



PRESENTS

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

**2 DAYS 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 **Two Day 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 **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 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 50% passing marks.

Day 1: Understanding Certification and Accreditation

Session 1: Introduction to Certification Bodies

- Definition and roles of certification bodies
- Types of certifications offered (e.g., ISO, industry-specific)
- Importance of certification in business and industry

Session 2: Accreditation Fundamentals

- Definition and significance of accreditation
- Differences between certification and accreditation
- Overview of international and national accreditation bodies (e.g., ISO, IAF, ANSI)

Session 3: Regulatory Framework and Standards

- Key standards related to certification and accreditation (e.g., ISO/IEC 17021, ISO/IEC 17065)
- Understanding compliance requirements
- Role of standards in promoting quality and safety

Session 4: The Accreditation Process

- Steps involved in obtaining accreditation
 - Application process
 - Document review
 - On-site assessment
- Common challenges faced during the accreditation process and strategies to overcome them

Group Activity:

- Participants will analyze a case study of a certification body and discuss the accreditation process it underwent, highlighting key challenges and solutions.

Day 2: Best Practices and Future Trends

Session 5: Best Practices in Certification and Accreditation

- Developing and implementing effective quality management systems
- Best practices for maintaining accreditation
- Continuous improvement and internal audits

Session 6: Role of Rating Agencies

- Understanding the function and impact of rating agencies in various industries
- Differences between credit ratings and performance ratings

- Criteria used by rating agencies for evaluations

Session 7: Challenges and Solutions in Accreditation

- Addressing common pitfalls in the accreditation process
- Strategies for effective communication with stakeholders
- Real-world examples of successful accreditation and certification

Session 8: Future Trends and Innovations

- Emerging trends in certification and accreditation (e.g., digital transformation, AI in assessments)
- The impact of globalization on certification standards and practices
- Future outlook for certification bodies and rating agencies

Group Activity:

- Teams will create a mock accreditation proposal for a fictional certification body, detailing the steps they would take to achieve accreditation and the strategies for maintaining it.

Closing Session:

- Q&A session to address participants' queries
- Discussion on the importance of ongoing professional development in certification and accreditation
- Feedback collection from participants on the training programme

Learning Outcomes:

Upon completion of this training programme, participants will be able to:

- Understand the roles and responsibilities of certification bodies and rating agencies.
- Navigate the accreditation process and implement best practices for compliance.
- Recognize the significance of standards in ensuring quality and safety.
- Identify future trends that will impact the accreditation and certification landscape.

Delivery Method:

- **Classroom Training:** Interactive lectures, group discussions, case studies, and practical activities.
- **Distance Learning:** Recorded lectures, online discussions, virtual group activities, and assessment quizzes.

Materials Provided:

- Course handbook and supplementary materials
- Access to online resources and reading materials
- Certificates of completion

This structured content aims to equip participants with the knowledge and skills necessary for effective management and participation in certification and accreditation 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 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:

Two Days Training program for Certification Bodies and Rating Agency Accreditation [Timings: 10.00 am to 6.00 pm]

FEES:

h) 2 Days Training program of Certification Bodies and Rating Agency Accreditation is Rs 10500+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	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.

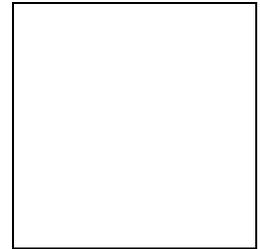
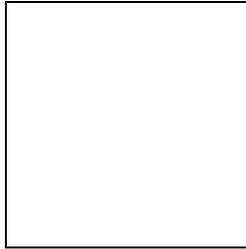
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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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