



PRESENTS

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

**4 DAYS ADVANCE TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO 19011 ACCREDITATION FOR COMPETENT PERSON
REGISTRATION 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 19011 Accreditation For Competent Person registration 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 19011 Accreditation For Competent Person registration 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 19011 Accreditation For Competent Person registration 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 19011 Accreditation For Competent Person registration 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 19011 Accreditation For Competent Person registration 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 19011 Accreditation For Competent Person registration Technical Services Management System
- Vocabulary & understanding definitions
- Introduction to ISO 19011 Accreditation For Competent Person registration 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 19011 and Competence Assessment

Session 1: Overview of ISO 19011

- **Introduction to ISO 19011**
 - Purpose and scope of the ISO 19011 standard.
 - Importance of auditing and competence assessment in organizations.
- **Key Definitions and Terminology**
 - Definitions of important terms related to auditing and competence.

Session 2: Understanding Competence

- **What is Competence?**
 - Exploring the concept of competence in various contexts.
- **Competence Frameworks**
 - Overview of frameworks for assessing and developing competence.

Session 3: Principles of Auditing

- **Core Auditing Principles**
 - Ethical behavior, integrity, confidentiality, and objectivity in auditing.
- **Risk-Based Approach to Auditing**
 - Understanding the risk-based approach outlined in ISO 19011.

Session 4: Planning and Preparing for Audits

- **Audit Planning**
 - Steps involved in planning an audit, including scope and objectives.
- **Preparation Techniques**
 - Gathering relevant information and preparing audit checklists.

Group Activity:

- Participants will form groups to discuss the application of ISO 19011 principles in their organizations and prepare a draft audit plan.

Day 2: Conducting Audits and Assessing Competence

Session 5: Conducting the Audit

- **Audit Execution**
 - Techniques for conducting effective audits, including interviews and observation.
- **Data Collection and Analysis**
 - Methods for collecting and analyzing data during the audit process.

Session 6: Assessing Competence

- **Competency Assessment Methods**
 - Overview of different methods for assessing competence, including tests and observations.
- **Developing Competence Criteria**
 - How to establish competence criteria specific to the organization's needs.

Session 7: Reporting Audit Findings

- **Documenting Results**
 - Best practices for documenting audit findings and observations.
- **Preparing Audit Reports**
 - Key components of an effective audit report and how to communicate findings to stakeholders.

Session 8: Follow-Up Actions

- **Corrective Actions and Improvements**
 - Implementing corrective actions based on audit findings.
- **Monitoring and Reviewing**
 - Techniques for monitoring the effectiveness of corrective actions.

Group Activity:

- Participants will work in groups to develop a sample audit report based on a fictional audit scenario, including findings and recommended actions.

Day 3: Management Systems and Continuous Improvement

Session 9: Integration with Management Systems

- **Understanding Management Systems**
 - How ISO 19011 integrates with other management system standards (e.g., ISO 9001, ISO 14001).
- **Role of Auditing in Management Systems**
 - Importance of auditing in achieving management system objectives.

Session 10: Continuous Improvement

- **Culture of Continuous Improvement**
 - Fostering a culture that supports continuous improvement in competence and performance.
- **Tools for Improvement**
 - Overview of tools and methodologies (e.g., PDCA, Six Sigma) that support continuous improvement.

Session 11: Training and Development for Auditors

- **Competence Development for Auditors**
 - Strategies for developing and maintaining auditor competence.
- **Ongoing Professional Development**
 - Importance of continuous learning and professional growth in the auditing field.

Session 12: Understanding the Audit Process Lifecycle

- **Audit Lifecycle Stages**
 - Detailed examination of the stages of the audit process, from planning to follow-up.
- **Enhancing the Audit Process**
 - Identifying opportunities to enhance the effectiveness and efficiency of the audit process.

Group Activity:

- Participants will create a roadmap for implementing a continuous improvement strategy based on their audit findings.
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Day 4: Case Studies, Future Trends, and Course Review

Session 13: Case Studies in Competence Assessment and Auditing

- **Learning from Real-World Examples**
 - Analysis of successful auditing practices and competence assessments from various industries.
- **Best Practices for Competent Person Registration**
 - Identifying best practices and lessons learned from case studies.

Session 14: Future Trends in Auditing and Competence

- **Emerging Trends and Technologies**
 - Overview of emerging trends in auditing and the impact of technology on competence assessment.
- **The Future of ISO 19011**
 - Discussing potential updates and future directions for the ISO 19011 standard.

Session 15: Course Review and Key Takeaways

- **Recap of Key Concepts**
 - 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 19011 standards in their auditing practices.

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 the principles and requirements of ISO 19011 for competent person registration.
- Develop and implement effective audit plans and assess competence.
- Report audit findings effectively and implement corrective actions.
- Recognize the importance of continuous improvement and integrate it into auditing practices.
- Stay informed about emerging trends and technologies impacting the field of auditing.

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 19011 requirements, auditing principles, and competence assessment methodologies.
- Templates for audit checklists, reports, and competence assessment tools.
- Certificate of completion for participants.

This training program aims to equip participants with advanced knowledge and practical skills necessary for effectively conducting audits and competence assessments according to ISO 19011 standards, thereby enhancing the overall quality and performance of 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 ISO 19011 Accreditation For Competent Person registration 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 19011 Accreditation For Competent Person registration Technical Services.
- 4) Management Representatives responsible for effective implementation and execution of ISO 19011 Accreditation For Competent Person registration 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 19011 Accreditation For Competent Person registration Technical Services [Timings: 10.00 am to 6.00 pm]

FEES:

- h) 4 Days Advance Training program of ISO 19011 Accreditation For Competent Person registration 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	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.

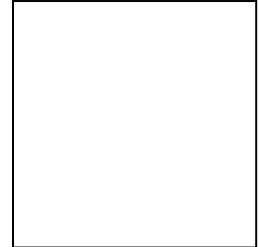
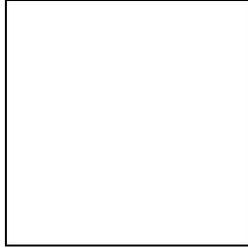
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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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