



PRESENTS

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

**2 DAYS TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO/IEC 17020 ACCREDITATION FOR THIRD PARTY
INSPECTION(TPI) BODY 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 17020 Accreditation For Third Party Inspection (TPI) Body 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 17020 Accreditation For Third Party Inspection (TPI) Body 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 17020 Accreditation For Third Party Inspection (TPI) Body 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 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/IEC 17020 Accreditation For Third Party Inspection (TPI) Body 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 17020 Accreditation For Third Party Inspection (TPI)

Body 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 17020 Accreditation For Third Party Inspection (TPI) Body Technical services Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17020 Accreditation For Third Party Inspection (TPI) Body 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: Understanding ISO/IEC 17020 and Fundamentals of TPI Accreditation

Session 1: Overview of ISO/IEC 17020 Standards and Accreditation

- **Introduction to ISO/IEC 17020**
 - Purpose, scope, and importance of ISO/IEC 17020 for Third-Party Inspection (TPI) bodies
 - Roles and responsibilities of TPI bodies in conformity assessment and regulatory compliance
- **Structure and Key Clauses of ISO/IEC 17020**
 - Overview of main sections: general requirements, structural requirements, resource requirements, process requirements, and management system requirements

Session 2: Types and Classifications of Inspection Bodies

- **Classification of Inspection Bodies**
 - Types A, B, and C inspection bodies: differences, applications, and regulatory implications
 - Impartiality, independence, and management of conflicts of interest across types
- **Selecting and Defining Scope for Accreditation**
 - Defining the scope of inspection activities
 - Criteria for determining accreditation requirements based on service scope

Session 3: Structural and Resource Requirements

- **Organizational Structure and Roles**
 - Governance requirements, management responsibilities, and reporting structures
 - Defining competencies and assigning responsibilities for quality control
- **Personnel Competence and Training**
 - Competency requirements for inspection personnel, including qualifications and ongoing training
 - Ensuring competence through records, evaluations, and performance appraisals
- **Equipment, Facilities, and Environmental Conditions**

- Managing resources: calibration, maintenance, and traceability of inspection equipment
- Ensuring adequate environmental conditions for inspection accuracy and integrity

Session 4: Risk Management, Impartiality, and Confidentiality

- **Impartiality and Managing Conflicts of Interest**
 - Developing impartiality policies to avoid conflicts of interest and ensure objectivity
 - Strategies for managing and monitoring impartiality within TPI activities
- **Confidentiality and Information Security**
 - Implementing policies to protect client and inspection information
 - Balancing transparency requirements with confidentiality needs

Group Activity:

- Case study analysis on inspection body classifications and risk assessment: Teams review scenarios, assess risks, and present mitigation strategies.

Day 2: Process Implementation, Audit Preparation, and Continuous Improvement

Session 5: Process Requirements for Inspection Activities

- **Inspection Methods and Procedures**
 - Developing, reviewing, and validating inspection methods and procedures
 - Ensuring procedural accuracy and compliance with international standards
- **Inspection Record Management and Documentation**
 - Record-keeping requirements: handling reports, checklists, and client communications
 - Ensuring traceability, accessibility, and retention of inspection records
- **Reporting and Communication of Results**
 - Structuring inspection reports for clarity and transparency
 - Techniques for clear and effective communication with clients

Session 6: Internal Audits and Corrective Actions

- **Conducting Internal Audits for ISO/IEC 17020 Compliance**
 - Developing an internal audit plan and conducting audits of inspection processes
 - Common non-conformities in TPI bodies and strategies for identifying gaps
- **Handling Non-Conformities and Corrective Actions**
 - Approaches to non-conformance identification, root cause analysis, and corrective action
 - Best practices for tracking and implementing corrective actions

Session 7: Management System Requirements and Continuous Improvement

- **ISO/IEC 17020 Management System Requirements**
 - Essential components of a management system under ISO/IEC 17020
 - Role of leadership and management in driving compliance and improvement
- **Continuous Improvement Techniques**
 - Tools and techniques for continuous improvement, including feedback loops and performance measurement
 - Setting measurable objectives and monitoring outcomes for long-term improvement

Session 8: Accreditation Process and Best Practices

- **Steps to Achieve ISO/IEC 17020 Accreditation**

- Accreditation application, documentation, and preparing for the assessment process
- Key elements for successful accreditation, including readiness checklists and audit preparation
- **Best Practices and Common Pitfalls in TPI Accreditation**
 - Real-world challenges in achieving ISO/IEC 17020 compliance
 - Case studies of successful TPI accreditation and lessons learned

Group Activity:

- Mock audit exercise: Teams conduct a sample internal audit based on ISO/IEC 17020 standards, identify non-conformities, and present corrective action plans.

Closing Session:

- **Review and Wrap-up**
 - Recap of key concepts, Q&A session, and discussion on implementing ISO/IEC 17020 practices in participants' organizations
- **Feedback and Course Evaluation**
 - Collect feedback from participants and provide additional resources for further study

Learning Outcomes:

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

- Understand the key requirements of ISO/IEC 17020 for third-party inspection bodies.
- Implement and maintain a quality management system compliant with ISO/IEC 17020.
- Prepare for and manage internal and external audits related to TPI accreditation.
- Utilize continuous improvement methods to maintain compliance and enhance service quality.

Delivery Method:

- **Classroom Training:** Interactive lectures, case studies, group exercises, and practical activities.
- **Distance Learning:** Virtual presentations, breakout discussions, quizzes, and downloadable templates.

Materials Provided:

- Comprehensive course manual on ISO/IEC 17020 standards
- Checklists and templates for audit and inspection documentation
- Certificate of completion for successful participants

This program provides practical and theoretical knowledge required for achieving and maintaining ISO/IEC 17020 accreditation, helping TPI bodies meet global standards in quality, impartiality, and inspection accuracy.

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 17020 Accreditation For Third Party Inspection (TPI) Body 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 17020 Accreditation For Third Party Inspection (TPI) Body Technical services.

- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17020 Accreditation For Third Party Inspection (TPI) Body 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 17020 Accreditation For Third Party Inspection (TPI) Body Technical services [Timings: 10.00 am to 6.00 pm]
- FEES:**
- h) **2 Days Training program of ISO ISO/IEC 17020 Accreditation For Third Party Inspection (TPI) Body 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.

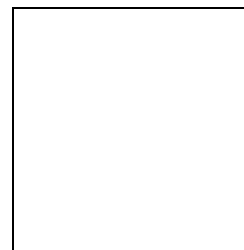
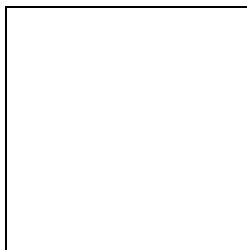
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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