NABET Criteria for accreditation of

ISO/IEC 17025 INTERNAL AUDITOR TRAINING COURSE

Quality Council of India (QCI) has been established as an autonomous non-profit organisation to establish the National Accreditation Structure, jointly by the Government of India and the Indian Industry represented by the three premier industry associations, Associated Chambers of Commerce and Industry of India (ASSOCHAM), Confederation of Indian Industry (CII) and Federation of Indian Chambers of Commerce and Industry (FICCI).

National Accreditation Board for Personnel and Training (NABET), one of the Boards functioning under QCI, offers accreditation to the professionals in the relevant areas i.e. Quality Environment, Food Safety, Occupational Health etc. It also offers accreditation to the Training Course Providers who offer training courses for the Quality Management Systems, Environment Management Systems and Occupational Health and Safety Auditors namely Lead Auditor Training Courses and Internal Auditor Training Courses.

NABET is a member of International Personnel Certification Association (IPC), an international association of similar national bodies worldwide.

NABET is now offering accreditation of “ISO/IEC 17025 Internal Auditor Training Course” for the benefit of laboratories engaged in testing and/or calibration activities. This course will focus on the following:

i) essential nature of Internal Auditing
ii) monitoring and verifying the effective implementation of Laboratory Management System
iii) management of Internal Audit
iv) skills for conducting Internal Audit
v) competence of auditors and procedures for their evaluations

Scope

The programme is meant for personnel of all laboratories performing tests and/or calibrations and persons of laboratories where testing and/or calibration forms part of inspection and product certification.

The programme is also useful for laboratory clients, personnel of regulatory authorities and accreditation bodies who may use the knowledge gained in conforming or recognising the competency of testing and/or calibration laboratories.

Pre-requisite

Participants for this course shall have attended awareness course on ISO / IEC 17025.
2.1 Learning Objectives

Learning objectives describe what students must be able to do so by the end of this course. Students need to demonstrate acceptable performance in all of these areas in order to complete the course successfully and the training course provider will need to demonstrate a factual and objective approach to the assessment of student performance against the following.

2.2 General

A participant who actively participates in the programme shall be able to describe the purpose of Internal Audit, its importance as a management tool for monitoring and verifying the effective implementation of an organization’s Quality Management System including its Quality Policy.

2.3 Principles of Internal Auditing

A participant who actively participates in the programme shall be able to describe the essential principles of internal audit, which make the audit an effective and reliable tool in support of management policies and controls.

2.4 Managing an Audit Programme

A participant who actively participates in the programme shall be able to manage Internal Audit Programmes effectively including issues such as:

i) to establish, implement, monitor, review and improve audit programme, and

ii) to identify and provide the necessary resources

2.5 Audit Activities

A participant who actively participate in the programme shall be able to conduct internal audit effectively, which includes

i) Initiating the audit,

ii) Conducting document review

iii) Preparing for the on site audit

iv) Conducting on site audit

v) Preparing the audit report

vi) Effectiveness of corrective actions through follow-up audits.

2.6 Competence and Evaluation of Auditors

A participant who actively participate in the programme shall be able to describe the:
i) Personal attributes of an auditor to enable him to act in accordance with the principles of auditing

ii) Generic and specific knowledge and skills of Laboratory management system auditors

vii) Competence and evaluation of auditors

2.7 The training course provider may develop more detailed learning objectives as appropriate

2.8 Students’ achievement of the learning objectives shall be measured by the training provider.
Section – 3 COURSE CONTENT

Early in the course presentation, the course provider shall provide to the students a description of the course format, student responsibilities, how the student will be evaluated and the basis for each type of evaluation.

The course shall cover:

a) all aspects defined in the Course Objectives and
b) local requirements, culture, practices or approaches to auditing and the application of ISO / IEC 17025 as appropriate.
Section – 4 COURSE STRUCTURE, TRAINING METHODS AND FACILITIES

4.1 Duration

The total course time devoted to direct instruction and to assigned team and individual activities shall be at least 12 hours.

