



**UKJAS Accreditation Pvt Ltd**  
**Mumbai Corporate Office: B-401, New**  
**Om Kaveri CHS Ltd, Nagindas**  
**Para, Next to Shiv Sena Office**  
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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**  
**ISO 15189 Point-Of-Care Testing (POCT) 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 ISO 15189 Point-Of-Care Testing (POCT) 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 ISO 15189 Point-Of-Care Testing (POCT) Accreditation or get maximum benefits from an established management system, auditors within the organization have to be trained to assess the system against ISO 15189 Point-Of-Care Testing (POCT) 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 ISO 15189 Point-Of-Care Testing (POCT) 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 ISO 15189 Point-Of-Care Testing (POCT) 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 ISO 15189 Point-Of-Care Testing (POCT) Accreditation Vocabulary & understanding definitions
- Introduction to ISO 15189 Point-Of-Care Testing (POCT) Accreditation Need for Internal Quality Audits
- Auditing Techniques
- Conducting Internal Quality Audits
- Course Examination with minimum 70% passing marks.

## **Day 1: Introduction to ISO 15189 and Quality Management Systems**

- **Session 1: Overview of ISO 15189**
  - Purpose and scope of ISO 15189
  - Importance of accreditation in medical laboratories
  - Differences between ISO 15189 and other ISO standards
- **Session 2: Fundamentals of Quality Management Systems (QMS)**
  - Key principles of QMS
  - Quality policies and objectives
  - Roles and responsibilities in a QMS
- **Session 3: Document Control and Records Management**
  - Importance of documentation
  - Procedures for document control
  - Record-keeping requirements
- **Workshop:**
  - Group activity on developing a quality policy for a POCT laboratory

## **Day 2: ISO 15189 Requirements for Point-of-Care Testing**

- **Session 1: Management Requirements**
  - Organizational structure and governance
  - Management review and improvement processes
  - Resource management, including staff competence and training
- **Session 2: Technical Requirements**
  - Pre-analytical, analytical, and post-analytical phases
  - Quality control and assurance in POCT
  - Equipment calibration and maintenance
- **Session 3: Risk Management and Patient Safety**
  - Identifying and assessing risks in POCT
  - Implementing risk management strategies
  - Patient safety and ethical considerations
- **Workshop:**
  - Case study analysis of POCT implementation and quality challenges

## **Day 3: Audit Principles and Techniques**

- **Session 1: Audit Principles and Types of Audits**
  - Overview of auditing principles
  - Different types of audits: internal, external, and compliance audits
- **Session 2: Planning and Conducting an Audit**
  - Audit planning and preparation
  - Developing audit checklists and plans
  - Communication skills for auditors
- **Session 3: Evidence Collection and Evaluation**
  - Techniques for effective evidence collection
  - Evaluating compliance with ISO 15189 requirements
  - Identifying non-conformities and areas for improvement
- **Workshop:**
  - Role-play exercise on conducting an audit interview

## Day 4: Reporting and Follow-Up

- **Session 1: Reporting Audit Findings**
  - Structure of an audit report
  - Best practices for reporting non-conformities
  - Recommendations for corrective actions
- **Session 2: Follow-Up Procedures**
  - Importance of follow-up in the audit process
  - Monitoring corrective actions and improvements
  - Maintaining communication with relevant stakeholders
- **Session 3: Continuous Improvement and Quality Culture**
  - Tools for continuous improvement in POCT
  - Promoting a culture of quality and compliance
  - Leadership's role in sustaining quality
- **Workshop:**
  - Group discussion on strategies for fostering a quality culture in a POCT environment

## Day 5: Practical Application and Examination

- **Session 1: Case Studies and Best Practices**
  - Review of successful POCT accreditation case studies
  - Lessons learned and best practices in auditing POCT laboratories
- **Session 2: Mock Audits**
  - Conducting mock audits in small groups
  - Role-playing different audit scenarios
- **Session 3: Examination and Certification**
  - Written examination on course content
  - Feedback session and discussion
  - Certification of completion for participants

### Additional Notes:

- **Materials Provided:**
  - Course handbook
  - ISO 15189 standard copies
  - Access to online resources and forums
- **Assessment:**
  - Continuous assessment through participation in workshops and discussions
  - Final examination to evaluate understanding of course content

### Target Audience:

- Auditors, laboratory managers, quality assurance personnel, and anyone involved in POCT accreditation processes.

For detail of contents refer our website at [www.UKJAS.in](http://www.UKJAS.in)

**c) WHO SHOULD ATTEND:**

- 1) All employees whose work responsibility directly affects ISO 15189 Point-Of-Care Testing (POCT) 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 ISO 15189 Point-Of-Care Testing (POCT) Accreditation
- 4) Management Representatives responsible for effective implementation and execution of ISO 15189 Point-Of-Care Testing (POCT) 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 ISO 15189 Point-Of-Care Testing (POCT) Accreditation [Timings: 10.00 am to 6.00 pm]

**FEES:**

- g) 5 Days Lead Auditor Training program of ISO 15189 Point-Of-Care Testing (POCT) 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	<a href="mailto:info@ukjas.com">info@ukjas.com</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
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](http://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](mailto:operation@ukjas.com)  
[www.ukjas.com](http://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](mailto:operation@ukjas.com)

[www.ukjas.com](http://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.

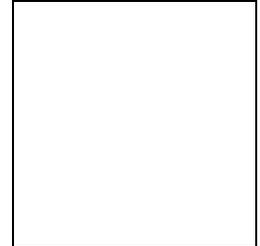
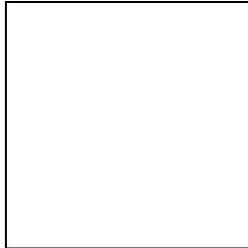
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

**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 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: ..... **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](mailto:operation@ukjas.com) [www.ukjas.com](http://www.ukjas.com)

Other Offices : New Delhi, Ludhiana, Baroda, Jaipur, Udaipur, Ahmedabad, Nasik, Pune, Indore, Nagpur, Daman, Kolhapur, Bangalore, Belgaum, Hyderabad, Chennai, Kolkata.