



PROJECT NOTIFICATION

Reference No.: 95

Date of Issue	11 April 2023
Project Code	23-RC-04-GE-WSP-A
Title	Workshop on Management of the APO Certification Bodies of Productivity Specialists
Timing	13 June 2023–15 June 2023
Hosting Country(ies)	Malaysia
Venue City(ies)	Not Applicable
Modality	Online
Implementing Organization(s)	Malaysia Productivity Corporation and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	38
Local Participants	12
Closing Date	26 May 2023
Remarks	Not Applicable

Objectives	Guide NPOs on the requirements to become APO Certification Bodies (CBs); explain the management system required to operate APO certification schemes; and share knowledge and best practices of the implementation and management system from APO-accredited CBs.
Rationale	NPOs in APO members are involved in strategizing national campaigns for enhancing productivity. With the introduction of the Certification Body Development Program, APO-accredited CBs must comply with APO Accreditation Body (APO-AB) standards at all times, including procedures; standards for competency, skills, and knowledge; organizational structure; and productivity-related schemes.
Background	<p>The APO-AB Program aims to enhance the capability of NPOs or their affiliated organizations to act as CBs. This is expected to build APO brand awareness, cultivate and expand a community of experts, and raise APO visibility as a global leader in productivity. It will also elevate the role of NPOs from training providers to CBs in productivity fields.</p> <p>With the accreditation of four CBs, the APO-AB is gaining experience from its consultants, assessors, and CBs. This should be transferred to all NPOs involved in CB development or intending to participate in CB development projects. This workshop will discuss the APO-AB system and guide NPOs or their affiliated organizations in complying with the standards of practice set by the APO-AB for CBs to operate certification of persons schemes.</p>
Topics	APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme; APO Certification of Persons Schemes; Managing CB documentation and implementation tasks; APO-AB 4001:2020 Procedure for Accreditation of Certification Bodies; Best practice sharing by CBs; Assessment and certification process; and Issues and challenges faced by CBs.
Outcome	Participants will understand the entire APO-AB Accreditation Program and processes such as internal audits, documentation needed, requirements for certification, conformity assessments, and how to operate the APO Productivity Specialists Certification Scheme.
Qualifications	Professionals of NPOs or affiliated organizations that have been designated as APO CBs or intend to apply to become APO CBs and who are responsible for managing certification programs.

Please refer to the implementation procedures circulated with this document for further details.



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