



PRESENTS

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

**2 DAYS TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO/IEC 17000 SERIES ACCREDITATION OF APPROVED 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 **Two Days Training Programme** Classroom & online Training course for ISO/IEC 17000 Series Accreditation Of Approved 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/IEC 17000 Series Accreditation Of Approved 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/IEC 17000 Series Accreditation Of Approved 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 **Two Days Training Program** 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/IEC 17000 Series Accreditation of Approved 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/IEC 17000 Series Accreditation Of Approved 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/IEC 17000 Series Accreditation Of Approved Bodies Technical Services Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17000 Series Accreditation Of Approved 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/IEC 17000 Series and Accreditation Fundamentals

Session 1: Overview of ISO/IEC 17000 Series Standards

- **Introduction to ISO/IEC 17000 Series**
 - Scope and purpose of the ISO/IEC 17000 series standards
 - Importance of accreditation for approved bodies and conformity assessment
 - Key standards within the series, including ISO/IEC 17020, 17021, 17025, and 17065
- **Key Terms and Definitions**
 - Conformity assessment, accreditation, certification, and validation
 - Clarification of roles for approved bodies, testing labs, and inspection services

Session 2: Quality Management and Compliance Requirements

- **Quality Management System (QMS) Essentials**
 - Developing a quality management system for accredited bodies
 - Core QMS elements: documentation, record-keeping, and risk-based thinking
- **Understanding Compliance and Competence Requirements**
 - Personnel competence and training
 - Impartiality, confidentiality, and conflict of interest management
- **Introduction to Impartiality and Confidentiality**
 - Implementing impartiality policies to avoid conflicts of interest
 - Managing confidential information within the scope of ISO/IEC 17000 series

Session 3: Deep Dive into ISO/IEC 17020 (Inspection Bodies)

- **Inspection Bodies Accreditation Requirements**
 - Organizational structure, resource requirements, and impartiality
 - Process requirements for inspection activities
- **Types of Inspections and Reporting**
 - Classification of inspection types and reporting requirements
 - Ensuring transparency and accuracy in inspection results

Session 4: Introduction to ISO/IEC 17025 (Testing and Calibration Laboratories)

- **Testing and Calibration Laboratories Requirements**
 - Technical requirements, personnel competence, equipment calibration, and traceability
 - Key principles for maintaining the integrity and accuracy of test results
- **Laboratory Environment and Equipment Control**

- Facility control, environmental conditions, and equipment maintenance

Group Activity:

- Case study exercise: Teams will analyze a mock QMS structure for compliance with ISO/IEC 17020 and 17025, identifying gaps and suggesting improvements.
-

Day 2: Practical Implementation and Continuous Improvement for Accreditation

Session 5: ISO/IEC 17021 (Management System Certification Bodies)

- **Accreditation Requirements for Certification Bodies**
 - Process requirements for certification: application review, assessment, and decision-making
 - Competence requirements for audit teams and certification personnel
- **Audit Process and Management System Certification**
 - Audit planning, risk-based auditing, and reporting requirements for certification bodies
 - Ensuring effective communication and record-keeping during certification processes

Session 6: ISO/IEC 17065 (Product, Process, and Service Certification Bodies)

- **Requirements for Product Certification Bodies**
 - Certification scheme requirements: scheme ownership, rules, and procedures
 - Impartiality, confidentiality, and transparency in product certification
- **Product Certification and Surveillance Activities**
 - Monitoring certified products through market surveillance and audits
 - Handling of nonconformities and corrective actions

Session 7: Application and Accreditation Process

- **Steps for Achieving ISO/IEC 17000 Series Accreditation**
 - Accreditation application process, documentation, and preparation for assessment
 - Review of key requirements for each type of approved body
- **Maintaining Accreditation and Continuous Improvement**
 - Internal audits and management reviews to ensure ongoing compliance
 - Continuous improvement techniques for quality management

Session 8: Best Practices and Common Pitfalls in Accreditation

- **Common Non-Conformities and How to Avoid Them**
 - Identifying and addressing common areas of non-compliance
 - Case studies of accreditation challenges and successful strategies
- **Q&A and Troubleshooting**
 - Addressing specific challenges faced by participants in their organizations

Group Activity:

- Interactive exercise: Teams will conduct a mock internal audit based on ISO/IEC 17000 series requirements, presenting findings and proposing corrective actions.

Closing Session:

- **Review and Wrap-up**
 - Summary of key concepts and takeaways from the training
 - **Feedback and Evaluation**
 - Participants provide feedback on the course and receive further resources for study
-

Learning Outcomes:

By the end of the training, participants will be able to:

- Understand the structure and key requirements of the ISO/IEC 17000 series standards.
- Implement and maintain effective QMSs that comply with ISO/IEC 17000 standards.
- Conduct internal audits and manage CAPA processes for continuous compliance.
- Prepare for accreditation assessments and maintain compliance as an approved body.

Delivery Method:

- **Classroom Training:** Engaging lectures, case studies, group discussions, and hands-on activities.
- **Distance Learning:** Virtual sessions, case-based discussions, quizzes, and downloadable templates.

Materials Provided:

- Course manual covering all ISO/IEC 17000 series standards
- Templates for QMS documentation and audit checklists
- Certificate of completion

This program provides comprehensive training on ISO/IEC 17000 series accreditation for approved bodies, supporting participants in both theoretical understanding and practical application for achieving and maintaining compliance.

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/IEC 17000 Series Accreditation Of Approved 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 ISO/IEC 17000 Series Accreditation Of Approved Bodies Technical Services.
- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17000 Series Accreditation Of Approved 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:

Two Days Training program for ISO/IEC 17000 Series Accreditation Of Approved Bodies Technical Services [Timings: 10.00 am to 6.00 pm]

FEES:

- h) 2 Days Training program of ISO ISO/IEC 17000 Series Accreditation Of Approved Bodies Technical Services is Rs 10500+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.

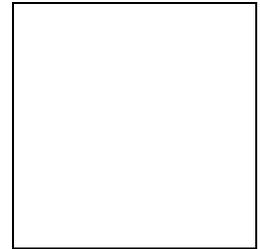
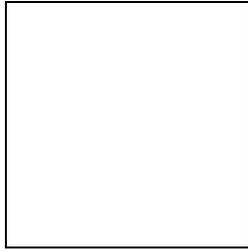
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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

: +91 0250- 2341170 Fax : Extn. 206 Email: 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