



PROJECT NOTIFICATION

PN Issue Date	4 July 2019
PN Revision 1 Issue Date	16 October 2019
Project Code	19-IN-05-GE-CBD-C
Title	Certification Body Development
Timing and Duration	July 2019–March 2020
Venue	Selected member countries
Implementing Organization(s)	APO Secretariat
Participating Member Countries	Up to four member countries
Closing Date for Applications	30 October 2019.

Change History of Project Notification: 19-IN-05-GE-CBD-C

Revision	Date of Issue	Clause	Modifications
Revision 1	16 October 2019	6. Financial Arrangements	Financial arrangements to be met by the APO has been modified. Clause b. was added.
		7. Action by Member Countries	To be met by APO: Clause b. was added. To be met by NPOs: Clause b. was modified.
		Appendix 1.	Appendix 1. was added.

1. Objective

The objective of this project is to assist NPOs by providing consultancy and training services on the required management system, operational structure, and certification scheme to comply with the requirements for becoming APO Certification Bodies (CBs).

2. Background

The Certification Body Development Program (CBDP) is the latest initiative by the APO aiming to expand the role of NPOs to become CBs operating APO certification schemes. This initiative should be considered as a continuation of other NPO-centric capacity-building programs such as Development of NPOs (DON) and in-country training courses. While previous programs focused on enhancing the competency of NPOs as training providers, the current one will focus on building up their capabilities through accreditation as CBs for productivity-related and future-oriented specialists. As CBs, NPOs will have opportunities to upgrade their own operational systems, particularly in certifying productivity professionals through compliance with international standards of practice. The CBD will also enhance the confidence of stakeholders and customers in NPOs' capabilities and reputations.

The development program will guide NPOs in complying with the requirements set by the International Organization for Standardization (ISO) and APO Accreditation Body (APO-AB). It involves consultancy and training on the scope of accreditation, certification process, competency of staff, and management structure. It will ensure that recipient NPOs are able to meet the requirements and are fully prepared before assessment by the APO-AB.

The Secretariat invites interested NPOs to participate in this inaugural project by submitting a written official request to the Secretary-General. Depending on their current structure and management system, selected NPOs will participate in the CBDP for four to six months.

3. Scope and Methodology

Scope

The scope of consultancy and training services is based on the following standards:

- a. ISO/IEC 17024:2012 Conformity Assessment—General Requirements for Bodies Operating Certification of Persons;
- b. APO-AB COP 001/2019 APO General Requirements for Certification Bodies: Certification of Persons Scheme; and
- c. APO Certification Scheme under which NPOs apply for accreditation.

Methodology

The CBDP involves the following:

- a. Providing consultancy services to NPOs in compliance with ISO/IEC 17024:2012 Conformity Assessment—General Requirements for Bodies Operating Certification of Persons, APO-AB COP 001/2019 General Requirements for Certification Bodies: Certification of Persons Scheme, and APO Certification Scheme under which NPOs apply for accreditation;
- b. Conducting training activities to enhance awareness of the CB management system and to develop internal auditors, assessors, and examiners for the certification scheme; and
- c. Assigning a resource person(s) for all activities mentioned above.

4. Implementation Procedure

The implementation of the CBDP comprises three phases: application review; implementation; and preliminary assessment by the APO-AB. The flow of the program is described below.

Phase 1: Application Review

- a. The APO Secretariat analyzes and consults with the applying NPOs on the feasibility of the project.
- b. After acceptance of the application for the CBDP is approved, the APO assigns a resource person(s) in consultation with the applicant NPOs and issues a Project Implementation Plan.

Phase 2: Implementation

- a. The designated APO resource person(s) provides consultancy services on ISO/IEC 17024:2012 Conformity Assessment—General Requirements for Bodies Operating Certification of Persons, APO-AB COP 001/2019 General Requirements for Certification Bodies: Certification of Persons Scheme, and APO Certification Scheme under which the applicant CB intends to apply for accreditation.
- b. Training activities are conducted to develop internal auditors, assessors, and examiners for the certification scheme applied for.
- c. A maximum of four visits with a maximum of five working days each is made by the resource person(s) to applicant CBs for undertaking a and b above.
- d. The resource person(s) submits a progress report to the APO-AB and makes recommendations for accreditation.