If the course is given through interpreters, the time shall be increased as required to meet the learning objectives.

Time devoted to the meals, breaks or other free time is not included in the calculation of the course duration.

The course shall be presented during two consecutive days, unless otherwise authorized by NABET.

4.2 Training Methods

Training courses shall be designed to have a high degree of interaction between students and instructors. Training methods shall seek to involve and engage students throughout the duration of the course.

The training course shall include both knowledge based sessions (to facilitate understanding of concepts) and skill based sessions (application of knowledge and skills in practical activities) and each student shall be subjected to realistic quality system audit practices and conditions.

Knowledge based sessions may be instructor led, but shall allow for some interaction with students enabling instructors to test learning and students to clarify their understanding as required.

Skills based sessions may be supported by instructor input to address the relevant requirements and techniques such as for managing meetings and interviews.

Methods for validating student achievement of the learning objectives and for providing timely feedback shall be included in the course.

Each student shall be required to participate in practical skills based activities: workshop, case studies, auditor role playing or actual system audit situations. At least 50% of course time shall be used in such activities.

Instructors shall demonstrate effective management of the course, including attention to time schedule, course content, requirements of the standard, instructor conduct and other course requirements.

Training aids such as videos that are directly relevant may be used to supplement the training by the instructors. These may be commercial training videos or videos produced during the course to record and review the performance of students. No more than two hours of the total course time may be devoted to non-interactive, passive training aids.

4.3 Class size; Attendance

The number of students in a class shall be no greater than twenty nor fewer than four.

Students shall be required to be in attendance for the full duration of the course.
4.4 Number of Instructors

The Instructors shall have at least five years of working in the field of Testing and Calibration. The Instructors shall preferably be empanelled with NABL (National Accreditation Board for Testing and Calibration Laboratories).

The Lead instructor shall be appointed on the basis of qualification criteria decided by the training course provider and so approved by NABET.

The Lead Instructor shall be actively involved in instruction and evaluation for the full duration of the course.

Additional resource people or trainee instructors may be used for specific subjects or activities, however the main instructor/s remain responsible for the entire course offering.

When specific activities (ex. Written quizzes etc.) involve neither instruction nor evaluation and do not require the availability of the instructors for explanation, clarification or advice, any one instructor need be present.

Well qualified and experienced Resource Persons with specialisation in Quality Management and Laboratory Accreditation System shall present the topics in the programme.

4.5 Course Materials

Each student shall be provided with a complete set of course notes to supplement the training program.

The documents included in the course notes shall themselves illustrate good organization, layout and document management practices, including document revision level and appropriate page numbering.

The set of course notes shall prominently identify the approved course provider (ex. on cover page etc.).

The student notes shall cover each session and shall include all important points of the learning objective(s) being covered.

Examples of typical documents, reports and forms shall be included.

Course notes may include typical examination questions, provided they are not used in any of the examinations, either during the course or following the course.

Each student shall have a copy of the current published version of ISO /IEC 17025. If the standard is not supplied as part of the course notes each student shall be required to take a copy to the course. A copy shall be made available for loan to any student who does not have one.

4.6 Facilities

The course provider shall ensure that suitable facilities for training are provided, including classroom, audio-visual and other training equipment, and facilities for team activities.

The course provider shall encourage students to be resident at or near the location of the course offering, since this enhances participation in team activities and student contact with instructors outside the structured class settings.
Section – 5 EVALUATION OF STUDENTS

Each student shall be evaluated using both of the following two independent elements towards successful completion of their course:

a) the continual evaluation by the instructors of each student’s achievement of the learning objectives detailed as above
b) a written examination that tests students’ ability to apply the knowledge gained during the course.

5.1 Continuous Evaluation

The continuous evaluation shall be documented and shall evaluate each student’s:

a) achievement of the learning objectives
b) attendance and punctuality during the course

Each student’s performance shall be reviewed at the end of each day by the instructor(s). A daily grade shall be assigned for each student, reflecting the assessment of both instructors.

Course instructors shall identify students who appear to be having difficulty in achieving the learning objectives or who are not performing adequately in course activities. Such students shall be informed privately and in a timely manner of the instructor’s observations and be given opportunity to improve.

A student who fails the continual evaluation must satisfactorily complete another full training course before being eligible to receive a certificate of successful completion.

5.2 Written examination

The written examination shall evaluate the students’ comprehension of the ISO/IEC 17025 and its application. The time allotted for taking the examination shall be one hour. Strict adherence to the time limit shall be maintained.

The instructor may allow a student with particular disability that adversely affects the student’s capability to complete the examination in the allotted time up to 30 minutes additional time for taking the written examination. Any such allowance shall be indicated in the records of the course or of the examination with supporting reasons.

At least 75% of the examination grade shall be based on questions that require written responses which test the student’s ability to analyse and understand to apply the ISO /IEC 17025.

The reminder of the examination grade shall be based on multiple choice, true/false or short answer questions. The minimum passing grade shall be 70%.

The only reference material allowed during the examination is a copy of the ISO / IEC 17025 standard, Course material and self (participant’s) notes.

Copies of the examination questions (other than those in an example examination paper), examination papers, solutions or completed examination papers shall not be supplied to any student or any other party (except to the approval body) for any reason.

Training course provider shall ensure that the instructor(s) for any given course presentation and/or designated authority are not aware of the examination paper to be used for that presentation.

At least one instructor of the course must be present during the examination.
6.1 Administrative Procedures

The course provider’s Quality Management System should be based on ISO 9001:2000 standard.

The course provider shall develop and maintain documented procedures for the effective administration of the course in line with ISO 9001:2000. Areas covered shall include:

i. The design, development and evaluation of course materials and documentation to ensure conformity with the current NABET criteria

ii. Presentation of the course

iii. The control of course publicity and advertising

iv. A document control system for the maintenance and updating of procedures and course notes.

v. The criteria for selecting course instructors, procedures for their initial training, evaluation of their delivery of the course and ongoing review of performance.

vi. Management reviews of the course.

vii. Records of individual students and each course offering, including analysis of statistics.

viii. Student evaluation procedure, including pass/fail decisions.

ix. Operation and conduct of the examination and re-examination, including security and confidentiality of examination questions, answers and marked papers.

x. Issue and withdrawal of certificates

xi. Storage and eventual disposal of marked papers and continuous assessment records.

xii. Methods such as statistical techniques used to analyze and improve student evaluations, instructors’ performance and overall course performance.

xiii. Notifying NABET of significant changes to the course before they are implemented.


6.2 Records

i. The course provider shall maintain records to demonstrate conformance to the NABET requirements.

ii. Records shall be maintained in English.

iii. Records may be in the form of any type of media, such as hard copy or electronic media.

iv. These records shall be maintained for at least three years.

v. These records shall be made available to NABET.

vi. The records for each course presentation shall include:

• Venue, dates, related advertisement and promotional literature
• Names of instruction team members, with their auditor accreditation status at the time of that course presentation, trainee instructors, observers.
• Identification of the specific issue (revision level) of the course documentation used.
• Identification of the examination paper used
• Names of all students who attended the course, together with the continuous evaluation results and the examination results for each student
• All copies of marked examination papers, continuous evaluation forms and related summaries
• The percentage of students that successfully completed the course
• Names of each student who took a re-examination, together with the re-examination result for each.
• Unique identification number of each certificate of successful completion and the name of the student to whom it was issued.

6.3 Management Review

The management of the course provider shall review its administrative procedures at least annually and shall maintain records of these reviews for at least three years.

