



PRESENTS

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

**4 DAYS ADVANCE TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO 37301 ACCREDITATION FOR COMPLIANCE MANAGEMENT
SYSTEMS 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 37301 Accreditation for compliance management systems 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 37301 Accreditation for compliance management systems 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 37301 Accreditation for compliance management systems 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 37301 Accreditation for compliance management systems 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 37301 Accreditation for compliance management systems 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 37301 Accreditation for compliance management systems technical services Management System
- Vocabulary & understanding definitions
- Introduction to ISO 37301 Accreditation for compliance management systems 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 37301 AND COMPLIANCE MANAGEMENT SYSTEMS

- **Session 1: Overview of ISO 37301**
 - History and evolution of ISO 37301
 - Purpose and benefits of a Compliance Management System (CMS)
 - Key differences between ISO 37301 and ISO 19600
- **Session 2: Core Principles and Framework of ISO 37301**
 - Principles of effective compliance management
 - Structure of ISO 37301: PDCA cycle and risk-based thinking
 - Key components: Context, Leadership, Planning, Support, Operation, Performance Evaluation, Improvement
- **Session 3: Scope and Applicability of ISO 37301**
 - Scope determination
 - Applicability across industries and sectors
 - Compliance obligations and ISO 37301 requirements
- **Case Studies and Exercises**
 - Real-world examples of successful CMS implementation

DAY 2: IMPLEMENTING ISO 37301 – PLANNING AND CONTEXT

- **Session 1: Context of the Organization**
 - Internal and external factors influencing CMS
 - Identifying compliance obligations (legal, regulatory, contractual)
 - Defining scope and boundaries of the CMS
- **Session 2: Leadership and Commitment**
 - Role of leadership in a CMS
 - Building a culture of compliance and ethical conduct
 - Defining roles, responsibilities, and authorities
- **Session 3: Planning and Risk Assessment**
 - Identifying compliance risks and assessing impacts
 - Risk management within the CMS framework
 - Compliance objectives and planning to achieve them
- **Session 4: Compliance Policy and Procedures**
 - Developing and documenting the compliance policy
 - Structure of procedures and controls in CMS

- **Group Activity**
 - Drafting compliance objectives and policies tailored to specific sectors
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DAY 3: OPERATION AND PERFORMANCE EVALUATION

- **Session 1: Operational Planning and Control**
 - Establishing operational controls and processes
 - Implementing controls to mitigate compliance risks
 - Managing third-party compliance
 - **Session 2: Competence, Awareness, and Communication**
 - Training and communication strategies for CMS
 - Competence requirements for compliance roles
 - Engaging and educating stakeholders
 - **Session 3: Monitoring, Measurement, and Evaluation**
 - Establishing compliance KPIs and metrics
 - Performance monitoring techniques
 - Periodic internal audits and reviews
 - **Session 4: Compliance Audits and Evaluations**
 - Planning and conducting CMS internal audits
 - Auditor competence requirements
 - Reporting audit findings and tracking corrective actions
 - **Workshop**
 - Simulated internal audit exercise and feedback analysis
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DAY 4: IMPROVEMENT AND ACCREDITATION PREPARATION

- **Session 1: Nonconformity and Corrective Actions**
 - Identifying and addressing nonconformities
 - Corrective action process in a CMS
 - Root cause analysis techniques
 - **Session 2: Continuous Improvement in Compliance**
 - Tools for fostering continuous improvement in CMS
 - Ongoing review and alignment with regulatory changes
 - Use of data and trends to drive CMS improvement
 - **Session 3: Accreditation Process for ISO 37301**
 - Understanding the ISO 37301 accreditation process
 - Requirements for accreditation bodies and auditors
 - Preparing for external audits and certification
 - **Final Assessment and Review**
 - Mock assessment to test understanding and readiness
 - Q&A session to clarify doubts and review key concepts
 - **Closing Session**
 - Summary of key takeaways
 - Next steps and further learning resources
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Learning Outcomes:

By the end of this course, participants will:

1. Understand the principles and structure of ISO 37301 and its application in technical services.
2. Be able to develop, implement, and monitor a CMS based on ISO 37301 requirements.

3. Gain practical experience in auditing compliance systems and performing risk assessments.
4. Be prepared for the ISO 37301 accreditation process, including preparing for external audits.

Materials Provided:

- Training manual and ISO 37301 reference materials
- Compliance management templates and tools
- Access to case studies and assessment exercises
- Certificate of Completion

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 37301 Accreditation for compliance management systems technical services.
- 4) Management Representatives responsible for effective implementation and execution of ISO 37301 Accreditation for compliance management systems 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 37301 Accreditation for compliance management systems technical services [Timings: 10.00 am to 6.00 pm]

FEES:

- h) 4 Days Advance Training program of ISO ISO 37301 Accreditation for compliance management systems technical services 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.

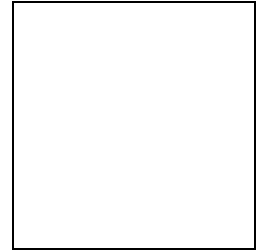
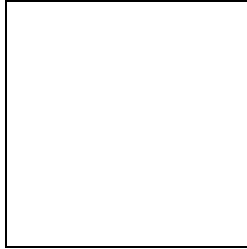
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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:

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