



PRESENTS

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

**5 DAYS LEAD AUDITOR TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO 37301 ACCREDITATION FOR COMPLIANCE MANAGEMENT
SYSTEMS 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 **Five Days Lead Auditor Training Programme** Classroom & online Training course for ISO 37301 Accreditation for compliance management systems 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 37301 Accreditation for compliance management systems 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 37301 Accreditation for compliance management systems 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 **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 ISO 37301 Accreditation for compliance management systems 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 37301 Accreditation for compliance management systems 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 37301 Accreditation for compliance management systems technical services Management System
- Vocabulary & understanding definitions
- Introduction to ISO 37301 Accreditation for compliance management systems technical services- 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 ISO 37301 AND AUDITING PRINCIPLES

- **Session 1: Overview of ISO 37301 Compliance Management Systems**
 - Introduction to ISO 37301: history, purpose, and relevance
 - Structure of ISO 37301 and its relationship with other ISO standards (e.g., ISO 19600)
- **Session 2: CMS and Compliance Auditing Fundamentals**
 - Purpose and benefits of a CMS
 - Key principles of auditing and ethical auditing conduct
 - Introduction to the audit lifecycle: planning, execution, reporting, and follow-up
- **Session 3: Compliance Management Framework**
 - Core components: Context, Leadership, Planning, Support, Operation, Performance Evaluation, Improvement
 - Understanding compliance obligations: legal, regulatory, contractual
- **Interactive Session**
 - Group discussions on the role and importance of compliance in various industries

DAY 2: AUDIT PLANNING AND PREPARATION

- **Session 1: Audit Types and Objectives**
 - Types of audits: internal, external, and certification
 - Determining audit objectives, scope, and criteria
 - Key differences between first-party, second-party, and third-party audits
 - **Session 2: Understanding Compliance Obligations and Risk**
 - Identifying and evaluating compliance obligations
 - CMS risk-based thinking and assessing compliance risks
 - Developing audit plans based on risk assessment
 - **Session 3: Preparing the Audit Plan**
 - Developing audit checklists and audit schedules
 - Auditor competence requirements and role assignments
 - Preparing audit documents, selecting audit team members
 - **Workshop: Practical Exercise**
 - Drafting audit objectives and developing an audit plan
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DAY 3: AUDIT EXECUTION AND TECHNIQUES

- **Session 1: Conducting the Audit**
 - Opening meeting: purpose and structure
 - Gathering evidence: interviews, document reviews, observation techniques
 - Effective questioning techniques and interview skills
 - **Session 2: Sampling and Evidence Collection**
 - Types of evidence: objective evidence, testimonial evidence, documentary evidence
 - Sampling methods in auditing
 - Identifying nonconformities and recording findings
 - **Session 3: Managing Audit Findings and Nonconformities**
 - Types of nonconformities (major, minor, opportunities for improvement)
 - Documenting and classifying audit findings
 - Effective communication during the audit process
 - **Role-play Exercise**
 - Simulated audit scenarios with participants acting as auditors and auditees
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DAY 4: AUDIT REPORTING AND FOLLOW-UP

- **Session 1: Audit Report Writing**
 - Structure and components of an effective audit report
 - Language and tone for clear and objective reporting
 - Recommendations and corrective actions
 - **Session 2: Conducting the Closing Meeting**
 - Structure and objectives of the closing meeting
 - Presenting audit findings and discussing nonconformities
 - Securing agreement on corrective actions
 - **Session 3: Follow-Up and Corrective Actions**
 - Monitoring corrective actions and ensuring timely completion
 - Verifying effectiveness of corrective actions
 - Follow-up audits and ensuring continuous improvement
 - **Workshop: Report Writing Exercise**
 - Preparing a sample audit report based on case study findings
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DAY 5: LEAD AUDITOR RESPONSIBILITIES AND ACCREDITATION PREPARATION

- **Session 1: Lead Auditor Skills and Responsibilities**
 - Role of a lead auditor in audit planning, team leadership, and decision-making
 - Ensuring impartiality, objectivity, and independence
 - Conflict management and resolution in audits
- **Session 2: Accreditation and Certification Process for ISO 37301**
 - Understanding the ISO 37301 certification and accreditation process
 - Preparation for external accreditation audits
 - Auditor code of conduct and ethics
- **Session 3: Continuous Improvement in CMS Auditing**
 - Using audit findings to drive improvement in CMS
 - Adapting audit practices based on changes in compliance obligations
 - Knowledge sharing and auditor development
- **Final Assessment and Certification**
 - Mock exam to test knowledge and practical skills
 - Feedback on individual audit reports and performance

- **Closing Session**
 - Summary of the course, Q&A, and next steps for professional development
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Learning Outcomes

By the end of the course, participants will be able to:

1. Understand and interpret ISO 37301 requirements and principles.
2. Lead CMS audits effectively, from planning to reporting.
3. Identify and assess compliance risks and obligations.
4. Conduct compliance audits with professionalism, accuracy, and integrity.
5. Prepare for ISO 37301 accreditation and manage CMS improvement initiatives.

Materials Provided

- Course manual, ISO 37301 reference guides, and audit templates
- Sample audit plans and checklists
- Case studies and role-play scenarios for hands-on practice
- Certificate of Completion

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 19443 Accreditation For Nuclear Energy Sector Supplying Products And 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 37301 Accreditation for compliance management systems technical services.
- 4) Management Representatives responsible for effective implementation and execution of ISO 37301 Accreditation for compliance management systems 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:

Five Days Lead Auditor Training program for ISO 37301 Accreditation for compliance management systems technical services [Timings: 10.00 am to 6.00 pm]

FEES:

- #### **h) 5 Days Lead Auditor Training program of ISO ISO 37301 Accreditation for compliance management systems technical services is Rs 25000+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.

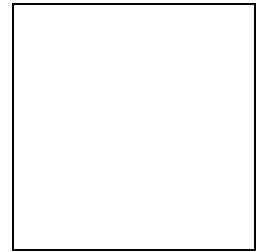
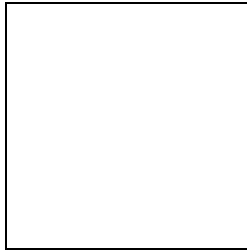
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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