



PROJECT IMPLEMENTATION PLAN

Ref. No. 20-IN-70-GE-RES-C-TH01-PP2000016-002

PIP Issue Date	11-May-2020
Project Code	20-IN-70-GE-RES-C-TH01
Title	APO Accreditation and Certification Development Program: Development of the Accreditation Standard Operating Procedures
Reference	Project Notification on APO Accreditation and Certification Development Program dated 10 January 2020
Timing and Duration	30 March 2020-1 April 2020 (3 days)
Venue	Member Countries
Implementing Organization(s)	APO Secretariat
Number of Participants	N/A
Number of Local Participants	N/A

Change History of Project Implementation Plan : 20-IN-70-GE-RES-C-TH01

Revision	Date of Issue	Clause	Modifications
Revision 1	7 May 2020	Timing and Duration	Project Timing and Duration of the TWG meeting have been changed from 30 March - 1 April 2020, Bangkok, Thailand to web conferencing on 20 May 2020 .

1. Objectives

This project will establish the standard operating procedures (SOPs) for the APO Accreditation Program, which includes the formation of a technical working group (TWG) to finalize the procedures and documentation. Specifically, the roles of the TWG on SOPs are to:

- a. Assist in drafting and formulating the guiding documents to avoid inconsistencies in the criteria, conditions, and procedures as potential certification bodies (CBs) apply for accreditation;
- b. Develop and finalize the APO Accreditation Body (APO-AB) SOPs and documentation as listed in Appendix 1; and
- c. Consider any other matters related to the maintenance of a sound, transparent, impartial accreditation system.

2. Background

The APO-AB is committed to offering the highest-quality services to member countries in conducting accreditation-related activities. Since its introduction last year, the APO-AB is managing its activities and documentation according to the requirements set by ISO/IEC 17011:2017 Conformity Assessment—Requirements for Accreditation Bodies Accrediting Conformity Assessment Bodies. The APO-AB also established partnerships with several accreditation bodies within the region for networking and knowledge transfer. A TWG comprising representatives of national accreditation bodies, CBs, and NPOs will assist the Secretariat in developing the required procedures and documentation. This will ensure that the APO-AB has credibility in accrediting NPOs or affiliated organizations as CBs. With the support of the TWG, the APO-AB developed the main documents including the APO-AB Quality Manual, Rules and Procedures for the Accreditation Body, Procedures for Accreditation, and Requirements for APO-AB Accredited CBs.

In 2020, the APO Accreditation Program is entering a new phase when assessment of participating NPOs or affiliated organizations will start. Assessment is the most important process before the APO-AB issues accreditation of organizations that will later serve as CBs. To ensure that this process complies with international standards, the Secretariat and TWG will continue to develop additional procedures, checklists, documentation, and guidelines. It is expected that all documentation will be finalized by the end of May 2020.

3. Scope and Methodology

Scope

The TWG will discuss and develop the documents in Appendix 1.

Methodology

The Secretariat assigned a council member of the APO-AB to lead the TWG of experts in developing and finalizing the certification scheme documentation and to chair the coordination/review meeting.

A resource person will be assigned to assist the Secretariat in preparing the draft documentation. The draft documents will be presented at a TWG Review Meeting and form the basis for further deliberations and development of the scheme.

The TWG Review Meeting will discuss and receive more input on the draft documents.

If necessary, the Secretariat will convene a follow-up meeting to finalize the documentation.

4. Selection of TWG Members

TWG members must possess the following:

- a. Extensive knowledge, experience, and professional contributions related to accreditation services based on international standards, and experience as an assessor for a national accreditation or certification body would be an advantage;
- b. Excellent English writing and presentation skills, as the discussions and final report will be in English; and
- c. Strong commitment to undertaking and completing the project within the given time frame.

Upon consultation with the TWG chair, the Secretariat will appoint the TWG members. Member countries with special interest in this project may nominate expert candidates who meet the selection criteria upon consultation with the APO Secretariat.

5. Implementation Procedures

The APO-AB Secretariat will be the focal point of activities for the development of the SOPs and documentation for accreditation. The Secretariat will inform member countries of specific activities through separate communications, highlighting the status of development. The APO-AB Secretariat will also be responsible for organizing follow-up activities related to the SOPs and documentation.

6. Financial Arrangements

To be met by the APO

- a. All assignment costs of experts serving as TWG members, including daily subsistence allowances, miscellaneous expenses, and round-trip international airfare by the most direct route between the international airport nearest to the experts' place of work and the site of the TWG Review Meeting; and

b. Local implementation costs for the meeting package including meeting room rental and necessary equipment.

To be met by the host country or NPOs

Part of local implementation costs, if any.

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

Dr. AKP Mochtan
Secretary-General