

Asian Productivity Organization

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PROJECT NOTIFICATION

30 November 2011

1. **Project Code:** 12-IN-07-GE-TRC-B
2. **Project Title:** Advanced Training Course on the Integrated Management Systems (ISO 9001, ISO 14001, and OHSAS 18001)
3. **Duration:** 11–15 June 2012 (5 days)
4. **Venue:** Bangkok, Thailand
5. **Implementing Organization:** Thailand Productivity Institute (FTPI)
Address: 12th Floor, Yakult Building
1025 Pahonyothin Rd., Phayathai, Bangkok 10400
Telephone: (66) 2-619-5500
Facsimile: (66) 2-619-8099
6. **Number of Overseas Participants:** Up to 18 qualified participants from Bangladesh, Cambodia, Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Mongolia, Nepal, Pakistan, Philippines, Sri Lanka, and Vietnam. However, other member countries with special interest in the subject are also encouraged to apply.
7. **Number of Local Participants:** Up to six qualified participants
8. **Closing Date for Nominations:** 11 April 2012

All nominations along with the completed biodata form and medical certificate of the nominees should reach the APO Secretariat by the above date. Selection of participants will be completed immediately after this date. Member countries are requested to inform the APO Secretariat as soon as possible if they do not intend to participate so that the places can be made available to other interested countries.

- 9. Objective** To enable participants to understand the integrated management systems (IMS) for effective integration of quality management (ISO 9001), environmental management (ISO 14001), and occupational health and safety management (OHSAS 18001) systems and understand how an IMS can be implemented in an organization utilizing the Green Productivity (GP) approach.

10. Background

Many organizations today are interested in establishing management systems dedicated to quality, the environment, and/or occupational health and safety. They often consider establishing these management systems in an isolated manner and incrementally on a reactive basis due to external pressures, regulatory and market requirements, and top management priorities. In addition, third-party certification processes for separate management systems are often costly and consume large amounts of staff time and effort. Therefore, an IMS can be a cost-effective approach. One of the greatest benefits of developing an IMS is that the organization will then be better equipped to monitor and reduce its impact on the environment, health, and safety. This approach will help minimize incidents that may have severe repercussions, reduce the cost of managing health and safety risks, decrease adverse environmental impacts, and improve finances by increasing overall productivity and quality.

The goal of an IMS is to address the quality, health, environmental, and safety requirements of an organization more effectively by combining various existing management systems (ISO 9001, ISO 14001, and OHSAS 18001) and practices into a single, integrated system. An IMS must have well-defined, unified goals and objectives/targets, a detailed implementation plan, and a program to measure performance involving third-party auditing to ensure environmental, quality, and occupational safety and health factors, which are an integral part of all decision making. Developing a sound, sustainable IMS will lead to resource conservation and improvement of overall quality, environmental, health, and safety performance.

The APO has organized several programs on IMS in the past which received a good response, and subsequently training manuals have been developed. All selected participants are expected to review this training manual before attending this practice-oriented advanced course.

11. Scope and Methodology

Scope

- (a) Overview of the GP concept and methodology;
- (b) Quality management systems (ISO 9001);
- (c) Environmental management systems (ISO 14001);
- (a) Occupational health and safety management systems (OHSAS 18001); and
- (b) IMS: Integration of ISO 9001, ISO 14001, and OHSAS 18001 using the GP approach.

Methodology

Presentations and lectures, site visits, group exercises, group discussions, case studies, interactive discussions, and evaluation test.

12. Requirements of Candidates

- (a) Age: Preferably between 30 and 50 years.

- (b) Education: Preferably university degree or equivalent qualification.
- (c) Present Position: Environment, quality, and safety management professionals and consultants, industry managers, engineers, and management system trainers.
- (d) Experience: At least five to seven years of experience in a relevant field.
- (e) Language Proficiency: Proficiency in written and spoken English is essential. Classroom presentations and discussions are conducted in English, and participants are frequently required to make oral and written presentations. Those who are not proficient in English should not apply.
- (f) Health: Physically and mentally fit to attend an intensive program entailing 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 Bangkok, Thailand, for all participants from Bangladesh, Cambodia, Fiji, 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—Thailand

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

(c) 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.
- iv) 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 Bangkok.
 - (2) Participating Country Expenses at US\$50.00 per participant, payable to the APO in convertible currency.

14. Actions by Participating Countries

- (a) Each member country is requested to nominate two or more candidates for selection. Please ensure that candidates nominated meet the qualifications mentioned in item 12.
- (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 biodata on the APO biodata form together with passport-sized photograph. The biodata form can be downloaded from the APO website. Downloading information is also available from 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 biodata 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 Secretariat 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 the item 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 program. Also, he/she is expected to return home upon completion of the official program because he/she is visiting the host country for the specific purpose of attending this APO program.

15. Preparation of Individual Report

Each candidate is requested to prepare an individual short report on Integrated Management System including ISO 9001, ISO 14001, and OHSAS 18001 along with bio-data.

16. 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).



Ryuichiro Yamazaki
Secretary-General

**Individual Report on
12-IN-07-GE-TRC-B: Advanced Training Course on the
Integrated Management Systems (ISO 9001, ISO 14001, and OHSAS 18001)**

Please briefly explain your understanding on Integrated Management System (IMS) OR describe your experience of getting involved in IMS project in the past.

Name:	
Country:	

Your understanding of IMS **OR** IMS Project Background

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Have you been involved in implementation of IMS?

- 1) if yes briefly describe your experience and;
- 2) if not, please briefly describe how you plan to implement IMS in your organization !

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Significant Achievements of the IMS project that you can think of:

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