

# Asian Productivity Organization

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## PROJECT NOTIFICATION ADDENDUM

7 March 2012

1. **Project Code** 12-IN-103-GE-TRC-B
2. **Project Title** Training Course on the ISO9001: Quality Management Systems
3. **Addendum No.** 1
4. **Reference** 12-IN-103-GE-TRC-B: Project Notification dated 1 March 2012
5. **Details** Change in Item No. 5 "Implementing Organization" and  
Change in Item No. 8 "Closing Date for Nominations"

### 5-1. Change in Item No. 5 "Implementing Organization"

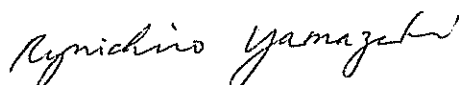
The contact information for implementing organization has been updated as follows:

National Training & Productivity Centre (NTPC)  
Fiji National University  
Address: 2/8 Queen Elizabeth Drive, Nasese, Suva, Fiji  
P.O. Box 6890 Nasinu Fiji  
**Phone: 679-3311004/Mobile: 679-9990 724/9993 080**  
**Fax: 679-3311756**  
**e-Mail: Alumita.teusia@fnu.ac.fj; Kamlesh.Prakash@fnu.ac.fj;**  
**snamosimalua@labour.gov.fj**

### 5-2. Change in Item No. 8 "Closing Date for Nominations"

The closing date for nominations has been set earlier, and the new closing date for nominations is **18 May 2012**.

Other terms and conditions as specified in the Project Notification dated 1 March 2012 remain unchanged.



Ryuichiro Yamazaki  
Secretary-General

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## PROJECT NOTIFICATION

1 March 2012

1. **Project Code** : 12-IN-103-GE-TRC-B
2. **Title** : Training Course on the ISO9001: Quality Management Systems
3. **Duration & Timing** : 16–20 July 2012 (5 days)
4. **Venue** : Nadi, Fiji
5. **Implementing Organizations** : National Training & Productivity Centre (NTPC)  
Fiji National University  
Address: P.O. Box 6890 Nasinu Fiji  
Phone : 679-3392000  
Fax: 679-3340184, 3398973  
e-Mail: alumita\_t@tpaf.ac.fj  
snamosimalua@labour.gov.fj
6. **Number of Overseas Participants** : Up to 18 qualified participants from Bangladesh, Cambodia, India, Indonesia, Iran, Lao PDR, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, and Vietnam. Other member countries with particular interest in the topic may nominate candidates upon consultation with the Secretariat.
7. **Number of Local Participants** : Up to six participants
8. **Closing Date for Nominations** : 11 June 2012
9. **Objectives:**

To enable participants to understand the requirements of ISO 9001:2008, develop quality management systems (QMS), follow audit and certification procedures, and operate and maintain QMS in organizations.

## 10. Background:

An effective QMS can help any organization to improve its quality approach and productivity regardless of area of operations, size, or whether it is in the private or public sector. The ISO 9000 family of standards covers internationally accepted requirements for the development of good quality management systems. ISO 9001:2008 is the standard among the ISO 9000 family which provides specific requirements for a QMS and organizations can be certified for it by a third party.

The APO has been organizing various projects focusing on total quality management and quality awards to help industries and organizations to incorporate quality management in their business. In 2011, the APO revised its three strategic directions as directed and approved by the Governing Body and one of them was strengthening SMEs. ISO 9001-based QMS can help SMEs develop products that are globally acceptable in terms of quality requirements in a cost-effective manner and allow them to be more competitive. SMEs in the Asia-Pacific region require support to build their capacity in QMS. Therefore, the APO has renewed its focus on ISO 9001 and plans to organize this five-day intensive training course to NPO professionals and train industry managers. This initiative will be continued in 2013 and 2014 by organizing an e-learning course in 2013, followed by intensive training courses in 2014. Through this series of courses, the APO intends to develop a pool of quality management practitioners who can help SMEs in the region.

## 11. Scope and Methodology

### Scope

- ISO 9000 family of standards
- ISO 9001: 2008 requirements
- Development of a quality policy, objectives, and manual
- Documentation and audit procedures
- Certification requirements
- Benefits of a QMS and its operation

### Methodology

Classroom lectures by experts, case studies, group exercises, site visits, group discussions and presentations, and examination

## 12. Qualifications of Participant:

- (a) Present Position: NPO professionals who are providing SME with QMS, quality consultants/professionals, SME managers, quality managers and supervisors, or quality auditors.
- (b) Age: Preferably between 30 and 50 years.
- (c) Education: University degree or equivalent qualification from a recognized institute.
- (d) Experience: At least five years of experience in the above-mentioned fields.
- (e) Language: Proficient in written and spoken English.
- (f) Health: Physically and mentally fit to attend an intensive program requiring strenuous travel and several plant/field visits.

