



PRESENTS

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

**2 DAYS TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO/IEC 17065 ACCREDITATION FOR PRODUCT
CERTIFICATION BODY**

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 17065 Accreditation For Product certification Body 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 17065 Accreditation For Product certification Body 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 17065 Accreditation For Product certification Body 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 17065 Accreditation For Product certification Body 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 17065 Accreditation For Product certification Body

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 17065 Accreditation For Product certification Body Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17065 Accreditation For Product certification Body-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 17065 and Accreditation Requirements

Session 1: Overview of ISO/IEC 17065

- **Introduction to ISO/IEC 17065**
 - Purpose and scope of the standard
 - Importance of accreditation for product certification bodies
 - Overview of the product certification process

Session 2: Understanding the Structure of ISO/IEC 17065

- **Key Definitions and Terms**
 - Definitions: Product, certification, conformity assessment, etc.
 - Understanding terminology and its implications for certification activities
- **Main Clauses of ISO/IEC 17065**
 - Overview of the structure and key requirements of the standard
 - Differences between ISO/IEC 17065 and other ISO standards (e.g., ISO/IEC 17020, ISO/IEC 17021)

Session 3: General Requirements for Product Certification Bodies

- **Organizational Independence and Impartiality**
 - Ensuring impartiality in certification activities
 - Managing conflicts of interest and maintaining confidentiality
- **Management Structure and Responsibilities**
 - Defining roles and responsibilities within the organization
 - Importance of management commitment and leadership

Session 4: Resource Requirements

- **Personnel Competence and Training**

- Criteria for selecting and training competent personnel
- Evaluating staff qualifications and ongoing competency development
- **Facilities and Equipment Management**
 - Requirements for suitable facilities and resources to conduct certification activities
 - Calibration and maintenance of testing and measurement equipment

Group Activity:

- Breakout session to analyze case studies related to organizational structure and impartiality in product certification bodies.

Day 2: Certification Process, Quality Management, and Accreditation

Session 5: Certification Process and Requirements

- **Planning and Conducting Product Certification**
 - Steps involved in the certification process: Application, evaluation, and decision-making
 - Understanding different types of certification (e.g., type testing, factory inspections)
- **Documenting Certification Procedures**
 - Required documentation for the certification process
 - Developing and maintaining a certification scheme

Session 6: Evaluating Compliance and Certification Decisions

- **Assessment Techniques for Product Certification**
 - Methods for evaluating compliance with specified requirements
 - Handling non-conformities and corrective actions in the certification process
- **Certification Decision-Making**
 - Criteria for making certification decisions based on evaluation results
 - Communicating certification outcomes to stakeholders

Session 7: Quality Management System for Certification Bodies

- **Developing a QMS per ISO/IEC 17065**
 - Essential elements of a quality management system specific to product certification
 - Documented procedures, records, and continual improvement processes
- **Monitoring and Measurement**

- Techniques for monitoring performance and effectiveness of certification activities
- Implementing corrective and preventive actions

Session 8: Preparing for ISO/IEC 17065 Accreditation

- **Understanding the Accreditation Process**
 - Steps involved in applying for ISO/IEC 17065 accreditation
 - Preparing for and managing external audits by accreditation bodies
- **Conducting Internal Audits and Management Reviews**
 - Planning and performing internal audits to assess compliance
 - Management review processes and addressing audit findings

Group Activity:

- Simulation exercise on developing a certification scheme and preparing for an internal audit.

Closing Session:

- **Review and Wrap-Up**
 - Key takeaways and lessons learned during the training
 - Open forum for participant Q&A and discussion on challenges in product certification
- **Feedback and Certification**
 - Collecting participant feedback and distributing course materials
 - Issuing certificates of completion for attendees

Learning Outcomes:

By the end of this training, participants will:

- Understand the requirements and processes outlined in ISO/IEC 17065 for product certification bodies
- Gain insights into the certification process, from planning to decision-making
- Develop and implement a quality management system tailored to product certification activities
- Prepare effectively for ISO/IEC 17065 accreditation, including internal audits and external assessments

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 ISO/IEC 17065 requirements
- Templates for certification schemes, audit checklists, and documentation
- Certificate of completion for participants

This training aims to equip participants with the knowledge and skills necessary to effectively manage product certification processes and achieve ISO/IEC 17065 accreditation.

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 17065 Accreditation For Product certification 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 17065 Accreditation For Product certification Body Technical services.
- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17065 Accreditation For Product certification 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 17065 Accreditation For Product certification Body [Timings: 10.00 am to 6.00 pm]

FEES:

- h) 2 Days Training program of ISO/IEC 17065 Accreditation For Product certification Body 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.

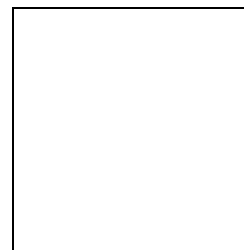
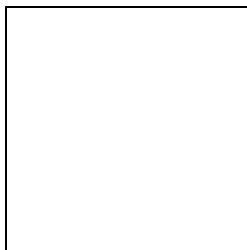
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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

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UK Head Office:

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