The management shall review the following at least annually for effectiveness and conformity:

• Actions outstanding from previous management review meetings
• Actions resulting from surveillance by the approval body
• Administrative procedures
• Course design
• Course presentation
• Performance of instructors and future training/CPD needs
• Complaints and appeals
• Analysis of student feedback and pass/fail rates

6.4 Instructors

Well-qualified and experienced Resource Persons with specialisation in Quality Management and Laboratory Accreditation System shall present the topics in the programme

All Instructors shall have the following competence:

• shall be thoroughly experienced in the principals and practices of ISO/IEC 17025 management system relevant to the content of the course
• ability to facilitate the learning of appropriate knowledge and the relevant skills
• familiarity with the current course materials and documentation
• good communication skills to be able to impart necessary knowledge to students
• have knowledge of current practices and of relevant standards
• familiarity with the applicable international and national regulations

Before allowing instructors to present a course, training providers shall first ensure that he/she has acquired the competence as defined above. As a minimum this shall involve the instructor (all the following):

• participating either as a student or observer on a complete presentation of the training organization’s course
• participating as an instructor under the supervision of a trained instructor for a minimum of one course
• must conduct each session of the course at least once in a year under supervision of a trained instructor.
• being monitored by the training provider presenting and managing the course

Lead instructor for each course shall be a registered Auditor/Lead Auditor.
The Instructors must be provided with all necessary materials and supporting documentation to plan, manage and present the course and assess students performance according to defined requirements.

The course provider shall have documented procedures to:

- selection of Lead Instructors & Instructors, on the basis of their competence, qualifications, experience and training
- initially assessing the conduct of Lead Instructors and Instructors during courses and subsequently monitoring their performance.

These procedures shall include monitoring and review, at least annually, of each instructor’s performance. Records of these reviews shall be maintained by the course provider.

Where there have been no previous presentations of a course (i.e. where the course provider is seeking initial approval), the course provider shall have documented evidence of fulfillment of the competence requirements of the instructors before the initial presentation.

Detailed resumes of all the Instructors should be sent along with the application to NABET.

Any additions in the list of instructors should be communicated to NABET immediately for approval before participation of any instructor in the course delivery.

### 6.5 Certificates

A certificate of “successful completion” shall be provided to each student who has passed either or both the written examination and the continuous evaluation.

The certificate shall:

- Clearly state that the course is registered by NABET
- Include the NABET accreditation mark
- Include a unique identification number for each successful certificate
- Clearly show the name of the course provider, as it is registered by NABET
- Identify the course by course title, course number and dates of presentation of the course
- Include the name of the student, in the same form that the student would use to apply for registration in Auditor registration program
- State that the student named has successfully completed the course
- Include all information on a single side of the certificate

The wording of any certificates of “attendance” shall make it clearly apparent that the student has only attended the course. There shall be no implication of successful completion.

Students shall be informed by the course provider that certificates of “Successful completion “ and “Attendance” do not in itself satisfy the requirements for auditor registration.

The design and content of the certificate of “successful completion” and the certificate of “attendance”, and any changes thereto, shall be approved by NABET.

No alterations shall be made in the certificate without prior approval of NABET.

### 6.6 Complaints and Appeals

The course provider shall have documented procedures for handling & disposal of complaints within a reasonable time.

The course provider shall have a documented appeal mechanism for handling appeals against its decisions & disposal of appeals within a reasonable time.
The documented procedure shall include provision for corrective and/or preventive action to be taken if required as a result of any complaint or appeal. The procedures shall include the potential involvement of NABET in unresolved complaints or appeals.

The course provider shall inform all students of the right to make a complaint or an appeal and shall provide written details of the process for doing so, on request.

The course provider shall notify each complainant or appellant in writing of the result of the complaint or appeal and of the right to appeal against the result to NABET.

The course provider shall maintain records of all complaints and appeals, of their resolution and the corrective & preventive actions taken.

6.7 Subcontracting of Courses & Branches

A subcontractor is any organization not owned by your organization or any person not employed by your organization that you give authority to administer or present your NABET registered course.

*No NABET registered course can be subcontracted to a second organization, a person or course provider.*

A Branch is an office/site owned and controlled by your organization and authorized to market, administer or present your NABET registered training course under your name, responsibility and control.

You should have appropriate methods to monitor and measure the performance of your branches to ensure that the NABET requirements are consistently met.

6.8 Confidentiality

The course provider shall have adequate arrangements consistent with applicable laws to safeguard confidentiality of all information provided by students, including results of examinations. These arrangements shall be extended to include organizations or individuals acting on its behalf and representatives of the course provider.

Except as required in this criteria, information about a student shall not be disclosed to a third party without written consent of the student, nor shall information about a student's sponsor be disclosed without written consent of the sponsor.

6.9 Changes

*The course provider shall ensure that any major changes it intends to make to the training course are first approved by NABET.*

Following a decision on and publication of changes, the course provider shall verify that each of its course instructors and branches carries out necessary adjustments to the course and materials before the agreed effective date.

The course provider shall notify NABET of any changes of address or any significant changes in organization structure or provision of services.

NABET reserves the right to carry out assessment of changes to the Documents and/or course delivery before its approval. The expenses for this re-assessment shall be borne by the course provider.
Section – 7 ASSESSMENT OF COURSE PROVIDER

7.1 Language

All communications, documentation and records shall be in English.

7.2 Initial Assessment

7.2.1 Documentation assessment

NABET shall evaluate the documented system including (but not limited to):

i Quality Manual

ii The course material, including the subjects to be covered, the time schedule for the various activities, and all the student and instructor materials such as course notes, student reading materials, case studies, simulations, tutor notes.

iii The examination format, questions and answers, time allotted, grading procedure, pass/fail requirements, policy and procedures for re-examination, technique for continuous evaluation, procedures used to assure the quality of measurements.

iv The criteria for selecting instructors, procedures for assessing their performance and a current list of instructors, their resumes and registration status

v Course administration documents including policies for admission of participants, course registration forms, fee schedules, course certificates and promotional material.

After the evaluation, NABET will inform the course provider of the non-conformities and/or observations if any.

The course provider shall be required to close all observations and non-conformities before the next stage of assessment.

7.2.2 Course Assessment

Following review and acceptance of the documentation procedures, NABET shall undertake at least one full assessment of the presentation of the course. NABET shall evaluate all aspects of the course and all activities of the instructors for conformance to the applicable NABET criteria & course providers’ procedures, and evaluation of students for effective delivery of the course.

During the assessment of the course, NABET Assessor reserves the right to allocate training session to the Tutors of the course.

The course provider shall be informed of the findings and non-conformities if any in the closing meeting by the Assessor. However the final report and the recommendation will be sent after the decision of the Board.

In case any corrective action is required, the course provider shall make the necessary corrections & improvements, and submit the appropriate documentation within a defined time schedule.

An additional full or partial evaluation of a course offering may be done by NABET to verify the compliance of corrections.

The NABET Accreditation Committee will take the decision on NABET accreditication for the course depending on the Course Assessment report.
When NABET Accreditation Committee determines that the course provider’s presentation is acceptable, NABET shall inform its approval to the course provider. This accreditation will be with effect from the first offering of the course, which was subjected to NABET assessment.

The annual accreditation fee should be paid by the course provider on receipt of invoice from NABET. Subsequently for every year, the training course provider will have to clear the surveillance assessment and pay the requisite fee for renewal of accreditation.

A certificate will be issued on receipt of fees.

7.3 Surveillance and Re-assessment

7.3.1 Surveillance Assessment

To assess course provider’s continuing conformance to NABET criteria and the effective implementation of the course provider’s procedures, NABET shall normally conduct an annual surveillance for:

a) Administrative procedures, practices and records.

b) A minimum (but not limited to) one-day surveillance of a course offering.

During the assessment of the course, NABET Assessor reserves the right to allocate training session to the Tutors of the course.

Course surveillance and audits of administrative procedures shall be planned to ensure that different aspects of the course and the course provider’s system are regularly reviewed.