### **13. Financial Arrangements**

#### **(a) To be borne by the APO**

- i)* Round-trip economy-class international airfare by the most direct route between the international airport nearest to the participant's place of work and Nadi, Fiji for participants from Bangladesh, Cambodia, Lao PDR, Mongolia, and Nepal and for participants from nonprofit organizations and SMEs from other member countries. As far as practicable, all participants should purchase discount tickets (following IATA PEX or other applicable discount fares). Please note that arrangements for the purchase of air tickets should be in accordance with the "Guide on Purchases of Air Tickets for APO Project Participants" dated 7 July 2006, which will be sent to the selected participants and is available from APO Liaison Officers in member countries.
- ii)* All assignment costs of overseas resource persons.

#### **(b) To be borne by the host country—Fiji**

- i)* Hotel accommodations and appropriate per diem allowances for 18 overseas participants for up to six days.
- ii)* Other local implementing costs in Fiji.

#### **(c) To be borne by participants or participating countries**

- i)* For participants from profit-making organizations, except for SMEs, from APO member countries other than Bangladesh, Cambodia, Fiji, Lao PDR, Mongolia, and Nepal:
  - 1) Round-trip international airfare between the member country and Nadi; and
  - 2) Participating Country Expenses at US\$50.00 per participant, payable to the APO in convertible currency.

#### **(d) To be borne by participants or participating countries**

- i)* Participants must be fully insured against accident and illness (including hospitalization) for a principal sum of US\$10,000.00 for the entire duration of the project and travel and must submit to the APO a copy of the comprehensive travel insurance certificate before participation. Such insurance must be valid in the countries to be visited. If a participant is unable to arrange for insurance coverage in the host country at the start of the project, he/she must pay the premium himself/herself out of the per diem allowances provided. Neither the APO nor the implementing organization will be responsible for any eventuality arising from accident or illness.
- ii)* Any expenses incurred by participants for stopovers on the way to and from the project venue as well as for extra stay at the project venue before and/or after the official project period on account of early arrival or late departure, for example, due to either limited available flights or any other reason whatsoever.
- iii)* Any expenses related to visa fees and airport taxes.

#### 14. Actions by Member Countries:

- (a) Each member country is requested to nominate three or more candidates for selection. Please ensure that candidates nominated meet the qualifications specified.
- (b) We will not accept any form of self-nomination. All nominations must be endorsed and submitted by an APO Director, Alternate Director, Liaison Officer, or their designated officer.
- (c) Please note that nomination does not necessarily guarantee that a candidate will be selected. Selection is at the discretion of the APO Secretariat. A basic criterion for selection is the homogeneity of the participants in terms of qualifications and work experience. Nonselection therefore does not mean that the candidates concerned are not competent. Sometimes candidates are not selected because they are overqualified.
- (d) Each nomination should be accompanied by the documents listed below. A nomination lacking any of these documents may not be considered:
  - i) *Two copies of the candidate's bio-data on the APO bio-data form together with passport-sized photograph. The bio-data form can be downloaded from the APO website. Information can also be downloaded from [www.apo-tokyo.org](http://www.apo-tokyo.org). We encourage submitting the biodata form to the APO Secretariat in electronic form as an attachment to a cover e-mail message from the APO Director, Alternate Director, or Liaison Officer.*
  - ii) *APO Medical and Insurance Declaration/Certification Form. Every candidate must complete and submit a copy of the APO Medical and Insurance Declaration/Certification Form with his/her bio-data at the time of nomination. Please note that for this particular project self-declaration is sufficient for candidates without any of the health conditions or illnesses enumerated on the reverse side of the medical form. However, for all others, medical certification by a recognized physician on the reverse side of the medical form is required.*
- (e) Member countries are encouraged to submit the necessary documents electronically as mentioned in (d)-i). In that case, there is no need to send a hard copy by postal mail. However, if the documents are submitted by fax, member countries are requested to mail the originals of the documents to the APO as well. If a digital photograph of a nominee is not attached to the electronic biodata form, a hard-copy photograph should be sent to the APO Secretariat by postal mail. Please specify the candidate's name and the project code on the reverse side of the photograph.
- (f) Member countries are requested to abide by the nomination deadline specified in Section 8 on the first page. The APO may not consider late nominations as they have in the past resulted in considerable difficulties to the implementing organization in its preparatory work for the project.
- (g) Under normal circumstances, candidates who are selected after the initial screening will be informed of their acceptance at least four weeks prior to commencement of the project.
- (h) Member countries are requested to inform candidates that, once selected, they are not to bring family members or to engage in any private business activities during the

entire duration of the project. Further, if they should become unable to take part, the NPOs concerned are requested to inform the APO and the host country promptly of their reason for withdrawal.

- (i) Each selected candidate is required to arrive at the venue one day before the start of the official project. Also, he/she is expected to return home upon completion of the official project because he/she is visiting the host country for the specific purpose of attending this APO training course.

#### **15. Guide for Participants**

Other conditions for participation are given in the *APO Guide for Participants*, which is available from APO Liaison Officers/NPOs in member countries and on the APO homepage ([http://www.apo-tokyo.org/05part\\_guide.htm](http://www.apo-tokyo.org/05part_guide.htm)).



Ryuichiro Yamazaki  
Secretary-General