend some books, which you can buy. Three month time will be allowed to study the course material and for any doubts and faculty interaction can be done one to one on skype is: IAF-AB and whatsapp video call on +91 8275879725 on Sunday between 5.00 to 8 pm. If you want training online we can share presentation on [www.googlemeet.com](http://www.googlemeet.com) with live presentation. You can attend from any cities around the world.

i)

### VENUE:

Client Office

Or

IAF-AB

B-401, New Om Kaveri CHS Ltd, Nagindaspara,

Next to shiv sena office,

Nalasopara (E), Dist. Palghar – 401209, Maharashtra

Email : [info@iaf-ab.org](mailto:info@iaf-ab.org)

Tel: +91 0250-2341170/+91 9322728183/+91 8369083940

**j) NOMINATIONS:**

You may send in your nominations to the course co-coordinator, IAF-AB, on the Registration form at the following address along with the fees.

**Ranjeet Prasad**

+91 8369083940

**B-401, New Om Kaveri CHS Ltd, Nagindaspara,**

**Next to shiv sena office,**

**Nalasopara (E), Dist. Palghar – 401209, Mumbai, Maharashtra**

Email : [info@iaf-ab.org](mailto:info@iaf-ab.org)

Tel:+91 0250-2341170

Fees once paid will not be refunded, however it could be adjusted against the next course for the same financial year.

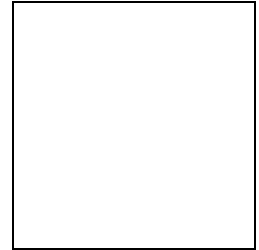
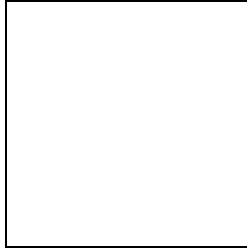
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

**k) TERMS & CONDITIONS:**

- I. IAF-AB general terms and conditions will be applicable for qualification of personnel.
- II. Minimum candidates per batch should be 04 Number and Maximum should be 25 per batch. **10% discount will be offered for** 04 Number and Maximum should be 25 per batch
- III. Delegate Fees shall be send in advance through cheque / DD in favor of **“IAF-AB”** payable at Mumbai.
- IV. IAF-AB will charge Service tax as applicable.
- V. Travel & Subsistence by 3<sup>rd</sup> AC train or economy class airfare will be charged for faculties on actual to be borne by client in case of course will be conducted in-house at client premises.



## REGISTRATION FORM



### PERSONAL DATA

Name in Full : .....  
..... (In Capital Only)

Surname                      Name                      Father's/Spouse's Name

Name of the Firm & Address.....

.....

Phone No: (With STD Code) : ..... Sex: .....

Mobile No: ..... E-mail:

Date of Birth: ..... Qualification: .....

Training Course: .....

Place: ..... (Signature)

Date : ..... Name: .....

PAYMENT MADE BY : Cheque No / Demand Draft No..... Date .....

Drawn on Bank : .....

Cheque / Demand Draft Should be drawn in favour of **IAF-AB** payable at Mumbai, Maharashtra, India.

Note : Fees once paid will not be refunded, however this will be carried forward for the next course during the same financial year

**IAF-AB, B-401, New Om Kaveri CHS Ltd, Nagindaspara, Next to shiv sena office, Nalasopara (E), Dist. Palghar – 401209, Maharashtra**

: +91 0250- 2341170 Fax : Extn. 206 Email: [info@iaf-ab.org](mailto:info@iaf-ab.org)

**UK Head Office:**

**C/O Mr. Garry 54, Glen Garnock avenue, E-14 3BP isle of dogs, London UK. Contact number:- +44 8369083940 email: [info@iaf-ab.org](mailto:info@iaf-ab.org)**