



*PRESENTS*

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

**5 DAYS LEAD AUDITOR 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 **Five days Lead Auditor 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 **Five Days Lead Auditor 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 70% passing marks.

## **Day 1: Introduction to Accreditation and Standards**

### **Session 1: Overview of Accreditation**

- Definition and importance of accreditation
- Role of certification bodies and rating agencies in various sectors
- Key stakeholders in the accreditation process

### **Session 2: Understanding Relevant Standards**

- Introduction to ISO/IEC 17021 and ISO/IEC 17065
- Overview of other applicable standards (e.g., ISO 9001, ISO 14001)
- Key definitions and terminology

### **Session 3: Principles of Auditing**

- Understanding the audit process and its objectives
- Types of audits: internal, external, and accreditation audits
- Role and responsibilities of the lead auditor

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## **Day 2: Planning and Preparing for Audits**

### **Session 4: Audit Planning**

- Developing an audit plan: objectives, scope, and criteria
- Identifying resources and establishing an audit team
- Conducting a preliminary risk assessment

### **Session 5: Audit Preparation**

- Gathering documentation and relevant information
- Pre-audit meetings and stakeholder communication
- Setting up audit checklists and tools

### **Session 6: Conducting Document Reviews**

- Understanding documentation requirements for certification bodies
- Techniques for effective document review
- Identifying compliance gaps through documentation analysis

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## **Day 3: Conducting Audits**

### **Session 7: Opening Meeting and Audit Execution**

- Conducting the opening meeting: objectives and expectations
- Techniques for effective interviews and observations during audits
- Collecting and verifying audit evidence

### **Session 8: Assessing Compliance**

- Evaluating compliance with accreditation standards
- Using objective evidence to support findings
- Identifying strengths and weaknesses in the organization's practices

### **Session 9: Audit Team Management**

- Leadership skills for lead auditors
  - Fostering collaboration and teamwork within the audit team
  - Addressing challenges and conflicts during audits
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## **Day 4: Reporting and Follow-Up**

### **Session 10: Audit Reporting**

- Structure and content of audit reports
- Communicating findings and recommendations effectively
- Techniques for writing clear and concise audit reports

### **Session 11: Closing Meetings**

- Preparing for and conducting the closing meeting
- Presenting findings and obtaining feedback from auditees
- Discussing next steps and action plans

### **Session 12: Follow-Up and Continuous Improvement**

- Importance of follow-up actions post-audit
  - Monitoring implementation of corrective actions
  - Strategies for fostering a culture of continuous improvement
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## **Day 5: Practical Application and Case Studies**

### **Session 13: Case Studies in Certification and Rating Agencies**

- Reviewing real-world case studies of audits
- Lessons learned and best practices
- Group discussions and analysis of case scenarios

### **Session 14: Mock Audit Exercise**

- Conducting a mock audit in small groups
- Role-playing as lead auditor, team members, and auditees
- Feedback and debriefing session

### **Session 15: Final Assessment and Course Conclusion**

- End-of-course assessment (written or practical evaluation)
  - Review of key concepts and learning outcomes
  - Issuance of certificates of completion for Certification Bodies and Rating Agency Lead Auditor Training
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### **Who Should Attend**

- Quality managers and auditors in certification bodies and rating agencies
- Professionals involved in the accreditation process
- Individuals aspiring to become lead auditors in certification and rating operations
- Stakeholders in industries requiring certification and rating services

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:**

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

**FEES:**

- h) **5 Days Lead Auditor Training program of Certification Bodies and Rating Agency Accreditation is Rs 25000+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.

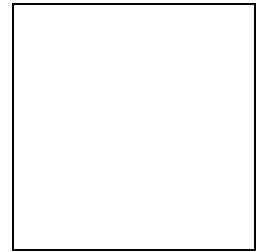
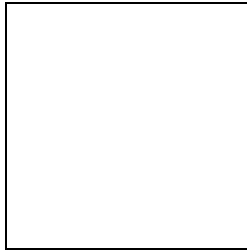
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

**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)