



PRESENTS

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

**4 DAYS ADVANCE TRAINING PROGRAMME  
CLASSROOM & DISTANCE LEARNING COURSE  
ISO/IEC 17024 FOR INDEPENDENT TRAINING INSTITUTE  
ACCREDITATION 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/IEC 17024 For Independent Training Institute Accreditation 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 17024 For Independent Training Institute Accreditation 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 17024 For Independent Training Institute Accreditation 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/IEC 17024 For Independent Training Institute Accreditation 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 17024 For Independent Training Institute Accreditation 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 17024 For Independent Training Institute Accreditation Technical Services Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17024 For Independent Training Institute Accreditation 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: Fundamentals of ISO/IEC 17024 Accreditation**

### **Session 1: Introduction to ISO/IEC 17024**

- Overview and scope of ISO/IEC 17024
- Purpose and benefits of ISO/IEC 17024 accreditation for certification bodies
- Key definitions, terminologies, and concepts

### **Session 2: ISO/IEC 17024 Standard Structure and Requirements**

- Core principles and structure of ISO/IEC 17024
- Competency requirements and quality assurance in certification
- Overview of independent training institutes' roles under the standard

### **Session 3: Accreditation Process and Regulatory Considerations**

- Steps to achieve ISO/IEC 17024 accreditation
- Role of accreditation bodies and regulatory requirements
- Case studies: Accreditation challenges and solutions

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## **Day 2: Planning and Developing Certification Programs**

### **Session 4: Competency Frameworks and Assessment Design**

- Building competency frameworks aligned with ISO/IEC 17024 requirements
- Defining learning outcomes and assessment criteria for technical services
- Techniques for designing reliable and valid certification assessments

### **Session 5: Developing Certification Schemes**

- Components of a certification scheme: scope, eligibility, and requirements
- Ensuring impartiality and transparency in certification processes
- Workshop: Designing a sample certification scheme

### **Session 6: Certification Body and Institute Responsibilities**

- Responsibilities of certification bodies in maintaining ISO/IEC 17024 compliance
- Roles and responsibilities for independent training institutes
- Techniques for stakeholder engagement and transparency

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## **Day 3: Implementing and Managing Certification Programs**

### **Session 7: Conducting Certification Assessments**

- Planning and conducting assessments aligned with ISO/IEC 17024
- Practical guidelines for managing exam administration and integrity

- Monitoring and evaluation techniques for assessment consistency

#### **Session 8: Impartiality, Confidentiality, and Conflict Management**

- Ensuring impartiality and avoiding conflicts of interest in certification
- Maintaining confidentiality and data security within certification bodies
- Implementing mechanisms to manage potential conflicts

#### **Session 9: Recordkeeping, Documentation, and Audit Requirements**

- Documentation control practices as per ISO/IEC 17024
- Recordkeeping requirements for candidate and certification records
- Conducting internal audits and management reviews

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## **Day 4: Accreditation Maintenance and Continuous Improvement**

#### **Session 10: Surveillance, Reassessment, and Recertification**

- Overview of surveillance audits and reassessment procedures
- Defining and managing recertification requirements
- Techniques for continuous improvement in certification practices

#### **Session 11: Handling Appeals, Complaints, and Disputes**

- Procedures for handling appeals and complaints effectively
- Setting up fair and transparent resolution mechanisms
- Case studies on complaint management in certification processes

#### **Session 12: Continuous Improvement and Best Practices**

- Continuous improvement strategies for certification bodies
- Best practices in certification program evaluation and enhancement
- Workshop: Developing an improvement plan for ISO/IEC 17024 compliance

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#### **Assessment and Certification**

- End-of-course assessment (written or practical evaluation)
- Participants receive a certificate of completion for the ISO/IEC 17024 Advanced Training upon passing

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#### **Who Should Attend**

- Certification body personnel, including certification scheme developers
- Trainers, assessors, and auditors in technical services
- Quality managers and compliance officers
- Independent training institutes seeking ISO/IEC 17024 accreditation

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 17024 For Independent Training Institute Accreditation Technical Services 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 17024 For Independent Training Institute Accreditation Technical Services Body Technical services.
- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services 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:**  
**Four Days** Advance Training program for ISO/IEC 17024 For Independent Training Institute Accreditation Technical Services [Timings: 10.00 am to 6.00 pm]
- FEES:**
- h) **4 Days Advance Training program of ISO ISO/IEC 17024 For Independent Training Institute Accreditation Technical Servicesis 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	<a href="mailto:info@iaf-ab.org">info@iaf-ab.org</a>
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](http://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](mailto: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](mailto: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.

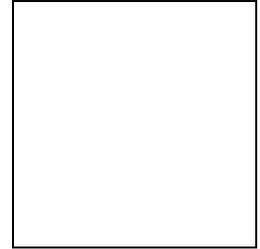
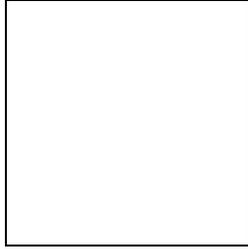
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

**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 3<sup>rd</sup> 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.....  
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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](mailto: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](mailto:info@iaf-ab.org)**