

# राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)  
उत्पादकता भवन 5-6, इन्स्टीट्यूशनल एरिया,  
लोदी रोड, नई दिल्ली-110 003



NATIONAL PRODUCTIVITY COUNCIL

## NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

Utpadakta Bhavan, 5-6, Institutional Area,  
Lodi Road, New Delhi - 110 003

No. 31532/21

Dt. 1-11-2021

Sub: **20-IN-72-GE-WSP-A** Workshop on Requirements and Management System for APO Certification of Persons Scheme from 07-09 December 2021, Digital Multicountry (DMC).  
(Visit [www.npcindia.gov.in/NPC/User/InternationalServices](http://www.npcindia.gov.in/NPC/User/InternationalServices) for detailed Project Notification)

Dear Sir,

We invite your kind attention to NPC [www.npcindia.gov.in/NPC/User/InternationalServices](http://www.npcindia.gov.in/NPC/User/InternationalServices) with regard to above Asian Productivity Organization (APO) project. The project notification and the APO bio data form are available on the above mentioned page and the same are also attached herewith. The duly filled in **single copy** of Performa enclosed (in excel form only) of the suitable officers for participation as per the para (**Qualifications for Participants**) of the project notification may kindly be forwarded to reach us latest by **25th November 2021**. In this regard, the following points may be noted.

- **Fees and Charges** An Application fees (NON-REFUNDABLE) of **Rs. 500** for MSME Sector, Trade Unions and NGO's and **Rs. 1000/-** for others is payable along with the nomination form, for each participant.

The requisite amount can be paid through a demand draft/cheque/ECS drawn in favour of National Productivity Council, New Delhi. In the regard, the bank account of NPC details is attached herewith. Kindly e-mail the details of the ECS/RTGS/NEFT payment made, **mentioning the name of applicant in remarks** to [mayank.verma@npcindia.gov.in](mailto:mayank.verma@npcindia.gov.in), [isg@npcindia.gov.in](mailto:isg@npcindia.gov.in), [rk.rawat@npcindia.gov.in](mailto:rk.rawat@npcindia.gov.in) Please note in the absence of application fee, the nomination will not be considered.

- **Nomination Procedure** all nominations should be routed through proper channel and as per the attached APO bio data form. The nominations received after the last date will not be considered. It is the responsibility of the candidates to complete all the official formalities required by their organizations/department for participating in the program. It is requested to send nominations by e-mail to [mayank.verma@npcindia.gov.in](mailto:mayank.verma@npcindia.gov.in), [isg@npcindia.gov.in](mailto:isg@npcindia.gov.in), [rk.rawat@npcindia.gov.in](mailto:rk.rawat@npcindia.gov.in) (application in prescribed excel format) and one hard copy by post along with the covering letter of the competent authority on company's letter head. All information pertaining to nominations will be treated as confidential and classified. The nominated officers may be invited as a faculty in programs on the relevant subjects organized by NPC.

We look forward to receiving of nominations from your esteemed organization.

Thanking you,

Yours faithfully,

(K.D. Bhardwaj)  
Director & Head (Int'l Serv.)  
for Director General  
e-mail: [isg@npcindia.gov.in](mailto:isg@npcindia.gov.in)



## PROJECT NOTIFICATION

Ref. No.: 20-IN-72-GE-WSP-A-PN2100093-001

<b>Date of Issue</b>	01 November 2021
<b>Project Code</b>	20-IN-72-GE-WSP-A
<b>Title</b>	Workshop on Requirements and Management System for APO Certification of Persons Scheme
<b>Timing and Duration</b>	7–9 December 2021 (three days)
<b>Hosting Country(ies)</b>	Vietnam
<b>Modality</b>	Digital Multicountry
<b>Implementing Organization(s)</b>	Vietnam National Productivity Institute and APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	38
<b>Local Participants</b>	12
<b>Qualifications of Participants</b>	Professional staff of National Productivity Organizations (NPOs) or their affiliated organizations who have been appointed as internal assessors or management representatives responsible for managing certification activities
<b>Nomination of Participants</b>	All nominations must be submitted through NPOs of member countries
<b>Closing Date for Nominations</b>	25 November 2021

## **1. Objectives**

- a. