PRESENTS

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

5 DAYS LEAD AUDITOR TRAINING PROGRAME
CLASSROOM & DISTANCE LEARNING COURSE
ISO/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION 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/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION TECHNICAL SERVICES.

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 and   ISO/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION 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/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION 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.

b)   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 an ISO/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION 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/IEC 17020 ACCREDITATION FOR THIRD PARTY INSPECTION(TPI) BODY 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.

c) **COURSE CONTENTS:**
- Introduction to ISO/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION TECHNICAL SERVICES. Vocabulary & understanding definitions
- Introduction to ISO/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION 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/IEC 17043 and Auditing Fundamentals
- **Session 1: Overview of ISO/IEC 17043**
  - Purpose and scope of ISO/IEC 17043
  - Importance of proficiency testing in laboratory operations and quality assurance
  - Key definitions and terminology related to proficiency testing
- **Session 2: Structure of ISO/IEC 17043**
  - Understanding the key elements and clauses of the standard
  - Differences between ISO/IEC 17043 and related standards (e.g., ISO/IEC 17025)
  - Scope of accreditation for proficiency testing providers
- **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 17043
- **Workshop:**
  - Group discussion on the significance of ISO/IEC 17043 accreditation for proficiency testing providers and its impact on laboratory quality assurance.

Day 2: Management System Requirements
- **Session 1: Management Requirements**
  - Understanding the management system structure as per ISO/IEC 17043
  - Importance of a quality management system in proficiency testing
  - Document control and record-keeping requirements
- **Session 2: Resource Management**
  - Competence and training requirements for proficiency testing personnel
  - Equipment and facility requirements for effective proficiency testing operations
  - Maintaining operational integrity and reliability in proficiency testing activities
- **Session 3: Risk Management**

- o Understanding risk management principles in proficiency testing
  - o Tools and techniques for identifying and mitigating risks in proficiency testing
  - o Integrating risk management into the management system of proficiency testing providers
- **Workshop:**
  - o Case studies on effective resource management and risk mitigation strategies in proficiency testing.

Day 3: Technical Requirements and Audit Planning

- **Session 1: Technical Requirements**
  - o Understanding the technical requirements specified in ISO/IEC 17043
  - o Planning and conducting proficiency tests: types, design, and statistical analysis
  - o Data interpretation and reporting results from proficiency testing
- **Session 2: Audit Planning**
  - o Developing an effective audit plan tailored to proficiency testing providers
  - o Defining the audit scope, objectives, and criteria specific to ISO/IEC 17043
  - o Gathering and reviewing relevant documentation prior to the audit
- **Session 3: Conducting the Audit**
  - o Steps for conducting the audit: opening meeting, document review, evidence collection, interviews, and closing meeting
  - o Techniques for effective interviewing and evidence gathering in proficiency testing contexts
- **Workshop:**
  - o Role-playing exercises to practice audit planning and conducting techniques specific to proficiency testing providers.

Day 4: Identifying Non-Conformities and Reporting

- **Session 1: Identifying Non-Conformities**
  - o Types of non-conformities and their implications in proficiency testing
  - o Procedures for documenting and reporting audit findings
  - o Corrective action processes and preventive measures
- **Session 2: Audit Reporting**
  - o Key components of an effective audit report tailored to proficiency testing providers
  - o Techniques for communicating findings, conclusions, and recommendations clearly
  - o Importance of clarity and actionability in audit reporting
- **Session 3: Follow-Up Procedures**
  - o Monitoring corrective actions and assessing their effectiveness
  - o Follow-up audits and their role in maintaining accreditation
  - o Importance of feedback loops for continuous improvement in proficiency testing practices
- **Workshop:**
  - o Group activity to develop a mock audit report based on hypothetical findings from a proficiency testing audit.

Day 5: Practical Application and Certification

- **Session 1: Best Practices and Challenges**
  - o Review of best practices for maintaining ISO/IEC 17043 accreditation in proficiency testing

- o Discussion on common challenges faced by proficiency testing providers in achieving and maintaining compliance
- **Session 2: Mock Audits**
  - o Conducting mock audits in small groups to simulate real-world scenarios for proficiency testing providers
  - o Peer feedback and discussion on findings and suggestions for improvement
- **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:**
  - o Course handbook and reference materials
  - o Copies of relevant ISO/IEC standards
  - o Access to online resources, templates, and discussion forums
- **Assessment:**
  - o Continuous assessment through participation in workshops and group activities
  - o Final examination to evaluate understanding of course content

Target Audience:
Individuals involved in auditing, quality management, and accreditation processes, including managers and personnel from proficiency testing providers.

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

d)   WHO SHOULD ATTEND:
1) All employees whose work responsibility directly affects ISO/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION 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/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION TECHNICAL SERVICES.
4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION TECHNICAL SERVICES.

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/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION TECHNICAL SERVICES. [Timings: 10.00 am to 6.00 pm]

FEES:

g)   **5 Days Lead Auditor Training program of** ISO/IEC 17043 PROFICIENCY TESTING PROVIDER ACCREDITATION 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. Of Six Sigma	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
   Tel: +91 8369083940/+91 9322728183
   www.ukjas.com

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.

UK JAS

REGISTRATION FORM
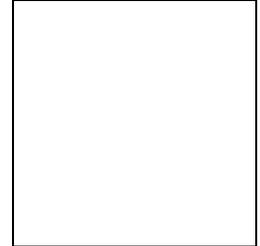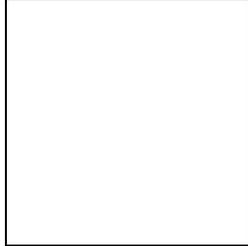
PERSONAL DATA

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: ……………………………………….**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
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