



*PRESENTS*

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

**4 DAYS ADVANCE TRAINING PROGRAMME  
CLASSROOM & DISTANCE LEARNING COURSE  
ISO 14065 ACCREDITATION FOR GREENHOUSE GAS  
VALIDATION AND VERIFICATION 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 **4 days Advance Training Programme** Classroom & online Training course for ISO 14065 Accreditation For Greenhouse Gas Validation And Verification 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 14065 Accreditation For Greenhouse Gas Validation And Verification 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 14065 Accreditation For Greenhouse Gas Validation And Verification 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 **4 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 14065 Accreditation For Greenhouse Gas Validation And Verification 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 14065 Accreditation For Greenhouse Gas Validation And Verification 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 14065 Accreditation For Greenhouse Gas Validation And Verification Bodies Technical services Management System
- Vocabulary & understanding definitions
- Introduction to 14065 Accreditation For Greenhouse Gas Validation And Verification 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 14065 and Greenhouse Gas Concepts**

### **Session 1: Overview of ISO 14065**

- **Introduction to ISO 14065**
  - Definition and scope of ISO 14065.
  - Purpose and importance of accreditation for GHG validation and verification bodies.
- **Understanding Key Terms and Concepts**
  - Definitions of greenhouse gases and their impact on climate change.
  - Overview of carbon footprints, scopes 1, 2, and 3 emissions.

### **Session 2: Regulatory and Standards Landscape**

- **Global and National GHG Regulations**
  - Key international frameworks (e.g., Paris Agreement, Kyoto Protocol).
  - National regulations and compliance obligations for GHG reporting.
- **Other Relevant Standards**
  - Overview of ISO 14064 and its relationship to ISO 14065.
  - Understanding the role of other standards (e.g., ISO 50001, ISO 14001) in GHG management.

### **Session 3: Principles of Validation and Verification**

- **Validation vs. Verification**
  - Definitions and differences between validation and verification.
  - Importance of independent third-party assessments in GHG reporting.
- **Core Principles of Validation and Verification**
  - Objectivity, transparency, consistency, and independence in validation and verification processes.

### **Session 4: The Role of Validation and Verification Bodies**

- **Responsibilities of VVBs (Validation and Verification Bodies)**
  - Overview of the roles and responsibilities of VVBs in the GHG ecosystem.
- **Quality Assurance and Control**

- Importance of maintaining quality assurance and control in GHG validation and verification processes.

**Group Activity:**

- Participants discuss the challenges faced by GHG validation and verification bodies in their respective regions.

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## **Day 2: ISO 14065 Requirements and Implementation Strategies**

### **Session 5: Detailed Overview of ISO 14065 Requirements**

- **Structure of ISO 14065**
  - Breakdown of the standard's structure and key sections.
- **Key Requirements for VVBs**
  - Understanding the criteria for accreditation as outlined in ISO 14065.

### **Session 6: Developing a Quality Management System (QMS) for GHG Validation and Verification**

- **Establishing a QMS**
  - Principles of developing a robust QMS tailored for GHG validation and verification.
- **Integration of ISO 14065 into QMS**
  - Strategies for incorporating ISO 14065 requirements into existing QMS frameworks.

### **Session 7: Competence and Training of Personnel**

- **Requirements for Personnel Competence**
  - Overview of required qualifications and training for validation and verification staff.
- **Developing a Competence Framework**
  - Establishing a framework for ongoing training and professional development for personnel.

### **Session 8: Documentation and Record-Keeping**

- **Importance of Documentation**
  - Key documents and records needed for compliance with ISO 14065.
- **Maintaining Effective Records**
  - Best practices for maintaining accurate records throughout the validation and verification process.

**Group Activity:**

- Participants work in groups to create a draft outline of a QMS tailored for a GHG validation and verification body.

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## **Day 3: Assessment, Audit, and Continuous Improvement**

### **Session 9: Preparing for Accreditation Assessments**

- **Understanding the Accreditation Process**
  - Overview of the steps involved in obtaining ISO 14065 accreditation.
- **Conducting Pre-Assessments**
  - Importance of internal audits and pre-assessment processes for readiness.

