



UKJAS Accreditation Pvt Ltd
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PRESENTS
Ref UKJAS /CO/ADM/2023-24/00 Dtd: 30/09/2024

5 DAYS LEAD AUDITOR TRAINING PROGRAM
CLASSROOM & DISTANCE LEARNING COURSE
CERTIFICATION BODIES AND RATING AGENCY ACCREDITATION

Dear Sir,

As is widely known, UKJAS Accreditation Pvt. Ltd conducting various technical courses inviting interested personnel/technocrats for enhancing & fine-tuning of the skill.

UKJAS Accreditation Pvt. Ltd organizing **5 Days Lead Auditor Training Programe** Classroom & online Training course for Certification Bodies and Rating Agency Accreditation

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 and Certification Bodies and Rating Agency Accreditation or get maximum benefits from an established management system, auditors within the organization have to be trained to assess the system against Certification Bodies and Rating Agency Accreditation. 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) one of the prerequisites for such registration requires the quality auditors and practitioners to successfully complete an IAF-AB (UK) approved auditor training.

a) OBJECTIVE OF THE COURSE:

The objective of the course is to illustrate the importance of the **5 Days Lead Auditor Training Programe** 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 a Certification Bodies and Rating Agency Accreditation 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 Certification Bodies and Rating Agency Accreditation 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.

b) COURSE CONTENTS:

- Introduction to Certification Bodies and Rating Agency Accreditation Vocabulary & understanding definitions
- Introduction to Certification Bodies and Rating Agency Accreditation
- Need for Internal Quality Audits
- Auditing Techniques
- Conducting Internal Quality Audits
- Course Examination with minimum 70% passing marks.

Day 1: Introduction to Accreditation and Standards

Session 1: Overview of Accreditation

- Definition and importance of accreditation
- Role of certification bodies and rating agencies in various sectors
- Key stakeholders in the accreditation process

Session 2: Understanding Relevant Standards

- Introduction to ISO/IEC 17021 and ISO/IEC 17065
- Overview of other applicable standards (e.g., ISO 9001, ISO 14001)
- Key definitions and terminology

Session 3: Principles of Auditing

- Understanding the audit process and its objectives
- Types of audits: internal, external, and accreditation audits
- Role and responsibilities of the lead auditor

Day 2: Planning and Preparing for Audits

Session 4: Audit Planning

- Developing an audit plan: objectives, scope, and criteria
- Identifying resources and establishing an audit team
- Conducting a preliminary risk assessment

Session 5: Audit Preparation

- Gathering documentation and relevant information
- Pre-audit meetings and stakeholder communication
- Setting up audit checklists and tools

Session 6: Conducting Document Reviews

- Understanding documentation requirements for certification bodies
- Techniques for effective document review
- Identifying compliance gaps through documentation analysis

Day 3: Conducting Audits

Session 7: Opening Meeting and Audit Execution

- Conducting the opening meeting: objectives and expectations
- Techniques for effective interviews and observations during audits

- Collecting and verifying audit evidence

Session 8: Assessing Compliance

- Evaluating compliance with accreditation standards
- Using objective evidence to support findings
- Identifying strengths and weaknesses in the organization's practices

Session 9: Audit Team Management

- Leadership skills for lead auditors
 - Fostering collaboration and teamwork within the audit team
 - Addressing challenges and conflicts during audits
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Day 4: Reporting and Follow-Up

Session 10: Audit Reporting

- Structure and content of audit reports
- Communicating findings and recommendations effectively
- Techniques for writing clear and concise audit reports

Session 11: Closing Meetings

- Preparing for and conducting the closing meeting
- Presenting findings and obtaining feedback from auditees
- Discussing next steps and action plans

Session 12: Follow-Up and Continuous Improvement

- Importance of follow-up actions post-audit
 - Monitoring implementation of corrective actions
 - Strategies for fostering a culture of continuous improvement
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Day 5: Practical Application and Case Studies

Session 13: Case Studies in Certification and Rating Agencies

- Reviewing real-world case studies of audits
- Lessons learned and best practices
- Group discussions and analysis of case scenarios

Session 14: Mock Audit Exercise

- Conducting a mock audit in small groups
- Role-playing as lead auditor, team members, and auditees
- Feedback and debriefing session

Session 15: Final Assessment and Course Conclusion

- End-of-course assessment (written or practical evaluation)
 - Review of key concepts and learning outcomes
 - Issuance of certificates of completion for Certification Bodies and Rating Agency Lead Auditor Training
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Who Should Attend

- Quality managers and auditors in certification bodies and rating agencies
- Professionals involved in the accreditation process
- Individuals aspiring to become lead auditors in certification and rating operations

Stakeholders in industries requiring certification and rating services.

