



PRESENTS

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

**2 DAYS TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO/IEC 17043 PROFICIENCY TESTING PROVIDER
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 **Two Days Training Programme** Classroom & online Training course for ISO/IEC 17043 Proficiency Testing Provider 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 17043 Proficiency Testing Provider 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 17043 Proficiency Testing Provider 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 **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 17043 Proficiency Testing Provider 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 17043 Proficiency Testing Provider 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 17043 Proficiency Testing Provider Accreditation Technical Services Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17043 Proficiency Testing Provider 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: Understanding ISO/IEC 17043 Standards and Structural Requirements

Session 1: Introduction to ISO/IEC 17043

- **Overview of ISO/IEC 17043**
 - Scope, applicability, and benefits of proficiency testing for quality assurance in labs
 - Definitions: Proficiency testing, interlaboratory comparisons, performance evaluation
 - Importance of ISO/IEC 17043 accreditation in enhancing credibility and consistency

Session 2: Structural Requirements for PT Providers

- **Organizational and Management Structure**
 - Importance of impartiality, competence, and confidentiality in PT provision
 - Requirements for organizational independence and responsibility of top management
 - Establishing documented management systems for PT operations
- **Roles and Responsibilities of PT Personnel**
 - Qualifications and training requirements for personnel involved in PT
 - Defining roles to ensure the reliability of PT activities and results

Session 3: Resource Requirements

- **Personnel Competence and Training**
 - Selection criteria for competent personnel and ongoing training requirements
 - Competency assessment methods for PT provider staff
- **Facilities and Equipment Management**
 - Facilities and environmental control for handling and storing test items
 - Equipment calibration, maintenance, and traceability requirements

Session 4: Proficiency Testing Design and Planning

- **Developing PT Schemes**
 - Types of proficiency testing and selecting the appropriate PT scheme based on scope
 - Designing proficiency tests to meet specific goals and participant needs
 - Sampling, homogeneity, and stability considerations for test items

Group Activity:

- Practical exercise on designing a PT scheme, including identifying objectives, participants, and test item requirements.

Day 2: PT Implementation, Quality Management, and Accreditation Process

Session 5: PT Implementation and Execution

- **Preparation and Distribution of PT Test Items**
 - Test item preparation, packaging, and safe distribution to participants
 - Ensuring item traceability, labeling, and record-keeping requirements
- **Data Collection and Statistical Analysis**
 - Collecting and analyzing results using statistical methods (z-score, En score, etc.)
 - Ensuring accuracy and reliability in the interpretation of PT data

Session 6: Evaluation of PT Results and Reporting

- **Result Interpretation and Performance Evaluation**
 - Analyzing participant performance and identifying unacceptable results
 - Best practices for resolving and investigating unsatisfactory performance
- **Preparation of PT Reports**
 - Report structure, essential elements, and presentation of statistical results
 - Maintaining transparency, confidentiality, and objective reporting standards

Session 7: Quality Management System for PT Providers

- **ISO/IEC 17043 Quality Management System (QMS) Requirements**
 - Building a QMS to document procedures, policies, and processes for PT activities
 - Monitoring QMS performance through regular audits and reviews
- **Continuous Improvement and Risk Management**
 - Handling non-conformities, corrective actions, and continuous improvement processes
 - Risk assessment and management strategies for PT provider activities

Session 8: Preparing for ISO/IEC 17043 Accreditation

- **Steps in the Accreditation Process**
 - Accreditation application, assessment, and preparation for external audits
 - Typical findings and best practices for ensuring compliance with ISO/IEC 17043
- **Conducting Internal Audits and Management Reviews**
 - Internal audit planning, conducting audits, and preparing for external assessments
 - Management review requirements and addressing audit findings

Group Activity:

- Simulation of an internal audit exercise for ISO/IEC 17043 compliance.

Closing Session:

- **Review and Wrap-Up**
 - Key takeaways, participant Q&A, and resources for ISO/IEC 17043 implementation
- **Feedback and Certification**
 - Collecting participant feedback, distributing course materials, and issuing certificates

Learning Outcomes:

By the end of this training, participants will:

- Understand the requirements and best practices for ISO/IEC 17043 PT provider accreditation
- Gain skills in designing, implementing, and managing effective PT schemes
- Develop a QMS to ensure consistency and reliability in PT services
- Prepare for ISO/IEC 17043 accreditation, including internal audits and readiness assessments

Delivery Method:

- **Classroom Training:** Interactive presentations, group discussions, and hands-on activities
- **Distance Learning:** Virtual presentations, case studies, downloadable resources, and quizzes

Materials Provided:

- Comprehensive course manual covering ISO/IEC 17043 requirements
- Templates for PT scheme design, documentation, and audit checklists
- Certificate of completion for participants

This training provides participants with the knowledge and skills needed to deliver credible, consistent proficiency testing services and achieve ISO/IEC 17043 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 17043 Proficiency Testing Provider 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 17043 Proficiency Testing Provider Accreditation Technical Services Body Technical services.
- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17043 Proficiency Testing Provider 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:

Two Days Training program for ISO/IEC 17043 Proficiency Testing Provider Accreditation Technical Services [Timings: 10.00 am to 6.00 pm]

FEES:

- h) 2 Days Training program of ISO ISO/IEC 17043 Proficiency Testing Provider Accreditation 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.

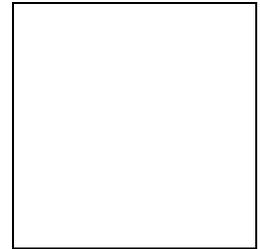
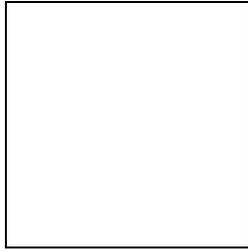
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

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

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UK Head Office:

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