



PROJECT NOTIFICATION

Ref. No. 20-IN-05-GE-CBD-C-PN2000019-001

PN Issue Date	1 April 2020
Project Code	20-IN-05-GE-CBD-C
Title	Certification Body Development Program
Timing	July 2020–May 2021
Venue	Selected Member Countries
Implementing Organization(s)	APO Secretariat
Participating Countries	Selected Member Countries
Number of Participants	NA
Closing Date for Proposal	30 June 2020

1. Objectives

The objective of this project is to assist NPOs by providing consultancy and training services on the required management system, operational structure, and certification scheme to comply with the requirements for becoming APO Certification Bodies (CBs).

2. Background

The Certification Body Development Program (CBDP) is an initiative by the APO aiming to expand the role of NPOs to become CBs operating APO certification schemes. This initiative should be considered as an expansion of other NPO-centric capacity-building programs such as Development of NPOs (DON), Bilateral Cooperation Between NPOs (BCBN), and in-country training courses. While previous programs focused on enhancing the competency of NPOs as training providers, this project will focus on building up their capabilities to become CBs for productivity-related and future-oriented specialists. As CBs, NPOs will have opportunities to upgrade their own operational systems, particularly in certifying productivity professionals through compliance with international standards of practice. In addition, it will enhance the confidence of stakeholders and customers in NPOs' capabilities and reputations.

The development program will guide NPOs in complying with the requirements set by the APO Accreditation Body (APO-AB). It involves consultancy and training on the scope of accreditation, certification process, competency of staff, and management structure. It will ensure that recipient NPOs are able to meet the requirements and are fully prepared before assessment by the APO-AB.

The program that was introduced last year will continue in 2020 in order to give opportunities for more NPOs to participate. Hence, the Secretariat invites interested NPOs to participate in this program by submitting the attached application form. Depending on their current structure and management system, selected NPOs will participate in the CBDP for four to six months.

3. Scope and Methodology

Scope

The scope of consultancy and training services is based on the following standards:

- a. APO-AB 1003:2020 APO General Requirements for Certification Bodies: Certification of Persons Scheme;
- b. ISO/IEC 17024:2012 Conformity Assessment—General Requirements for Bodies Operating Certification of Persons; and
- c. APO Certification Scheme under which NPOs apply for accreditation.

Methodology

The CBDP involves the following:

- a. Providing consultancy services to NPOs in compliance with ISO/IEC 17024:2012 Conformity Assessment—General Requirements for Bodies Operating Certification of Persons, APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme, and APO Certification Scheme under which NPOs apply for accreditation;
- b. Conducting training activities to enhance awareness of the CB management system and to develop internal auditors, assessors, and examiners for the certification scheme; and
- c. Assigning a resource person(s) for all activities mentioned above.

4. Implementation Procedure

The implementation of the CBDP comprises three phases: application review; implementation; and preliminary assessment by the APO-AB. The flow of the program is described below.

Phase 1: Application Review

- a. The APO Secretariat analyzes and consults with the applying NPOs on the feasibility of the project.

b. After acceptance of the application for the CBDP is approved, the APO assigns a resource person(s) in consultation with the applicant NPOs and issues a Project Implementation Plan.

Phase 2: Implementation

a. The designated APO resource person(s) will conduct gap analysis against the APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme, and APO Certification Scheme under which the applicant CB intends to apply for accreditation.

b. Awareness training is conducted on ISO/IEC 17024:2012 Conformity Assessment—General Requirements for Bodies Operating Certification of Persons, APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme, and APO Certification Scheme under which the applicant CB intends to apply for accreditation.

c. Training activities and consultancy services are conducted to guide NPOs in operating the certification schemes under which the applicant CB intends to apply for accreditation.

d. A maximum of four visits with a maximum of five working days each is made by the resource person(s) to applicant CBs for undertaking a and b above.

e. The resource person(s) submits a progress report to the APO-AB and makes recommendations for accreditation.

Phase 3: Assessment by the APO-AB

The assessment is conducted by the APO-AB Assessment Team after the CBD project is completed and applications are received from NPOs/affiliated organizations. The assessment is conducted in two stages.

Stage 1 consists of a document or adequacy review assessment, during which the assessors review documentation against the APO-AB requirements.

Stage 2 then involves a compliance assessment during a visit to the applicant CB to conduct interviews, review documentation, and observe the conformity assessment activities carried out by the candidate CB. The assessment report is submitted to the APO-AB Council to obtain accreditation approval.

5. Roles and Responsibilities

NPOs

NPOs should assign a certification secretariat, committee, or team to work with the APO-assigned resource person(s). The secretariat, committee, or team is responsible for coordinating the entire project and serving as the focal point between the APO Secretariat and resource person(s).

APO

The main responsibility of the APO is to assign the resource person(s) during the specified periods of the CBDP.

Resource Person(s)

The role of the resource person(s) is to provide consultancy and training in the areas specified in phase 2.

6. Financial Arrangements

To be met by the APO

a. The APO will meet all costs and expenses including airfare, honorarium, and daily subsistence allowance for the resource person(s) assigned to conduct consultancy and training for NPOs under the CBDP.

b. Partial expenses of local implementation costs for organizing meetings/training/workshops during the CBD project. The budget details will be explained in the Project Implementation Plan.

To be met by NPOs

a. Expenses for coordinating, implementing, and documenting during the CBD.

b. Partial expenses of local implementation costs for organizing meetings/training/workshops during the CBD project.

7. Actions by Member Countries

a. Submitting official written requests to the APO and indicating interest in participating in the project;

b. Submitting the application form in Appendix 1; and

c. Appointing a focal contact person to liaise with the APO Secretariat, who will be responsible for all necessary action during the entire CBD project.

8. Actions by the APO Secretariat

a. Assigning a resource person(s) to provide training and consultancy to NPOs;

b. Coordinating and carrying out consultations with both the resource person(s)/consultant(s) and NPOs:

c. Monitoring the overall project; and

d. Providing administrative support.

A handwritten signature in black ink, appearing to read 'Dr. AKP Mochtan', with a long, sweeping flourish extending upwards and to the right.

Dr. AKP Mochtan
Secretary-General