



*PRESENTS*

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

**2 DAYS TRAINING PROGRAMME  
CLASSROOM & DISTANCE LEARNING COURSE  
ISO/IEC 17029 VALIDATION AND VERIFICATION BODY  
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 **Two Days Training Programme** Classroom & online Training course for ISO/IEC 17029 Validation And Verification Body 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 ISO/IEC 17029 Validation And Verification Body Accreditation 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 17029 Validation And Verification Body 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 **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 17029 Validation And Verification Body 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 ISO/IEC 17029 Validation And Verification Body 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 ISO/IEC 17029 Validation And Verification Body Accreditation Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17029 Validation And Verification Body 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 ISO/IEC 17029 and Core Requirements**

### **Session 1: Overview of ISO/IEC 17029**

- **Introduction to ISO/IEC 17029**
  - Understanding the purpose, scope, and applicability of ISO/IEC 17029
  - Key differences between validation, verification, and certification
  - Importance of impartiality, consistency, and reliability in V&V activities
- **Benefits of Accreditation for V&V Bodies**
  - Enhancing credibility and trust in verification and validation statements
  - Regulatory recognition and international acceptance

### **Session 2: Structural Requirements for V&V Bodies**

- **Organizational Structure and Independence**
  - Requirements for organizational independence and conflict of interest management
  - Role and responsibilities of top management in ensuring impartiality
- **Impartiality and Confidentiality**
  - Maintaining impartiality in V&V processes and handling confidential client data
  - Risk assessment and management strategies for impartiality

### **Session 3: Resource Requirements**

- **Competence of Personnel**
  - Establishing qualifications, experience, and training requirements for V&V personnel
  - Competency evaluation, record-keeping, and ongoing skill development
- **External Resources and Subcontracting**
  - Procedures for managing subcontracted work and ensuring competency of third-party resources
  - Documentation and monitoring requirements for subcontracted activities

### **Session 4: Process Requirements for Validation and Verification Activities**

- **Engagement with Clients and Defining Scope**
  - Establishing scope and boundaries of V&V engagements with clients
  - Documenting agreements and establishing communication channels
- **Validation and Verification Methodologies**
  - Selection and validation of V&V methods to ensure credibility and reliability
  - Documenting methodologies, decision criteria, and technical assessments

### **Group Activity:**

- Case study on evaluating impartiality and managing resources in a V&V engagement.

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## Day 2: Quality Management, Non-Conformities, and Accreditation Process

### Session 5: Information Management and Documentation Control

- **Document Control and Record Management**
  - Requirements for managing and storing V&V documents securely
  - Ensuring documentation is accessible, accurate, and up to date
- **Maintaining Records and Traceability**
  - Record-keeping practices for traceability and transparency in V&V statements
  - Digital and physical security of records in line with ISO/IEC 17029

### Session 6: Quality Management and Continuous Improvement

- **Quality Management System (QMS) Requirements**
  - Implementing a QMS tailored to V&V activities
  - Monitoring, evaluating, and updating QMS components based on performance
- **Continual Improvement Processes**
  - Feedback mechanisms, corrective and preventive actions, and continual improvement strategies
  - Conducting management reviews and addressing improvement opportunities

### Session 7: Handling Non-Conformities and Complaints

- **Identifying and Addressing Non-Conformities**
  - Root cause analysis and corrective action planning for non-conformities
  - Implementing preventive measures to minimize recurrence
- **Managing Complaints and Appeals**
  - Procedures for handling complaints from clients and other stakeholders
  - Documentation and resolution processes for appeals

### Session 8: Preparing for ISO/IEC 17029 Accreditation

- **Accreditation Process Overview**
  - Steps to prepare for ISO/IEC 17029 accreditation, from application to assessment
  - Common accreditation body requirements and expectations
- **Internal Audits and Readiness Assessments**
  - Conducting internal audits to ensure compliance and identify areas of improvement
  - Preparing for external assessments and addressing pre-audit findings

### Group Activity:

- Mock internal audit and corrective action planning exercise to simulate V&V audit scenarios.

### Closing Session:

- **Review and Wrap-Up**
  - Key takeaways, participant Q&A, and discussion on implementing ISO/IEC 17029 in a V&V organization
- **Feedback and Evaluation**
  - Gathering participant feedback, providing resource handouts, and certificate distribution

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### Learning Outcomes:

By the end of this training, participants will:

- Understand ISO/IEC 17029 requirements for validation and verification bodies
- Be able to implement a quality management system that aligns with V&V principles

- Learn to conduct validation and verification activities with impartiality and transparency
- Prepare for the ISO/IEC 17029 accreditation process and manage internal audits effectively

**Delivery Method:**

- **Classroom Training:** Interactive lectures, real-world examples, and hands-on activities
- **Distance Learning:** Virtual presentations, quizzes, case studies, and downloadable resources

**Materials Provided:**

- Course manual covering ISO/IEC 17029 requirements
- Templates for V&V process documentation, audit checklists, and corrective action plans
- Certificate of completion for participants

This training equips participants with the expertise to meet ISO/IEC 17029 standards, ensuring competent, consistent, and credible validation and verification activities within their organizations.

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 17029 Validation And Verification Body Accreditation 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 17029 Validation And Verification Body Accreditation Body Technical services.
- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17029 Validation And Verification Body Accreditation 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 17029 Validation And Verification Body Accreditation [Timings: 10.00 am to 6.00 pm]

**FEES:**

**h) 2 Days Training program of ISO ISO/IEC 17029 Validation And Verification Body Accreditation 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	<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.

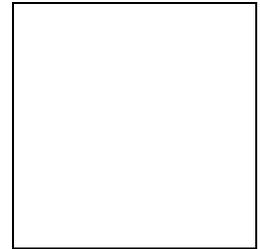
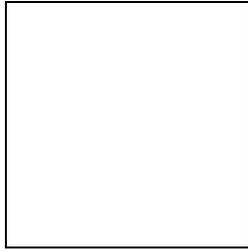
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

**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:**

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