



PROJECT IMPLEMENTATION PLAN

PIP Issue Date	12 February 2020
Project Code	19-IN-05-GE-CBD-C-VN01
Title	Certification Body Development Program: Development Project for the Vietnam National Productivity Institute as an APO Certification Body
Reference	Project Notification 19-IN-05-GE-CBD-C dated 4 July 2019
Timing and Duration	March 2020–September 2020 (six months)
Venue	Vietnam
Implementing Organization(s)	APO Secretariat, STAMEQ, and VNPI

1. Objectives

This is a development program to assist the VNPI in complying with the requirements for certification bodies (CBs) operating the APO certification scheme. The program includes VNPI training and consultancy to establish the structure, documentation, and procedures under the APO requirements for CBs.

2. Background

The mission of the VNPI, as the NPO, of Vietnam, is to enhance the productivity and performance of businesses for contributing to sustainable socioeconomic development. Its main activities include conducting research on productivity for policy recommendations; promoting productivity at national, provincial, and enterprise levels; providing training and consultancy on productivity improvement; assessing enterprise productivity performance for award recognition; and networking with international organizations on productivity enhancement-related areas for sustainable development.

The VNPI is spearheading the national productivity movement through various programs and activities including training on productivity and quality, human resources development and building productivity networks, and assessing and recognizing enterprises' productivity improvement efforts such as through 5S, lean applications, and total productive maintenance. The latest initiative is developing a Lean Six Sigma Black Belt Certification Program. These activities will sustain national productivity growth and contribute to socioeconomic development. To ensure that its current programs are aligned with international standards of practice and expand them to the certification of productivity professionals, the VNPI is planning to become an APO-accredited CB.

Therefore, this project will assist the VNPI in developing its overall certification management system including the process, capacity building to enhance the competency of assessors and certification administrators, and documentation. It will ensure that the VNPI complies with APO requirements for acting as a CB.

3. Scope and Methodology

Scope:

- ISO/IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons;
- APO-AB COP 001/2019 APO General Requirements for Certification Bodies: Certification of Persons Scheme; and
- APO 101 Requirements for Productivity Specialists.

Methodology

The development project implementation will be divided into the following phases.

Phase 1

The first phase of the project will focus on developing the capacity of the VNPI to operate as an APO CB. APO-assigned resource persons will conduct the following:

- One-day assessment of the capability of the VNPI in providing individual certification and recommend a structure to operate the APO certification scheme;
- One-day awareness training on ISO/IEC 17024:2012 Conformity Assessment–General Requirements for Bodies Operating Certification of Persons and APO-AB COP 001/2019 APO General Requirements for Certification Bodies: Certification of Persons Scheme;
- One-day awareness training on APO 101 Requirements for Productivity Specialists; and
- Two-day consultancy on preparing documentation required for the VNPI to operate as an APO CB including organizational structure, certification committee, and APO 101 requirements.

Phase 2

After the training and consultancy in phase 1, the VNPI will launch a pilot project to certify the first batch of productivity specialists in compliance with the APO 101 Requirements for Productivity Specialists. A minimum of five persons will undergo the process and obtain certification from the APO–VNPI. The second phase of the project will focus on enhancing the capability of the VNPI to implement the APO certification scheme. In this phase, APO resource persons will provide the following assistance to the VNPI:

- Three-day consultancy on assessing a minimum of five candidates applying for certification under the APO 101 Requirements for Productivity Specialists (pilot project);
- One-day internal audit training on the certification process and documentation; and
- One-day consultancy on accreditation assessment preparation.

Phase 3

In the final phase, the APO accreditation body assessment team will conduct a two-day compliance assessment of the VNPI to ensure that it meets the requirements for an APO CB, which includes the documented quality system, record examination, and certification process.

Phase 4

Subject to the report by the assessment team, the development project may end with phase 3 or continue, depending on the number of nonconformities and corrective actions to be taken by the VNPI and recommendations of the assessment team. If the project continues, the APO resource persons will provide an additional two-day consultancy on resolving the nonconformities.

It is expected that the VNPI will be accredited by the APO Accreditation Body as a CB at the end of this development project. A ceremony recognizing the VNPI as an APO-accredited CB will be held to promote the program nationwide.

4. Roles and Responsibilities

VNPI

The VNPI 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) to develop the project plan in close consultation with the VNPI and resource persons.

Resource Person(s)

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

5. Financial Arrangements

To be met by the APO

- All costs and expenses including airfare, honorarium, and daily subsistence allowance for the resource person(s) assigned to conduct consultancy and training for the VNPI.
- Partial local implementation costs for organizing meetings/training/workshops during project implementation to cover 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).

To meet the above costs in item b, the APO will provide a maximum of USD5,000.00. The VNPI 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 project.

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

To be met by the VNPI

- Expenses for coordinating, implementing, and documenting during the project.
- Partial local implementation costs for organizing meetings/training/workshops during the project.



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