



# THE BEST QUALITY TRAINING BY THE BEST QUALITY PEOPLE

AIB. Ver 5: Nov 09

## Introduction to Inspection Body Accreditation

### Meet the growing demand for greater confidence in the quality of inspection services.

Accreditation to ISO/IEC 17020 demonstrates technical competence in inspection and confirms the effectiveness of management systems. Inspection Body Accreditation by IANZ to ISO/IEC 17020 is increasingly a requirement for inspection service providers in the regulated sector of the economy.

Accreditation also provides a market advantage in the ever more competitive inspection field.

This two day course is designed for managers of inspection services, and provides a sound understanding of the essential elements of IANZ Accreditation and the requirements of ISO/IEC 17020, including:

- Validity of methods and procedures
- Practical competence of personnel
- Suitability and reliability of equipment
- Traceability of measurement
- Organisation and management
- Records of training, equipment and job details
- Organisation and quality management systems.

### Presenter

Geoff Hallam, Technical Development and Regulatory Affairs Manager, International Accreditation New Zealand, presents this course.

Geoff has extensive experience in inspection and accreditation in New Zealand and the UK. His approach is down-to-earth and practical, combining flexibility of application with internationally accepted interpretation of the Standards.

### Please note

The number of participants for each course is restricted to ensure a trainer / student ratio that will facilitate effective training outcomes.

### Participating in a course

It's very easy to take part. You can make a provisional booking by phoning 0800 9000 99 or emailing us at [info@nzqc.co.nz](mailto:info@nzqc.co.nz).

To confirm your place, just send us a completed registration form either with full payment or a purchase order. As soon as we receive your registration form (preferably no later than four weeks before the course), we'll send you a confirmation letter with full details.

### Course fees include

- Tuition
- Morning tea, lunch and afternoon tea (depending on course times)
- All course notes and take-home reference materials

### Duration & Prices

Two day course \$1045 +gst

*Book one month in advance to receive the early bird price of \$875 +gst*

### Dates & Locations

Auckland                      TBA

# NZQC COURSE REGISTRATION FORM



Name of Course Introduction to Inspection Body Accreditation

Date \_\_\_\_\_ Location \_\_\_\_\_

## REGISTRANT INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Company Name \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## APPROVING MANAGER

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Position/Title \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

## BOOKING

Purchase Order \_\_\_\_\_

Booking Contact Name \_\_\_\_\_

Invoice Address (if different to above) \_\_\_\_\_

*Please read the terms and conditions below before posting your registration for this course.*

## METHOD OF PAYMENT

*Payment for the course must be received by NZQC prior to course commencement date unless another arrangement has been agreed with NZQC.*

Pay By Cheque

Please make cheque payable to:  
New Zealand Quality College  
Private Bag 28908, Remuera  
Auckland 1541

Pay by Credit Card

Currently we accept VISA and MASTERCARD

VISA       MASTERCARD

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

Payment Amount:

\$ \_\_\_\_\_ (+ GST)

## TERMS AND CONDITIONS

### Amendment, Alteration and Cancellation

We reserve the right to amend, alter or withdraw any of the information in this brochure or on any course being offered should circumstances dictate. If we cancel, we will notify registrants as early as possible to minimise any inconvenience. Please check with us before booking any travel or accommodation connected with your course registration.

### Unable to attend

We understand that priorities change and you may not be able to attend the course you have registered for. When this arises, the following terms may apply:

- If you advise us of the registrant's non-attendance 14 days or more before the course starts, you will be issued with a full refund.
- Should we receive cancellation less than 14 days before the course starts, we will refund 50% of the course fee.
- If we receive cancellation on the day of the course or the registrant does not attend, no refund will be made.

### Transfers

You may transfer to another date and/or location for the course you have registered for up to 14 days prior to the course commencing at no additional cost. If we receive a transfer request within 14 days of the course, a 10% transfer fee will apply. Transfers on the day of the course will be treated as cancellation.