



PRESENTS

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

**4 DAYS ADVANCE TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO 20387 ACCREDITATION OF BIO BANKS TO ENSURE
BIOLOGICAL MATERIAL AND DATA COLLECTIONS
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 20387 Accreditation Of Bio Banks To Ensure Biological Material And Data Collections 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 20387 Accreditation Of Bio Banks To Ensure Biological Material And Data Collections 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 20387 Accreditation Of Bio Banks To Ensure Biological Material And Data Collections 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 20387 Accreditation Of Bio Banks To Ensure Biological Material And Data Collections 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 20387 Accreditation Of Bio Banks To Ensure Biological Material And Data Collections 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 20387 Accreditation Of Bio Banks To Ensure Biological Material And Data Collections Technical Services Management System
- Vocabulary & understanding definitions
- Introduction to ISO 20387 Accreditation Of Bio Banks To Ensure Biological Material And Data Collections 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 20387 and Biobanking Concepts

Session 1: Overview of ISO 20387

- **Understanding ISO 20387 Standards**
 - Introduction to ISO 20387 and its relevance to biobanks.
 - Key principles and scope of the standard.
- **Importance of Biobank Accreditation**
 - Benefits of ISO 20387 accreditation for biobanks and stakeholders.

Session 2: Fundamentals of Biobanking

- **Defining Biobanks**
 - Overview of biobanks, types, and functions.
- **Types of Biological Materials**
 - Different categories of biological materials collected in biobanks (e.g., tissues, blood, DNA).

Session 3: Biological Material and Data Management

- **Data Collection and Management**
 - Procedures for the collection, storage, and retrieval of biological samples.
- **Information Systems in Biobanks**
 - Overview of database systems used in biobanking.

Session 4: Ethical and Regulatory Considerations

- **Ethics in Biobanking**
 - Ethical issues surrounding the collection and use of biological materials.
- **Regulatory Frameworks**
 - Overview of national and international regulations governing biobanks.

Group Activity:

- Participants will form groups to discuss the ethical implications of biobanking and present their findings.

Day 2: Implementing ISO 20387 Requirements

Session 5: Quality Management Systems (QMS) in Biobanks

- **Establishing a QMS**
 - Key components of a QMS for biobanks.
- **Document Control and Record Keeping**
 - Best practices for document management in compliance with ISO 20387.

Session 6: Personnel Competence and Training

- **Ensuring Competence**
 - Training and competency requirements for biobank personnel.
- **Ongoing Professional Development**
 - Strategies for maintaining up-to-date knowledge and skills.

Session 7: Collection and Handling of Biological Materials

- **Standard Operating Procedures (SOPs)**
 - Developing SOPs for the collection, processing, and storage of biological materials.
- **Sample Integrity and Traceability**
 - Importance of maintaining sample integrity and tracking processes.

Session 8: Risk Management in Biobanking

- **Identifying Risks**
 - Common risks associated with biobank operations.
- **Mitigation Strategies**
 - Approaches for managing and mitigating identified risks.

Group Activity:

- Teams will develop a draft SOP for a specific aspect of biobanking, including sample handling and storage.
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Day 3: Accreditation Process and Best Practices

Session 9: Preparing for ISO 20387 Accreditation

- **Understanding the Accreditation Process**
 - Steps involved in achieving ISO 20387 accreditation.
- **Documentation and Evidence Requirements**
 - Key documents needed for the accreditation application.

Session 10: Internal Audits and Compliance Checks

- **Conducting Internal Audits**
 - Planning and executing internal audits to assess compliance.
- **Audit Tools and Techniques**
 - Best practices for effective auditing in biobank operations.

Session 11: Case Studies of Successful Biobank Implementation

- **Review of Industry Examples**
 - Analysis of successful case studies demonstrating ISO 20387 implementation.
- **Lessons Learned**
 - Key takeaways that can be applied to participants' biobank operations.

Session 12: Continuous Improvement in Biobanking

- **Feedback Mechanisms**
 - Implementing systems for feedback and continuous improvement.
- **Performance Measurement**
 - Key performance indicators (KPIs) for assessing biobank operations.

Group Activity:

- Participants will review a case study on a biobank's journey toward accreditation and identify strengths and weaknesses in their approach.
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Day 4: Future Trends and Innovations in Biobanking

Session 13: Innovations in Biobanking

- **Emerging Technologies**
 - Discussion on new technologies affecting biobanking (e.g., biobanking automation, cloud storage).
- **Data Sharing and Collaboration**

- Importance of collaboration in advancing biobank research and data sharing.

Session 14: Preparing for Future Challenges

- **Anticipating Future Trends**
 - How biobanks can adapt to changing regulations and research landscapes.
- **Sustainability in Biobanking**
 - Strategies for implementing sustainable practices in biobank operations.

Session 15: Developing a Strategic Plan for Biobanks

- **Strategic Planning Fundamentals**
 - How to develop a strategic plan that aligns with ISO 20387 requirements.
- **Engaging Stakeholders**
 - Techniques for engaging stakeholders in the planning process.

Session 16: Course Review and Key Takeaways

- **Recap of Major Topics**
 - Summary of essential concepts covered throughout the training.
- **Personal Action Plans**
 - Participants will develop individual action plans for implementing ISO 20387 in their biobank.

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 and support.

Learning Outcomes:

By the end of this training, participants will:

- Understand the structure and requirements of ISO 20387 for biobanks.
- Be equipped to implement quality management systems and SOPs for biological material handling.
- Gain skills in auditing, compliance, and risk management specific to biobanks.
- Learn from case studies and industry best practices to enhance their biobank operations.
- Prepare for the accreditation process and maintain compliance with ISO 20387.

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 20387 requirements, implementation strategies, and case studies.
- Templates for SOPs, audit checklists, and quality management documentation.
- Certificate of completion for participants.

This training program aims to equip participants with the advanced knowledge and practical skills necessary for achieving ISO 20387 accreditation in biobanking, ultimately ensuring the integrity and quality of biological materials and data collections.

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 19443 Accreditation For Nuclear Energy Sector Supplying Products And 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 20387 Accreditation Of Bio Banks To Ensure Biological Material And Data Collections Technical Services.
- 4) Management Representatives responsible for effective implementation and execution of ISO 20387 Accreditation Of Bio Banks To Ensure Biological Material And Data Collections 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 20387 Accreditation Of Bio Banks To Ensure Biological Material And Data Collections Technical Services [Timings: 10.00 am to 6.00 pm]

FEES:

- h) 4 Days Advance Training program of ISO 20387 Accreditation Of Bio Banks To Ensure Biological Material And Data Collections 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.

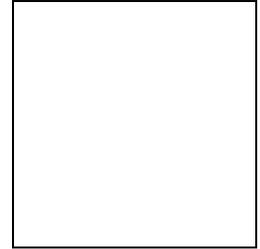
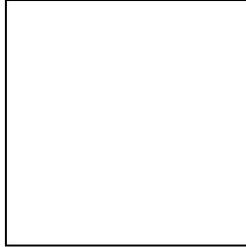
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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

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