



PROJECT IMPLEMENTATION PLAN

Ref. No. 20-IN-05-GE-CBD-C-IN03-PP2000021-001

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| PIP Issue Date | 23 September 2020 |
| Project Code | 20-IN-05-GE-CBD-C-IN03 |
| Title | Certification Body Development Program: Development Project for the National Productivity Council (NPC), India as an APO Certification Body |
| Reference | Project Notification 20-IN-05-GE-CBD-C dated 1 April 2020 |
| Timing and Duration | November 2020 – April 2021 (6 months) |
| Venue | India |
| Implementing Organization(s) | APO Secretariat and NPC, India |

1. Objectives

This is a development program to assist the NPC, India, in complying with the requirements for a certification body (CB) operating the APO certification scheme. The program includes training and consultancy services for establishing the structure, documentation, and procedures according to the APO requirements for a CB.

2. Background

The NPC teams up with its clients to work out solutions to accelerate productivity, enhance competitiveness, increase profits, augment safety and reliability, and ensure better quality. It provides reliable databases for decision-making, improved systems and procedures, and work culture as well as internal and external customer satisfaction. Its services therefore have impacts on economic growth and quality of life. The NPC provides consultancy and training services in the major areas of agribusiness, economics, energy management, environment management, human resources management, IT, industrial engineering, and technology management.

Certification schemes on topics such as 5S, supervisory development, productivity practitioners, and energy managers and auditors have been undertaken by the NPC under which it certified persons and organizations depending upon the specific requirements. Accreditation as an APO CB will enhance the NPC's brand, strengthen its leadership in productivity, and boost the values of services provided. The NPC aims to transition from a training provider to a future-oriented productivity-focused APO CB.

This development project will assist the NPC in complying with the requirements to become an APO-accredited CB by establishing a certification management system, rules, procedures, and processes. It will ensure that the NPC complies with the APO requirements for acting as a CB for productivity specialists.

3. Scope and Methodology

Scope

- a. APO-AB 1003 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-PS 101 Requirements for Productivity Specialists.

Methodology

The development project will be divided into the following phases.

Phase 1

The first phase of the project will focus on developing the capacity of the NPC to operate as an APO CB. An APO resource person(s) will conduct the following:

- a. One-day assessment of the capability of the NPC to provide individual certification and recommending a structure to operate the APO certification scheme;
- b. One-day awareness training on ISO/IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons and APO-AB 1003 APO General Requirements for Certification Bodies: Certification of Persons Scheme;
- c. One-day awareness training on the APO-PS 101 Requirements for Productivity Specialists; and

- d. Two-day consultancy on preparing the documentation required for the NPC to operate as an APO CB.

Phase 2

After the training and consultancy in phase 1, the NPC will conduct a pilot project to certify the first batch of productivity specialists in compliance with the APO-PS 101 Requirements for Productivity Specialists. A minimum of five persons will undergo the process and obtain certification under the program. The second phase of the project will focus on enhancing the capability of the NPC to implement the APO certification scheme. In this phase, the APO resource person(s) will provide the following assistance:

Five-day consultancy on conducting assessment of candidates applying for the APO-PS 101 Requirements for Productivity Specialists.

Phase 3

The third phase will strengthen the management system of the NPC in operating APO certification schemes. The APO resource person(s) will conduct the following training and consultancy services:

- a. Two-day internal audit training on the certification process and documentation; and
- b. Two-day consultancy on accreditation assessment preparation.

Phase 4

In the final phase, the APO Accreditation Body (APO-AB) assessment team will conduct a two-day assessment to determine whether the NPC is in compliance with the requirements for an APO CB, including the documented quality system, record examination, and certification process.

The development project will end with phase 4, and subject to the assessment report, the NPC may be accredited as an APO CB.

If there are nonconformities and the assessment team recommends corrective actions, the APO Secretariat will engage a resource person(s) for an additional three-day consultancy service to guide the NPC in resolving the nonconformities.

On completion of the project, a ceremony recognizing the NPC as APO-accredited CB will be organized to promote the program nationwide.

4. Roles and Responsibilities

NPC, India

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

APO Secretariat

The main responsibility of the APO Secretariat is to assign the resource person(s) to develop the program plan in close consultation with the NPC.

Resource Person(s)

The role of the resource person(s) is to provide consultancy and training in the areas specified in phases 1, 2, 3, and 4.

5. Financial Arrangements

To be met by the APO

- a. All costs and expenses related to the resource person(s) assigned to conduct consultancy and training for the NPC.

- b. Partial local implementation costs for organizing meetings/training/workshops during project implementation covering the meeting package including meeting room with training facilities and requisite stationery, material, and documentation (meals and translation/interpretation fees are not included in the meeting package).

The APO will meet a maximum of USD5,000.00 for the above costs in item b. The NPC will settle the entire account by providing all necessary bills and receipts issued by third parties to the APO after completion of the entire project. The final applicable payment will be based on the actual expenditure and the completion of the CB development project.

In the case of project withdrawal before completion, the APO will not be responsible for any reimbursement under item b.

To be met by the NPC, India

- a. Expenses for coordination, implementation, and documentation during the CB development project.
- b. Partial local implementation costs for organizing meetings/training/workshops during the CB development project.



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Secretary-General