### **Session 10: Conducting Internal Audits**

- **Internal Audit Principles**
  - Key principles and practices for effective internal audits of GHG validation and verification processes.
- **Identifying Non-Conformities**
  - Techniques for identifying non-conformities and areas for improvement.

### **Session 11: Continuous Improvement in GHG Validation and Verification**

- **Principles of Continuous Improvement**
  - Understanding the cycle of continuous improvement in validation and verification practices.
- **Engaging Staff in Continuous Improvement**
  - Strategies for fostering a culture of quality and continuous improvement within VVBs.

#### **Session 12: Handling Complaints and Appeals**

- **Complaint Management Process**
  - Developing a structured approach for handling complaints from clients and stakeholders.
- **Appeals Process**
  - Understanding the procedures for managing appeals against validation and verification outcomes.

#### **Group Activity:**

- Participants engage in role-playing exercises to practice conducting internal audits and managing complaints.

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## **Day 4: Case Studies, Future Trends, and Course Review**

#### **Session 13: Case Studies of Successful ISO 14065 Implementations**

- **Learning from Real-World Examples**
  - Examination of successful ISO 14065 implementations and the lessons learned.
- **Best Practices from the Field**
  - Identification of best practices and innovative approaches to GHG validation and verification.

#### **Session 14: Future Trends in GHG Validation and Verification**

- **Emerging Trends in Environmental Compliance**
  - Overview of emerging trends affecting GHG validation and verification (e.g., digital verification, blockchain technology).
- **Preparing for Future Challenges**
  - Identifying potential future challenges and barriers for VVBs in maintaining compliance and accreditation.

#### **Session 15: Course Review and Key Takeaways**

- **Recap of Key Concepts and Skills**
  - Summary of major topics covered throughout the training.
  - Participants reflect on their learning and how it applies to their organizations.
- **Planning for Implementation**
  - Developing personal action plans for implementing ISO 14065 standards within participants' organizations.

#### **Session 16: Certification of Completion**

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

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#### **Learning Outcomes:**

By the end of this training, participants will:

- Understand ISO 14065 standards and their application for GHG validation and verification bodies.

- Develop and implement effective quality management systems for GHG validation and verification.
- Conduct internal audits and prepare for accreditation assessments.
- Engage stakeholders and foster a culture of continuous improvement.
- Identify emerging trends and challenges in GHG validation and verification.

**Delivery Method:**

- **Classroom Training:** Interactive lectures, group discussions, case studies, and hands-on activities.
- **Distance Learning:** Virtual presentations, downloadable resources, quizzes, and online discussions.

**Materials Provided:**

- Comprehensive course manual covering ISO 14065 requirements, quality management principles, and best practices.
- Templates for audit checklists, quality management documentation, and complaint management processes.
- Certificate of completion for participants.

This training program aims to equip participants with advanced knowledge and practical skills necessary for effectively implementing ISO 14065 standards and enhancing the credibility of greenhouse gas validation and verification services in their organizations.

For detail of contents refer our website at <https://iaf-ab.org/>

**d) WHO SHOULD ATTEND:**

- 1) All employees whose work responsibility directly affects 14065 Accreditation For Greenhouse Gas Validation And Verification 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 14065 Accreditation For Greenhouse Gas Validation And Verification Bodies Technical services.
- 4) Management Representatives responsible for effective implementation and execution of 14065 Accreditation For Greenhouse Gas Validation And Verification 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:**

**4 Days** Advance Training program for ISO 14065 Accreditation For Greenhouse Gas Validation And Verification Bodies Technical services [Timings: 10.00 am to 6.00 pm]

**FEES:**

- h) 4 Days Advance Training program of ISO 14065 Accreditation For Greenhouse Gas Validation And Verification Bodies Technical services is Rs 18000+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.

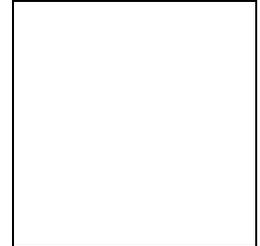
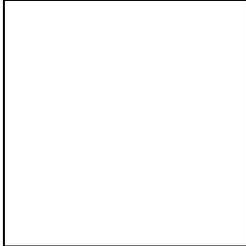
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

**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)**