



PRESENTS

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

**4 DAYS ADVANCE TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO/IEC 17000 SERIES ACCREDITATION OF APPROVED BODIES
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 **Four Days Advance Training Programme** Classroom & online Training course for ISO/IEC 17000 Series Accreditation Of Approved Bodies 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/IEC 17000 Series Accreditation Of Approved Bodies 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/IEC 17000 Series Accreditation Of Approved Bodies 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 **Four Days Advance 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 17000 Series Accreditation Of Approved Bodies 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/IEC 17000 Series Accreditation Of Approved Bodies 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/IEC 17000 Series Accreditation Of Approved Bodies Technical Services Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17000 Series Accreditation Of Approved Bodies Technical Services - 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 17000 Series and Accreditation Principles

Session 1: Overview of ISO/IEC 17000 Series

- **Understanding ISO/IEC 17000 Series**
 - Introduction to ISO/IEC 17000, 17001, 17002, and 17011 standards.
 - Purpose, scope, and key concepts of the series.

Session 2: Importance of Accreditation

- **Role and Benefits of Accreditation**
 - Enhancing credibility and reliability of approved bodies.
 - Promoting confidence in conformity assessment results.

Session 3: Principles of Quality Management

- **Quality Management System (QMS) Principles**
 - Key elements of a QMS relevant to approved bodies.
 - Document management, record-keeping, and process control.

Session 4: Organizational Structure and Governance

- **Establishing an Effective Governance Framework**
 - Defining roles and responsibilities in accreditation bodies.
 - Importance of independence and impartiality.

Group Activity:

- Participants will analyze their organization's structure against ISO/IEC 17000 requirements and discuss necessary improvements.

Day 2: Implementing ISO/IEC 17000 Series Standards

Session 5: Competence of Personnel

- **Staff Qualifications and Training**
 - Defining competence requirements for personnel in accreditation bodies.
 - Development of training and competency assessment programs.

Session 6: Document Control and Management

- **Effective Document Management Systems**
 - Types of documents required by ISO/IEC 17000 standards.
 - Implementation of document control processes.

Session 7: Management of Resources

- **Resource Allocation and Management**

- Ensuring adequate resources for accreditation processes.
- Facilities and equipment requirements.

Session 8: Risk Management in Accreditation

- **Identifying and Mitigating Risks**
 - Risk assessment strategies specific to accreditation bodies.
 - Developing risk management plans.

Group Activity:

- Participants will develop a risk management plan tailored to their organization, identifying potential risks and mitigation strategies.
-

Day 3: Quality Assurance and Continuous Improvement

Session 9: Quality Assurance Processes

- **Implementing Quality Control Measures**
 - Importance of internal quality control in accreditation bodies.
 - Monitoring and evaluating performance metrics.

Session 10: Conducting Audits and Assessments

- **Internal Audits for Continuous Improvement**
 - Planning and executing internal audits in line with ISO/IEC 17000 standards.
 - Reviewing audit findings and corrective actions.

Session 11: Nonconformity Management

- **Handling Nonconformities**
 - Identifying nonconformities and implementing corrective actions.
 - Developing preventive action plans.

Session 12: Client Communication and Feedback Mechanisms

- **Engaging with Clients Effectively**
 - Establishing clear communication channels with clients.
 - Collecting and analyzing client feedback for service improvement.

Group Activity:

- Participants will simulate an audit scenario, identifying nonconformities and developing corrective action plans.
-

Day 4: Preparing for Accreditation and Future Trends

Session 13: Preparing for Accreditation

- **Steps to Achieve Accreditation**
 - Documentation requirements and preparation for the accreditation process.
 - Understanding the application and assessment procedures.

Session 14: Accreditation Audit Process

- **Navigating the Accreditation Audit**
 - What to expect during the audit process.
 - Strategies for effectively managing audits.

Session 15: Continuous Quality Improvement

- **Embracing Change and Innovation**
 - Future trends in accreditation and compliance.
 - Developing a culture of continuous improvement within organizations.

Session 16: Course Review and Action Planning

- **Recap of Key Learnings**
 - Summary of major topics covered in the training.
- **Personal Action Plans**
 - Participants create action plans for implementing ISO/IEC 17000 standards in their organizations.

Session 17: Certification of Completion

- **Issuing Certificates**
 - Participants receive certificates of completion for the training program.
 - **Networking Opportunities**
 - Facilitating networking among participants for future collaboration.
-

Learning Outcomes:

By the end of this training, participants will:

- Understand the requirements and principles of the ISO/IEC 17000 series.
- Be equipped to implement and maintain a quality management system within approved bodies.
- Develop skills in conducting audits and managing quality assurance processes.
- Prepare for the accreditation process and effectively address challenges.

Delivery Method:

- **Classroom Training:** Interactive lectures, discussions, group activities, and case studies.
- **Distance Learning:** Online lectures, downloadable materials, quizzes, and discussion forums.

Materials Provided:

- Course manual covering ISO/IEC 17000 series requirements, implementation strategies, and best practices.
- Templates for document control, risk management, and audit planning.
- Certificate of completion for participants.

This training program aims to provide participants with the advanced knowledge and practical skills needed to achieve and maintain ISO/IEC 17000 series accreditation, ensuring high standards of quality and reliability in approved bodies' technical 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 ISO/IEC 17000 Series Accreditation Of Approved Bodies 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 17000 Series Accreditation Of Approved Bodies Technical Services.
- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17000 Series Accreditation Of Approved Bodies 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:

**Four Days Advance Training program for ISO/IEC 17000 Series Accreditation Of
Approved Bodies Technical Services [Timings: 10.00 am to 6.00 pm]**

FEES:

- h) 4 Days Advance Training program of ISO ISO/IEC 17000 Series Accreditation Of
Approved Bodies Technical Services is Rs 18000+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.

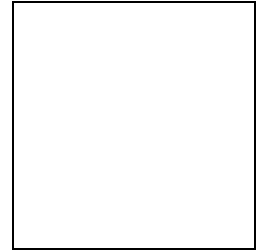
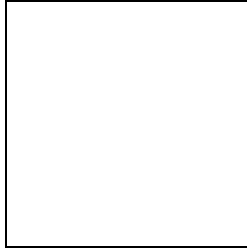
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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