



*PRESENTS*

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

**5 DAYS LEAD AUDITOR TRAINING PROGRAMME  
CLASSROOM & DISTANCE LEARNING COURSE  
ISO/IEC 17065 ACCREDITATION FOR PRODUCT  
CERTIFICATION BODY**

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 17065 Accreditation For Product certification Body 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 17065 Accreditation For Product certification Body 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 17065 Accreditation For Product certification Body 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 17065 Accreditation For Product certification Body 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 17065 Accreditation For Product certification Body

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 17065 Accreditation For Product certification Body Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17065 Accreditation For Product certification Body-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 17065 and Auditing Fundamentals**

- **Session 1: Overview of ISO/IEC 17065**
  - Purpose and scope of ISO/IEC 17065
  - Importance of product certification in quality assurance and market access
  - Key definitions and terminology related to product certification
- **Session 2: Structure of ISO/IEC 17065**
  - Understanding the key elements and clauses of the standard
  - Differences between ISO/IEC 17065 and related standards (e.g., ISO/IEC 17021, ISO/IEC 17025)
  - Scope of accreditation for product certification bodies
- **Session 3: Principles of Auditing**
  - Overview of auditing principles: integrity, objectivity, confidentiality, and competence
  - The audit process: planning, conducting, reporting, and follow-up
  - Roles and responsibilities of the lead auditor in the context of ISO/IEC 17065
- **Workshop:**
  - Group discussion on the significance of ISO/IEC 17065 accreditation for product certification bodies and its impact on industry standards.

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## **Day 2: Management System Requirements**

- **Session 1: Management Requirements**
  - Understanding the management system structure as per ISO/IEC 17065
  - Importance of a quality management system in product certification
  - Document control and record-keeping requirements
- **Session 2: Resource Management**
  - Competence and training requirements for product certification personnel
  - Equipment and facility requirements for effective certification processes
  - Maintaining operational integrity and reliability in product certification activities
- **Session 3: Risk Management**
  - Understanding risk management principles in product certification

- Tools and techniques for identifying and mitigating risks in certification processes
  - Integrating risk management into the management system of product certification bodies
  - **Workshop:**
    - Case studies on effective resource management and risk mitigation strategies in product certification.
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## Day 3: Technical Requirements and Audit Planning

- **Session 1: Technical Requirements**
    - Understanding the technical requirements specified in ISO/IEC 17065
    - Procedures for product certification: application, assessment, and decision-making processes
    - Understanding the significance of impartiality and independence in product certification
  - **Session 2: Audit Planning**
    - Developing an effective audit plan tailored to product certification bodies
    - Defining the audit scope, objectives, and criteria specific to ISO/IEC 17065
    - Gathering and reviewing relevant documentation prior to the audit
  - **Session 3: 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 in product certification contexts
  - **Workshop:**
    - Role-playing exercises to practice audit planning and conducting techniques specific to product certification bodies.
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## Day 4: Identifying Non-Conformities and Reporting

- **Session 1: Identifying Non-Conformities**
    - Types of non-conformities and their implications in product certification
    - Procedures for documenting and reporting audit findings
    - Corrective action processes and preventive measures
  - **Session 2: Audit Reporting**
    - Key components of an effective audit report tailored to product certification bodies
    - Techniques for communicating findings, conclusions, and recommendations clearly
    - Importance of clarity and actionability in audit reporting
  - **Session 3: 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 in product certification practices
  - **Workshop:**
    - Group activity to develop a mock audit report based on hypothetical findings from a product certification audit.
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## Day 5: Practical Application and Certification

- **Session 1: Best Practices and Challenges**

- Review of best practices for maintaining ISO/IEC 17065 accreditation in product certification
- Discussion on common challenges faced by product certification bodies in achieving and maintaining compliance
- **Session 2: Mock Audits**
  - Conducting mock audits in small groups to simulate real-world scenarios for product certification 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 product certification 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 17065 Accreditation For Product certification 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 17065 Accreditation For Product certification Body Technical services.
- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17065 Accreditation For Product certification 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 17065 Accreditation For Product certification Body [Timings: 10.00 am to 6.00 pm]

**FEES:**

- h) **5 Days Lead Auditor Training program of ISO ISO/IEC 17065 Accreditation For Product certification Body 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.

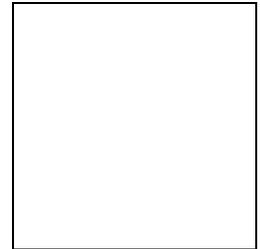
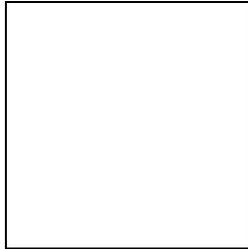
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

**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)**