Course presentation surveillances shall review different instructors and different venues. NABET reserves the right to demand witness of a specific Instructor.

NABET reserves the right to carry out more frequent or longer surveillance as necessary for specific course providers in case of complaints/concerns against the delivery or administration of the course. Cost for the same shall be borne by the course provider.

NABET may conduct surprise surveillance of the course offerings.

7.3.2 Re-assessment

NABET shall carry out reassessment of the office procedures, documentation and complete course offering to verify the compliance with the NABET criteria.

NABET shall inform the course provider in advance for the conduct of re-assessment.

The course provider shall apply in the requisite application form for the reassessment of its course enclosing the necessary papers and the fee after three years from the date of initial accreditation.

7.4 Suspension or Cancellation

NABET may suspend or cancel an approval of the course because of any of the following, but not be limited to:

i) non compliance or violation of the NABET requirements
ii) providing insufficient or incorrect information to NABET
iii) improper use of NABET Accreditation and logo
iv changes in the certificate format without NABET approval  
v changes in the course material without NABET approval  
vi failure to report any major changes in the course  
vii any other condition deemed appropriate by NABET  
viii non payment of fees.  
ix At you request  

All certificates of successful completion issued during the period of suspension must be cancelled and recalled.

7.5 Appeals

7.5.1 An appeal against NABET shall be made in writing to the Board Chairman. An Appeals Committee will be constituted out of the Board Members to resolve the issue.

7.5.2 In case of non-acceptance of the decision of the Appeals Committee by the applicant, the appeal can be made to the Secretary General, QCI, who will then appoint an arbitrator for the purpose. The arbitration shall be held in the city of Delhi and shall be in accordance with the Arbitration and Conciliation Act 1996.
Annexure – A

Internal Auditor Training Course Schedule (for guidance)

**Day I**

<table>
<thead>
<tr>
<th>Timings (Hrs.)</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900 – 0930</td>
<td>Registration</td>
</tr>
<tr>
<td>0930 – 1100</td>
<td>Recap on ISO/IEC 17025</td>
</tr>
<tr>
<td>1100-1130</td>
<td>Tea Break</td>
</tr>
</tbody>
</table>
| 1130 – 1300    | Principles of Audit  
                     Types of Audit  
                     Reference to ISO 19011 |
| 1300 – 1400    | Lunch break |
| 1400 – 1530    | Actual audit in the Laboratory or Syndicate Exercise on audit through case study |
| 1530 – 1600    | Tea Break |
| 1600 – 1800    | Group work on  
                     a) Preparing vertical audit schedule  
                     b) Developing procedure on internal audit |

**Day II**

<table>
<thead>
<tr>
<th>Timings (Hrs.)</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900 – 0930</td>
<td>Review of Day-I</td>
</tr>
<tr>
<td>0930 – 1100</td>
<td>Presentation on Audit Findings &amp; group work</td>
</tr>
<tr>
<td>1100 – 1130</td>
<td>Tea Break</td>
</tr>
<tr>
<td>1130 – 1300</td>
<td>Exercise on non-conformances</td>
</tr>
<tr>
<td>1300 – 1400</td>
<td>Lunch break</td>
</tr>
<tr>
<td>1400 – 1430</td>
<td>Brief on Examination</td>
</tr>
<tr>
<td>1430 – 1530</td>
<td>Examination</td>
</tr>
<tr>
<td>1530 – 1600</td>
<td>Open house &amp; Feedback</td>
</tr>
<tr>
<td>1600</td>
<td>Close of the programme</td>
</tr>
</tbody>
</table>
APPLICATION FOR
ISO/IEC 17025 Internal Auditor Training Course

1. Name of the Applicant
   (Organization name)
   ...................................................................................................................
   ...................................................................................................................

2. Application for
   ☐ New Course Accreditation
   ☐ Re-Accreditation

3. Address
   ...................................................................................................................
   ...................................................................................................................

