



PRESENTS

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

**5 DAYS LEAD AUDITOR TRAINING PROGRAMME  
CLASSROOM & DISTANCE LEARNING COURSE  
ISO/IEC 17021 ACCREDITATION FOR THIRD PARTY  
AUDITING(TPA)**

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/IEC 17021 Accreditation For Third Party Auditing (TPA) 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 17021 Accreditation For Third Party Auditing (TPA) 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 17021 Accreditation For Third Party Auditing (TPA) 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/IEC 17021 Accreditation For Third Party Auditing (TPA) 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 17021 Accreditation For Third Party Auditing (TPA)

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 17021 Accreditation For Third Party Auditing (TPA) Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17021 Accreditation For Third Party Auditing (TPA)- 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/IEC 17021 and Auditing Principles**

- **Session 1: Overview of ISO/IEC 17021**
  - Purpose and scope of ISO/IEC 17021
  - Importance of accreditation for third-party auditing organizations
  - Key definitions and terminology relevant to the standard
- **Session 2: Types of Audits and Auditing Bodies**
  - Understanding different types of audits (e.g., certification, surveillance, and re-certification)
  - Role of third-party auditing bodies in compliance and certification
  - Comparison with other accreditation standards (e.g., ISO/IEC 17020, ISO/IEC 17065)
- **Session 3: Principles of Auditing**
  - Overview of auditing principles: integrity, objectivity, confidentiality, and competence
  - Understanding the audit process: planning, conducting, reporting, and follow-up
  - Role and responsibilities of the lead auditor in TPA
- **Workshop:**
  - Group discussion on the significance of ISO/IEC 17021 accreditation in various industries and its impact on quality assurance.

## **Day 2: Understanding ISO/IEC 17021 Requirements**

- **Session 1: Management System Requirements**
  - Key management system requirements for TPA bodies
  - Documentation and quality management systems in the context of audits
- **Session 2: Competence of Personnel**
  - Requirements for auditor competence and qualifications
  - Training and continuous professional development for auditing personnel
  - Importance of competency in delivering reliable audit results
- **Session 3: Impartiality and Independence**
  - Ensuring impartiality in auditing activities
  - Managing conflicts of interest and maintaining independence
  - Internal controls to safeguard impartiality
- **Workshop:**

- Case studies highlighting challenges in maintaining impartiality and competence in auditing scenarios.

### Day 3: Planning and Conducting Audits

- **Session 1: Audit Planning**
  - Developing an effective audit plan for TPA bodies
  - Defining audit scope, objectives, and criteria specific to ISO/IEC 17021
  - Gathering and reviewing relevant documentation prior to the audit
- **Session 2: Conducting the Audit**
  - Steps for conducting the audit: opening meeting, document review, evidence collection, interviews, and closing meeting
  - Techniques for effective interviewing and evidence gathering
- **Session 3: Identifying Non-Conformities**
  - Types of non-conformities and their implications
  - Procedures for documenting and reporting findings
  - Corrective action processes and preventive measures
- **Workshop:**
  - Role-play exercises to practice auditing techniques in a TPA scenario.

### Day 4: Reporting, Follow-Up, and Continuous Improvement

- **Session 1: Audit Reporting**
  - Key components of an effective audit report
  - Techniques for communicating findings, conclusions, and recommendations clearly
  - Importance of clarity and actionability in audit reporting
- **Session 2: Follow-Up Procedures**
  - Monitoring corrective actions and assessing their effectiveness
  - Follow-up audits and their role in maintaining accreditation
  - Importance of feedback loops for continuous improvement
- **Session 3: Continuous Improvement in TPA Bodies**
  - Strategies for fostering a culture of continuous improvement
  - Tools and techniques for identifying areas for improvement
  - Integrating audit findings into the continuous improvement framework
- **Workshop:**
  - Group activity to develop a continuous improvement plan based on hypothetical audit scenarios.

### Day 5: Practical Application and Certification

- **Session 1: Best Practices and Challenges**
  - Review of best practices for maintaining ISO/IEC 17021 accreditation
  - Discussion on common challenges faced by TPA bodies in achieving and maintaining compliance
- **Session 2: Mock Audits**
  - Conducting mock audits in small groups to simulate real-world scenarios for TPA bodies
  - Peer feedback and discussion on findings and suggestions for improvement
- **Session 3: Examination and Certification**
  - Written examination to assess understanding of course content
  - Feedback session to discuss exam results and clarify doubts
  - Issuance of certificates for successful participants

#### Additional Notes:

- **Materials Provided:**
  - Course handbook and reference materials

- Copies of relevant ISO/IEC standards
- Access to online resources, templates, and discussion forums
- **Assessment:**
  - Continuous assessment through participation in workshops and group activities
  - Final examination to evaluate understanding of course content

**Target Audience:**

- Individuals involved in auditing, quality management, and accreditation processes, including managers and personnel from third-party auditing bodies.

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 17021 Accreditation For Third Party Auditing (TPA) 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 17021 Accreditation For Third Party Auditing (TPA) Body Technical services.
- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17021 Accreditation For Third Party Auditing (TPA) 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:**

**Five days** Lead Auditor Training program for ISO/IEC 17021 Accreditation For Third Party Auditing (TPA) [Timings: 10.00 am to 6.00 pm]

**FEES:**

**h) 5 Days Lead Auditor Training program of ISO ISO/IEC 17021 Accreditation For Third Party Auditing (TPA) is Rs 25000+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.

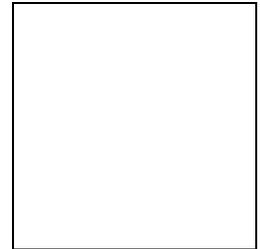
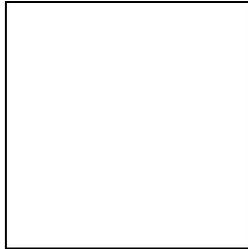
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

**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.....  
.....

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)