PRESENTS

Ref UKJAS /CO/ADM/2023-24/00   Dtd: 30/09/2024

5 DAYS LEAD AUDITOR TRAINING PROGRAME
CLASSROOM & DISTANCE LEARNING COURSE
ISO 44001:2017 COLLABRATIVE BUSINESS RELENATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES

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 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES

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 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES Or get maximum benefits from an established management system, auditors within the organization have to be trained to assess the system against ISO 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES 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 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES 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 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES 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 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES Vocabulary & understanding definitions
- Introduction to ISO 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES Need for Internal Quality Audits
- Auditing Techniques
- Conducting Internal Quality Audits
- Course Examination with minimum 70% passing marks.

Day 1: Introduction to ISO 44001:2017 and Auditing Fundamentals
- **Session 1: Overview of ISO 44001:2017**
    - Purpose and benefits of ISO 44001
    - Key concepts of collaborative business relationships
    - Scope and applicability of ISO 44001 in different sectors
- **Session 2: Understanding Collaborative Business Relationships**
    - Characteristics of effective collaborative relationships
    - The role of trust, communication, and mutual benefits
    - Differences between traditional and collaborative business approaches
- **Session 3: Auditing Principles and the Auditor's Role**
    - Overview of auditing principles (integrity, objectivity, confidentiality)
    - Types of audits and their relevance to ISO 44001
    - Responsibilities and competencies of auditors in collaborative environments
- **Workshop:**
    - Group discussion on the significance of collaboration in business success

Day 2: ISO 44001 Requirements and Implementation
- **Session 1: Management System Requirements**
    - Key elements of a Collaborative Business Relationship Management System (CBRMS)
    - Developing policies, objectives, and processes for collaboration
    - Documentation requirements and record-keeping practices
- **Session 2: Leadership and Commitment**
    - The role of leadership in fostering collaborative relationships
    - Strategies for engaging stakeholders and building commitment
    - Evaluating leadership effectiveness in collaborative contexts
- **Session 3: Risk Management in Collaborative Relationships**

- o Identifying and assessing risks in collaboration
- o Strategies for risk mitigation and management
- o Monitoring and reviewing risks in collaborative partnerships
- **Workshop:**
  - o Case study analysis on successful and unsuccessful collaborations

Day 3: Audit Planning and Execution

- **Session 1: Audit Planning for Collaborative Relationships**
  - o Steps to develop an audit plan for ISO 44001
  - o Determining audit scope, criteria, and objectives
  - o Creating checklists and tools for assessing collaboration practices
- **Session 2: Conducting the Audit**
  - o Detailed steps of the audit process (opening meeting, evidence collection, closing meeting)
  - o Techniques for interviews and observations in collaborative settings
  - o Collecting and evaluating evidence to assess compliance with ISO 44001
- **Session 3: Identifying and Documenting Non-Conformities**
  - o Understanding non-conformities and their implications in collaborative environments
  - o Documenting and reporting findings effectively
  - o Strategies for addressing non-conformities in collaborative practices
- **Workshop:**
  - o Role-play exercises to practice audit techniques in collaborative scenarios

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

- **Session 1: Audit Reporting**
  - o Structure and essential components of an effective audit report
  - o Communicating findings and recommendations to stakeholders
  - o Importance of clarity, accuracy, and actionable insights in reporting
- **Session 2: Follow-Up Procedures**
  - o Procedures for monitoring corrective actions and improvements
  - o Importance of follow-up audits and their impact on collaborative relationships
  - o Evaluating the effectiveness of corrective actions taken
- **Session 3: Continuous Improvement in Collaborative Relationships**
  - o Strategies for fostering a culture of continuous improvement
  - o Tools for identifying opportunities for improvement in collaborative practices
  - o Integrating audit findings into the continuous improvement process
- **Workshop:**
  - o Group activity to develop a continuous improvement plan based on hypothetical audit findings

Day 5: Practical Application and Certification

- **Session 1: Case Studies and Best Practices**
  - o Review of successful implementations of ISO 44001 in various sectors
  - o Discussion on challenges faced in collaborative relationships and solutions
- **Session 2: Mock Audits**
  - o Conducting mock audits in small groups using prepared scenarios related to collaborative business relationships
  - o Peer feedback and discussion on audit findings and improvement suggestions
- **Session 3: Examination and Certification**
  - o Written examination to assess understanding of course content
  - o Feedback session to discuss exam results and clarify doubts
  - o Issuance of certificates for successful participants

Additional Notes:
- **Materials Provided:**
  - Course handbook and reference materials
  - Copies of ISO 44001:2017 standard
  - 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:
- Auditors, quality managers, business development professionals, and individuals involved in managing collaborative business relationships.

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

c) **WHO SHOULD ATTEND:**
1) All employees whose work responsibility directly affects ISO 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS 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) Registration Schemes of ISO ISO 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES
4) Management Representatives responsible for effective implementation and execution of ISO ISO 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES

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 Programe ISO 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES [Timings: 10.00 am to 6.00 pm]

FEES:

g) **5 Days Lead Auditor Training program of ISO 44001:2017 COLLABORATIVE BUSINESS RELATIONSHIP MANAGEMENT SYSTEMS TECHNICAL SERVICES 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 8275879725 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: 8369083940/9322728183

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
8369083940
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: 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.

j) **TERMS & CONDITIONS:**

I. UKJAS Accreditation Pvt Ltdgeneral 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.
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UK JAS

REGISTRATION FORM
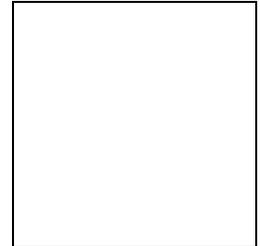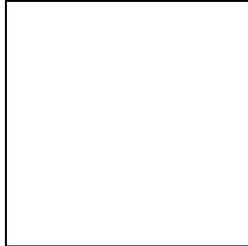
PERSONAL DATA

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: …………………………………………**Shift 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
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