



PRESENTS

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

**2 DAYS TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO/IEC 17021 ACCREDITATION FOR THIRD PARTY
AUDITING(TPA)**

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/IEC 17021 Accreditation For Third Party Auditing (TPA)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/IEC 17021 Accreditation For Third Party Auditing (TPA)management systems or get maximum benefits from an established management system, auditors within the organization have to be trained to assess the system ISO/IEC 17021 Accreditation For Third Party Auditing (TPA)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/IEC 17021 Accreditation For Third Party Auditing (TPA)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/IEC 17021 Accreditation For Third Party Auditing (TPA)

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/IEC 17021 Accreditation For Third Party Auditing (TPA) Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17021 Accreditation For Third Party Auditing (TPA)- Management System Requirements
- Need for Internal Quality Audits
- Auditing Techniques
- Conducting Internal Quality Audits
- Course Examination with minimum 50% passing marks.

Day 1: Overview and Core Requirements of ISO/IEC 17021

Session 1: Introduction to ISO/IEC 17021 Standards and Accreditation

- **Overview of ISO/IEC 17021**
 - Purpose, scope, and importance of ISO/IEC 17021 in certification and third-party auditing
 - Key principles of auditing: independence, competence, consistency, and impartiality
 - Benefits of accreditation under ISO/IEC 17021

Session 2: Key Components and Structure of ISO/IEC 17021

- **Structure of ISO/IEC 17021**
 - Examination of key clauses: general requirements, structural requirements, resource requirements, process requirements, and management system requirements
 - Understanding the importance of compliance with each clause and its impact on audit credibility
- **ISO/IEC 17021 Part 1 and Related Parts**
 - Detailed overview of Part 1 requirements for third-party auditing
 - Brief introduction to related parts of the standard and their specific applications

Session 3: Impartiality and Confidentiality in Third-Party Auditing

- **Impartiality and Conflict of Interest Management**
 - Ensuring objectivity in the audit process, managing conflicts of interest
 - Roles and responsibilities in maintaining auditor impartiality
- **Confidentiality and Information Security**
 - Establishing policies to safeguard client information and audit results
 - Balancing transparency with confidentiality for client and stakeholder trust

Session 4: Competence Requirements for Auditing Personnel

- **Competency Criteria for Auditors and Staff**
 - Qualifications, experience, and skills required for auditors under ISO/IEC 17021
 - Training and continuous professional development for auditors
- **Evaluating and Monitoring Auditor Performance**
 - Techniques for assessing and documenting auditor competency
 - Performance appraisals, feedback, and ongoing improvement plans

Group Activity:

- Case study exercise: Participants review scenarios, evaluate potential conflicts of interest, and develop impartiality management strategies.

Day 2: Audit Process, Quality Management, and Accreditation Preparation

Session 5: Audit Process Requirements and Management

- **Audit Planning and Preparation**
 - Developing audit plans, selecting audit teams, and ensuring adequate resources
 - Pre-audit activities, such as client requirements review and document preparation
- **Conducting the Audit and Documenting Findings**
 - Techniques for objective, evidence-based auditing in compliance with ISO/IEC 17021
 - Handling audit findings, observations, and client communication effectively
- **Audit Reporting and Record Management**
 - Structuring clear, transparent, and comprehensive audit reports
 - Documentation control and traceability in line with ISO/IEC 17021 standards

Session 6: Management System Requirements and Continuous Improvement

- **Establishing and Maintaining a Management System**
 - Essential components of a management system to support ISO/IEC 17021 compliance
 - Setting measurable objectives, performance tracking, and review processes
- **Continuous Improvement and Risk Management**
 - Tools and methods for continuous improvement in audit performance
 - Identifying, assessing, and managing risks in the audit process to maintain credibility

Session 7: Handling Non-Conformities and Corrective Actions

- **Identifying Non-Conformities and Root Cause Analysis**
 - Techniques for detecting and classifying non-conformities within the audit process
 - Performing root cause analysis to prevent recurrence
- **Corrective and Preventive Actions**
 - Developing and implementing corrective action plans
 - Monitoring effectiveness and documenting actions taken

Session 8: Accreditation Process for ISO/IEC 17021 and Best Practices

- **Steps to Achieve ISO/IEC 17021 Accreditation**
 - Accreditation application, submission, and assessment process
 - Preparing for an external accreditation assessment, including pre-audit checklists and readiness evaluations
- **Challenges and Best Practices in TPA Accreditation**
 - Common challenges faced by certification bodies and strategies to overcome them
 - Real-world examples of successful ISO/IEC 17021 accreditation

Group Activity:

- Mock audit exercise: Teams conduct a simulated audit, identify non-conformities, and create corrective action plans. This is followed by group presentations on findings and action plans.

Closing Session:

- **Review and Wrap-up**
 - Recap of key learning points, participant Q&A, and discussion on implementing ISO/IEC 17021 within participants' organizations
 - **Feedback and Evaluation**
 - Gathering feedback from participants and providing additional resources for further study
-

Learning Outcomes:

By the end of this training, participants will be able to:

- Understand the requirements of ISO/IEC 17021 for third-party auditing bodies.
- Implement a compliant quality management system for audit operations.
- Conduct and document objective, consistent, and impartial audits.
- Prepare for accreditation and manage risks within the audit process.

Delivery Method:

- **Classroom Training:** Interactive lectures, group exercises, case studies, and practical mock audits.
- **Distance Learning:** Virtual presentations, breakout group discussions, quizzes, and downloadable resources.

Materials Provided:

- Comprehensive course manual on ISO/IEC 17021
- Checklists, templates, and resources for audit documentation and reporting
- Certificate of completion for successful participants

This training provides both theoretical knowledge and hands-on experience necessary for organizations to achieve ISO/IEC 17021 accreditation, promoting audit credibility, independence, and quality across various sectors.

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/IEC 17021 Accreditation For Third Party Auditing (TPA) Body 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/IEC 17021 Accreditation For Third Party Auditing (TPA) Body Technical services.
- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17021 Accreditation For Third Party Auditing (TPA) Body 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/IEC 17021 Accreditation For Third Party Auditing (TPA) [Timings: 10.00 am to 6.00 pm]

FEES:

- h) 2 Days Training program of ISO ISO/IEC 17021 Accreditation For Third Party Auditing (TPA) is Rs 10500+18% GST**
Payment should be made by Cheque / DD in Favor 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	info@iaf-ab.org
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 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
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

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.

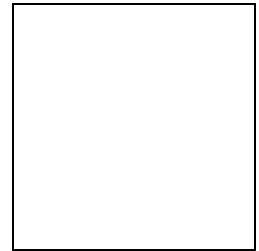
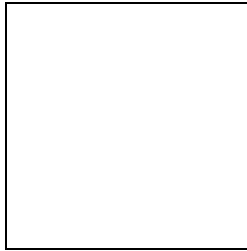
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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 3rd 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

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