



## PROJECT IMPLEMENTATION PLAN

Reference No.: 461

<b>Date of Issue</b>	4 September 2024
<b>Project Code</b>	24-RC-01-GE-CBD-A-AP02
<b>Title</b>	Training Course for Assessors of the APO Certification Bodies
<b>Timing</b>	25 November 2024–29 November 2024
<b>Hosting Country(ies)</b>	Thailand
<b>Venue City(ies)</b>	Bangkok
<b>Modality</b>	Face-to-face
<b>Implementing Organization(s)</b>	APO Secretariat and Thailand Productivity Institute
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	19
<b>Local Participants</b>	6
<b>Closing Date</b>	10 October 2024
<b>Remarks</b>	Not Applicable

<b>Objectives</b>	Develop qualified assessors for APO Accreditation Bodies (ABs); familiarize participants with APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Schemes and APO-AB 4001:2020 Procedure for Accreditation of Certification Bodies; and impart methods, criteria, and competencies required by assessors to conduct assessment of APO Certification Bodies (CBs).
<b>Rationale</b>	The APO Accreditation and Certification Program involves compliance and surveillance assessments and reaccreditation of APO CBs. The APO-AB grants certification and recertification to CBs to operate APO certification of persons schemes upon successful evaluation and recommendation by APO-AB assessors. The APO-AB maintains a pool of qualified assessors to ensure the highest assessment standards.
<b>Background</b>	<p>Since the APO started the Accreditation and Certification Program in 2018, nine CBs have been accredited and two NPOs or their affiliated organizations are in various stages of development to become CBs. With these developments and to remain abreast of international practices, the APO-AB is endeavoring to raise the bar of its assessment standards so that CBs strictly comply with those practices and gain stakeholders' trust.</p> <p>The 6th Annual Meeting of the APO-AB Council held in February 2024 recommended building up the APO-AB registered assessors' pool and organizing a training course for developing an assessor group to assist in conducting CB assessments. The training course for Assessors of APO CBs aims to build assessors' competency, explain assessment documents and procedures, and inculcate report-writing skills.</p>
<b>Topics</b>	APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Schemes; APO-AB 4001:2020 Procedure for Accreditation of Certification Bodies; Overview of the ISO Auditing Management System; Accreditation and certification cycle plan and assessment agenda; Suspension and scope reduction; Assessing impartiality and independence; and Mock audit assignments.
<b>Outcome</b>	Competent assessors for the APO-AB developed with a harmonized approach to APO-AB standard requirements; assessors' reporting skills enhanced, resulting in acceptance of certification among CBs; APO-AB assessor pool strengthened; and the reputation of the APO-AB enhanced.
<b>Qualifications</b>	Certified management consultants, certified professional auditors/ assessors of personnel CBs, and professionals to be engaged by the APO-AB for conducting CB assessments.

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



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