Phase 3: Assessment by the APO-AB

The assessment is conducted by the APO-AB Assessment Team after the CBD project is completed and applications are received from NPOs/affiliated organizations. The assessment is conducted in two stages.

Stage 1 consists of a document or adequacy review assessment, during which the assessors review documentation against the APO-AB requirements. Stage 2 then involves a compliance assessment during a visit to the applicant CB to conduct interviews, review documentation, and observe the conformity assessment activities carried out by the candidate CB. The assessment report is submitted to the APO-AB Council to obtain accreditation approval.

5. Roles and Responsibilities

NPOs

NPOs 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) during the specified periods of the CBDP.

Resource Person(s)

The role of the resource person(s) is to provide consultancy and training in the areas specified in phase 2.

6. Financial Arrangements

To be met by the APO

- a. The APO will meet all costs and expenses including airfare, honorarium, and daily subsistence allowance for the resource person(s) assigned to conduct consultancy and training for NPOs under the CBDP.
- b. Partial expenses of local implementation costs for organizing meetings/training/workshops during the CBD project. The budget details will be explained in the Project Implementation Plan.

To be met by NPOs

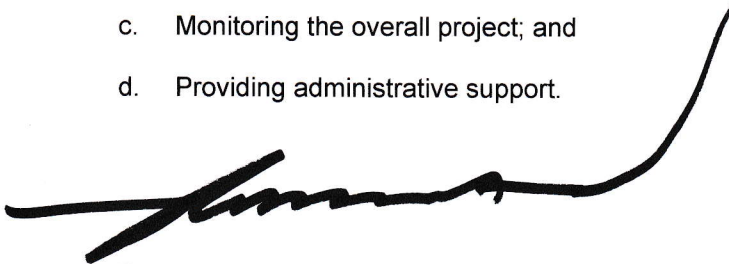
- a. Expenses for coordinating, implementing, and documenting during the CBD.
- b. Partial expenses of local implementation costs for organizing meetings/training/workshops during the CBD project.

7. Actions by Member Countries

- a. Submitting official written requests to the APO and indicating interest in participating in the project;
- b. Submitting the application form in Appendix 1; and
- c. Appointing a focal contact person to liaise with the APO Secretariat, who will be responsible for all necessary actions during the entire CBD project.

8. Actions by the APO Secretariat

- a. Assigning resource person(s) to provide training and consultancy to NPOs;
- b. Coordinating and carrying out consultations with both the resource person(s)/consultant(s) and NPOs;
- c. Monitoring the overall project; and
- d. Providing administrative support.



Dr. AKP Mochtan
Secretary-General



CERTIFICATION BODY DEVELOPMENT APPLICATION FORM

Requesting country: _____

Please explain clearly the objectives and the needs of the organization for participating in this development project. Please note that the descriptions of objectives and background will be examined carefully by the Secretariat to ensure project feasibility and alignment with the APO accreditation program objectives.

1. General Information

1.1. Objectives

Please specify the main objectives of participating in this program.

1.2. Background

Explain the current situation related to professional certification in productivity-oriented areas in the country and justify the need for the establishment of an APO-accredited CB.

1.3 Organizational Profile

Name: _____

Address: _____

Website: _____

Name of Contact Person/Representative*: _____

Position: _____

Tel: _____ Mobile: _____

e-Mail: _____

**Note: This should be the person appointed to lead CB project management in the organization. Please attach the current organizational structure.*

2. Certification Program

Is the organization currently conducting a certification program(s)? If yes, please list the program(s) below.

No.	Certification e.g., Certified Business Excellence Assessor	Scheme owner Name of organization/others

3. Certification by the ISO

Does the organization currently hold ISO certification? If yes, please specify the certification type(s) below.

No.	ISO Certification in e.g., ISO 9001: 2015	Year Certified

Note: Please state if the organization is certified by an organization(s) other than the ISO.

Requested by: _____ Date: _____

Endorsed by: _____ Date: _____
APO Director/ Alternate Director/
Liaison Officer

IMPORTANT NOTE

This application should be submitted by the NPO or other organization as directed by the NPO concerned. If the application is submitted by an organization other than an NPO, the APO must receive an endorsement of the application from the APO Liaison Officer or the NPO. The application will not be processed or acknowledged until the APO receives that endorsement.