   Tel no ..................................
   (std code) (no.)
   Fax no. ..................................
   (std code) (no.)
   Email ........................................................
   ...................................................................................................................
   (The addresses of other branch offices should also be given. It can be attached as a separate sheet, with this application.)

4. The following documents are enclosed (two copies):
   a) System Manual for the course including :
      I. Copy of the Course Material
      II. Examination Paper (Sample)
      III. Case Studies
      IV. Any supporting notes/Tutor Material/Instructions etc.
      V. Continuous evaluation formats
      VI. Any other training material
      VII. Administrative procedures
      VIII. Instructor Qualification criteria and their evaluation procedures
   b) List of Instructors with their resumes
   c) Corporate Brochure
   d) Organisation structure & details of relationship with any certification body
   e) Certificate and Letter of Attendance proposed to be issued to participants
   f) Schedule of Courses (for next six months)

5. Please find enclosed the Demand Draft / Cheque (Delhi only) no. ___________ for Rs. _____________ dated __________ drawn on ____________ in favor of Quality Council of India, payable at New Delhi towards the application fee.

6. Authorized Signatory:
   Name ...................................................................................................................
   Designation ..........................................................................................................  

   Signature ..................................................................  Date _____________________
## FEE STRUCTURE

<table>
<thead>
<tr>
<th>Fee Details (in Rs.)</th>
<th>Training Course</th>
<th>Awareness Course</th>
<th>Internal Auditor Training Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Application Package</td>
<td>500/-</td>
<td>500/-</td>
<td></td>
</tr>
<tr>
<td>b) Application Fee</td>
<td>25,000/-</td>
<td>25,000/-</td>
<td></td>
</tr>
<tr>
<td>c) Assessment Fee</td>
<td>10,000/- per man day *(Course material - 1 day Administration - 1 day Course delivery - 2 days) # plus actuals</td>
<td>10,000/- per man day *(Course material - 1 day Administration - 1 day Course delivery - 2 days) # plus actuals</td>
<td></td>
</tr>
<tr>
<td>d) Annual Fee (up to 12 deliveries) payable in advance</td>
<td>15,000/-</td>
<td>15,000/-</td>
<td></td>
</tr>
<tr>
<td>e) Above 12 offering</td>
<td>1,000/- per course</td>
<td>1,000/- per course</td>
<td></td>
</tr>
<tr>
<td>f) Surveillance (every year)</td>
<td>10,000/- per man day *(Administration – 1 day Course delivery – 1 day) # plus actuals</td>
<td>10,000/- per man day *(Administration – 1 day Course delivery – 1 day) # plus actuals</td>
<td></td>
</tr>
<tr>
<td>g) Re-assessment (after 3 years) Application Assessment</td>
<td>15,000/- 10,000/- per man day *(Course material – 1 day Administration - 1 day Course delivery - 2 days) # plus actuals</td>
<td>15,000/-</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10,000/- per man day *(Course material – 1 day Administration - 1 day Course delivery - 2 days) # plus actuals</td>
<td></td>
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GENERAL INFORMATION ON PAYMENT OF FEE
FOR TRAINING COURSE ACCREDITATION

1. The fee is to be paid by a Demand Draft payable at Delhi or a local Cheque of Delhi in favor of “Quality Council of India”.

2. Only the Application fee is to be sent along with the application. Applications not accompanied by the application fee will not be considered.

3. The Annual fee is to be sent only after the receipt of confirmation from NABET. Certificate will be sent after receipt of full fees and expenses.

4. Annual fee is to be paid in advance before the beginning of the next year of certification.

5. The company has the option to pay the additional course fee offerings in advance based on their calendar of programmes or they may pay at the end of the year based on the number of programmes actually conducted. This will be verified during the surveillance audit.

6. "**" Indicates a typical example. The number of man-days may vary.

7. "#" Expenses on local travel, outstation travel, boarding and lodging etc. of Assessors will be charged on actuals.

8. All fees are non-refundable.