For detail of contents refer our website at www.ukjas.com

c) WHO SHOULD ATTEND:

- 1) All employees whose work responsibility directly affects Certification Bodies and Rating Agency Accreditation

- 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) Registration Schemes of Certification Bodies and Rating Agency Accreditation
- 4) Management Representatives responsible for effective implementation and execution of Certification Bodies and Rating Agency Accreditation.

d) FACILITIES:

All facility for delegates covering lecture hall, tea and lunch will be arranged by Client or if you are attending the course at UKJAS Offices. UKJAS institute will arrange the above facility.

e) COURSE DETAILS:

Detail program of every days training course will be sent / given on the first day to the delegates on registration.

f) DURATION:

Five days Lead Auditor Training program for Certification Bodies and Rating Agency Accreditation [Timings: 10.00 am to 6.00 pm]

FEES:

- g) 5 Days Lead Auditor Training program of Certification Bodies and Rating Agency Accreditation and any other program is Rs. 25000+18%GST** Payment should be made by Cheque / DD in favor of **UKJAS Accreditation Pvt. Ltd, Mumbai.**

Indian overseas bank

BANKERS DETILS FOR EFT/ECS/RTGS/NEFT PAYMENT

Sr. No.	Name	Details
1.	Name of Beneficiary	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.	Account Type	CURRENT
8.	MICR code	110020106
9.	SWIFT code	IOBAINBB089
10.	Email Id	info@ukjas.com
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
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: six sigma _quality and whatsapp video call on +918275879725 on Sunday between 5.00 to 8 pm. If you want training online we can share presentation on www.ukjas.com with live presentation. Live presentation Rs 1500 will be charged extra. You can attend from any cities around the world.

- h) VENUE:
Client Office
Or
UKJAS Accreditation Pvt Ltd
B-401,New Om Kaveri CHS Ltd, Nagindas Para,Next to Shiv Sena Office
Nalasopara(E), Mumbai 401209
Email: operation@ukjas.com
www.ukjas.com
Tel: +918369083940/+919322728183

i) NOMINATIONS:

You may send in your nominations to the course co-coordinator, UKJAS, on the Registration form at the following address along with the fees.

Ranjeet Prasad

+918369083940

B-401, New Om Kaveri CHS Ltd, Nagindas Para, Next to Shiv Sena Office
Nalasopara(E), Mumbai 401209

Email: operation@ukjas.com

www.ukjas.com

Tel: +910250-2341170

Fees once paid will not be refunded, however it could be adjusted against the next course for the same financial year.

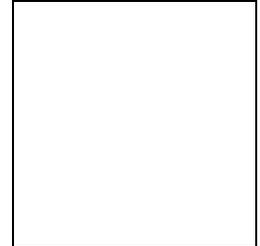
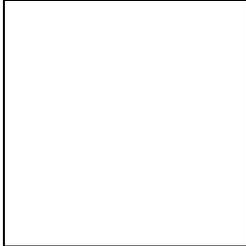
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

j) TERMS & CONDITIONS:

- I. UKJAS Accreditation Pvt Ltd 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 **“UKJAS Accreditation Pvt. Ltd”** payable at Mumbai.
- IV. UKJAS Accreditation Pvt Ltd 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: Swift Code **IOBAINBB089**

Cheque / Demand Draft Should be drawn in favors of **UKJAS Accreditation Pvt Ltd** 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

UKJAS Accreditation Pvt Ltd, B-401, New om Kaveri CHS Ltd, Nagindas Para, Next to shiv sena Nalasopara (E) Mumbai 401209 Tel : 0250- 2341170 Fax : Extn. 206

Email: operation@ukjas.com www.ukjas.com

C/O Mr. Garry 54, Glengarnock avenue, E-14 3BP isle of dogs, London UK.

Contact number:- +44 8369083940 email: info@ukjas.com