



PRESENTS

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

**4 DAYS ADVANCE 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 **Four Days Advance 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 **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 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 Fundamentals

Session 1: Overview of ISO/IEC 17065

- Purpose and scope of ISO/IEC 17065
- Key definitions and terminology
- Importance of product certification and the role of certification bodies

Session 2: Structure and Requirements of ISO/IEC 17065

- Breakdown of management and technical requirements
- Discussion on impartiality, confidentiality, and integrity
- Overview of certification types and processes

Session 3: The Accreditation Process

- Steps to achieve and maintain ISO/IEC 17065 accreditation
- Roles of accreditation bodies and their requirements
- Common challenges faced during the accreditation journey

Day 2: Quality Management Systems and Resources

Session 4: Establishing a Quality Management System (QMS)

- Key components of an effective QMS for certification bodies
- Documentation requirements and the development of a quality manual
- Implementation strategies for QMS aligned with ISO/IEC 17065

Session 5: Human Resources and Competence

- Resource requirements for effective certification processes
- Competence requirements for personnel involved in certification
- Training and development programs for certification staff

Session 6: Risk Management and Continuous Improvement

- Identifying and managing risks in the certification process
- Establishing a risk management framework
- Techniques for fostering a culture of continuous improvement

Day 3: Certification Processes and Practices

Session 7: Planning Certification Activities

- Key steps in designing product certification schemes
- Establishing criteria and methodologies for assessments

- Stakeholder engagement and effective communication

Session 8: Conducting Product Certification Assessments

- Procedures for effective assessment execution
- Ensuring objectivity and reliability in assessments
- Best practices for managing assessment teams

Session 9: Reporting and Follow-Up

- Techniques for analyzing and reporting assessment findings
- Communicating certification results to clients and stakeholders
- Handling appeals and complaints regarding certification decisions

Day 4: Maintaining Accreditation and Best Practices

Session 10: Internal Audits and Management Reviews

- Planning and conducting internal audits in certification bodies
- The importance of management reviews for maintaining compliance
- Developing action plans based on audit results

Session 11: Nonconformities and Complaints Management

- Procedures for managing nonconformities in the certification process
- Strategies for effective complaints management
- Case studies on resolving issues and improving processes

Session 12: Future Trends and Best Practices in Product Certification

- Industry best practices for product certification bodies
- Emerging trends and technologies in product certification
- Workshop: Creating a strategic improvement plan for ISO/IEC 17065 compliance

Assessment and Certification

- Participants will complete an end-of-course assessment (written/practical evaluation).
- Upon successful completion, participants will receive a certificate for ISO/IEC 17065 Advanced Training.

Who Should Attend

- Quality managers and personnel involved in product certification
- Technical experts and assessors from certification bodies
- Accreditation body representatives
- Individuals interested in establishing or enhancing product certification processes

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:

Four Days Advance Training program for ISO/IEC 17065 Accreditation For Product certification Body [Timings: 10.00 am to 6.00 pm]

FEES:

h) 4 Days Advance Training program of ISO ISO/IEC 17065 Accreditation For Product certification Body 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.

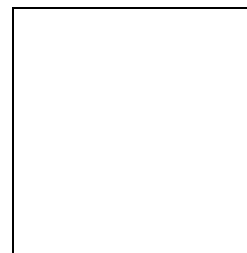
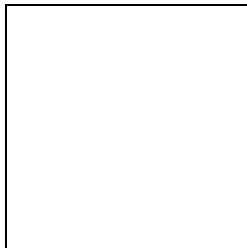
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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

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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