



*PRESENTS*

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

**2 DAYS TRAINING PROGRAMME  
CLASSROOM & DISTANCE LEARNING COURSE  
ISO 19011 ACCREDITATION FOR COMPETENT PERSON  
REGISTRATION TECHNICAL SERVICES**

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 **Two Days Training Programme** Classroom & online Training course for ISO 19011 Accreditation For Competent Person registration Technical Services 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 ISO 19011 Accreditation For Competent Person registration Technical Services management systems or get maximum benefits from an established management system, auditors within the organization have to be trained to assess the system ISO 19011 Accreditation For Competent Person registration Technical Services 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 **Two days 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 ISO 19011 Accreditation For Competent Person registration Technical Services 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 ISO 19011 Accreditation For Competent Person registration

Technical Services 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 ISO 19011 Accreditation For Competent Person registration Technical Services Management System
- Vocabulary & understanding definitions
- Introduction to ISO 19011 Accreditation For Competent Person registration Technical Services - 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 ISO 19011 and Competent Person Registration**

### **Session 1: Overview of ISO 19011**

- Introduction to ISO 19011
  - Purpose and importance in management systems auditing
  - Historical context and development of the standard
- Key principles of auditing and the role of ISO 19011 in accreditation

### **Session 2: Understanding Competent Person Registration**

- Definition and scope of competent person registration
- Importance of competency in technical services and its impact on quality
- Overview of the types of competent persons and relevant sectors

### **Session 3: Requirements for Competent Person Registration under ISO 19011**

- Accreditation requirements specific to competent person registration
- Documentation and record-keeping needs for compliance
- Role of quality management systems (QMS) in registration processes

### **Session 4: Implementing Quality Management in Competent Person Registration**

- Key elements of QMS relevant to competent person registration
- Establishing standard operating procedures (SOPs) for registration
- Risk management strategies in competent person registration processes

### **Group Activity:**

- Participants will engage in a group exercise to analyze a case study of a competent person registration body, identifying gaps and areas for improvement related to ISO 19011 standards.

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## **Day 2: Practical Applications and Continuous Improvement**

### **Session 5: Competence and Training for Auditors**

- Training requirements for personnel involved in audits and registration processes
- Assessing and ensuring the competence of auditors and registrars
- Continuous professional development in audit practices

### **Session 6: Conducting Audits for Competent Person Registration**

- Best practices for conducting audits under ISO 19011
- Techniques for effective auditing and assessment

- Quality control and assurance measures in auditing

#### **Session 7: Case Studies of Successful ISO 19011 Accreditation**

- Real-world examples of organizations that have successfully implemented ISO 19011 for competent person registration
- Discussion of challenges faced and solutions implemented
- Strategies for maintaining accreditation and ensuring continuous improvement

#### **Session 8: Future Trends in Competent Person Registration and Accreditation**

- Emerging trends and technologies in auditing and registration
- The evolving landscape of regulations and standards affecting competent person registration
- Preparing for future changes in ISO 19011 and its application in technical services

#### **Group Activity:**

- Teams will develop a mock audit plan for a competent person registration body, outlining key steps and considerations for compliance with ISO 19011.

#### **Closing Session:**

- Q&A session to address participant queries and concerns
- Discussion on the importance of ongoing education and training in ISO 19011 compliance
- Feedback collection from participants on the training programme

#### **Learning Outcomes:**

Upon completion of this training programme, participants will be able to:

- Understand the principles and requirements of ISO 19011 in the context of competent person registration.
- Implement a quality management system tailored for registration processes.
- Conduct effective audits and assessments to ensure compliance with ISO standards.
- Recognize future trends and innovations that may impact competent person registration and auditing practices.

#### **Delivery Method:**

- **Classroom Training:** Interactive lectures, group discussions, case studies, and hands-on activities.
- **Distance Learning:** Recorded lectures, online discussions, virtual group activities, and assessment quizzes.

#### **Materials Provided:**

- Course handbook and supplementary materials
- Access to online resources and additional reading materials
- Certificates of completion

This structured content is designed to equip participants with the knowledge and skills necessary to enhance the quality and integrity of competent person registration through ISO 19011 accreditation practices.

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

#### **d) WHO SHOULD ATTEND:**

- 1) All employees whose work responsibility directly affects ISO 19011 Accreditation For Competent Person registration Technical Services.
- 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 ISO 19011 Accreditation For Competent Person registration Technical Services.

- 4) Management Representatives responsible for effective implementation and execution of ISO 19011 Accreditation for Competent Person registration Technical Services.
- 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:**  
**Two days** Training program for ISO 19011 Accreditation For Competent Person registration Technical Services [Timings: 10.00 am to 6.00 pm]
- FEES:**
- h) **2 Days Training program of ISO 19011 Accreditation For Competent Person registration Technical Services is Rs 10500+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.

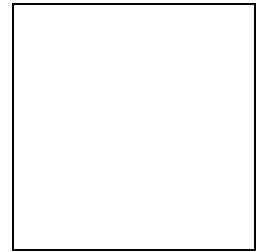
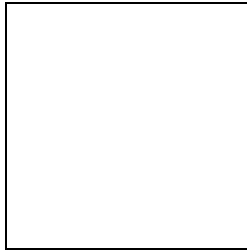
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

**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)