PRESENTS

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

5 DAYS LEAD AUDITOR TRAINING PROGRAMME
CLASSROOM & DISTANCE LEARNING COURSE
ISO 19011 ACCREDITATION FOR COMPETENT PERSON REGISTRATION 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 **Five Days Lead Auditor Training Programme** Classroom & online Training course for ISO 19011 Accreditation For Competent Person registration 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 19011 Accreditation For Competent Person registration 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 19011 Accreditation For Competent Person registration 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 **Five days Lead Auditor 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 19011 Accreditation For Competent Person registration 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 19011 Accreditation For Competent Person registration

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 19011 Accreditation For Competent Person registration Technical Services Management System
- Vocabulary & understanding definitions
- Introduction to ISO 19011 Accreditation For Competent Person registration Technical Services - Management System Requirements
- Need for Internal Quality Audits
- Auditing Techniques
- Conducting Internal Quality Audits
- Course Examination with minimum 70% passing marks.

Day 1: Introduction to ISO 19011 and Audit Principles
- **Session 1: Overview of ISO 19011**
  - Purpose and scope of ISO 19011
  - Importance of auditing in management systems
  - Key concepts and definitions
- **Session 2: Principles of Auditing**
  - The fundamental principles of auditing (integrity, fair presentation, due professional care, confidentiality, independence, and objectivity)
  - The role of auditors in the auditing process
- **Session 3: Types of Audits**
  - Different types of audits: internal, external, and second-party audits
  - Specifics of audits for competent person registration technical services
- **Workshop:**
  - Group activity discussing real-world applications of ISO 19011 principles

Day 2: Preparing for the Audit
- **Session 1: Audit Planning**
  - Objectives of audit planning
  - Developing an audit plan and checklist
  - Determining audit scope and criteria
- **Session 2: Resource Management**
  - Identifying and allocating resources for audits
  - Competence and training requirements for audit teams
  - Roles and responsibilities of audit team members
- **Session 3: Risk-Based Auditing**
  - Understanding risk in the auditing context
  - Implementing risk-based approaches to audit planning and execution
- **Workshop:**
  - Hands-on exercise to develop an audit plan based on a hypothetical case

Day 3: Conducting the Audit
- **Session 1: Conducting the Audit**
  - Steps in executing an audit (opening meeting, evidence collection, evaluation, and closing meeting)

- o Techniques for effective interviews and evidence gathering
- **Session 2: Communication Skills for Auditors**
  - o Importance of effective communication in audits
  - o Skills for delivering constructive feedback and managing conflicts
  - o Documenting audit findings accurately
- **Session 3: Identifying Non-Conformities**
  - o How to identify and document non-conformities
  - o Understanding compliance vs. non-compliance
  - o Evaluating the significance of findings
- **Workshop:**
  - o Role-playing exercise to practice conducting audit interviews

Day 4: Reporting and Follow-Up
- **Session 1: Audit Reporting**
  - o Structure and content of an effective audit report
  - o Best practices for reporting findings, conclusions, and recommendations
  - o Communicating with stakeholders
- **Session 2: Follow-Up Procedures**
  - o Importance of follow-up actions in the audit process
  - o Monitoring corrective actions and improvements
  - o Evaluating the effectiveness of corrective actions
- **Session 3: Continuous Improvement**
  - o Tools and techniques for promoting continuous improvement in auditing
  - o Building a culture of quality and compliance within organizations
  - o Strategies for maintaining accreditation and enhancing audit processes
- **Workshop:**
  - o Group discussion on developing a follow-up plan for identified non-conformities

Day 5: Practical Application and Examination
- **Session 1: Case Studies and Best Practices**
  - o Review of case studies on ISO 19011 implementation and auditing practices
  - o Discussion of common challenges and solutions in technical services audits
- **Session 2: Mock Audits**
  - o Conducting mock audits in small groups based on prepared scenarios
  - o Feedback and discussion on audit performance and findings
- **Session 3: Examination and Certification**
  - o Written examination to assess understanding of course content
  - o Feedback session and discussion of exam results
  - o Issuance of certificates for successful participants

Additional Notes:
- **Materials Provided:**
  - o Course handbook
  - o ISO 19011 standard copies
  - o Access to online resources and discussion forums
- **Assessment:**
  - o Continuous assessment through participation in workshops and discussions
  - o Final examination to evaluate understanding of course content

Target Audience:
- Auditors, compliance managers, quality assurance personnel, and professionals involved in competent person registration for technical services.

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 19011 Accreditation For Competent Person registration 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 19011 Accreditation For Competent Person registration Technical Services.
   4) Management Representatives responsible for effective implementation and execution of ISO 19011 Accreditation For Competent Person registration 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:
   Five days Lead Auditor Training program for ISO 19011 Accreditation For Competent Person registration Technical Services [Timings: 10.00 am to 6.00 pm]

   FEES:
h)   5 Days Lead Auditor Training program of ISO 19011 Accreditation For Competent Person registration Technical Services is **Rs 25000+18%GST**
   Payment should be made by Cheque / DD in favour 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
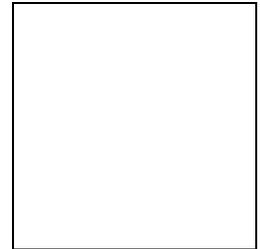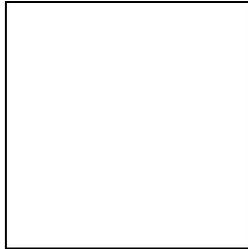
PERSONAL DATA

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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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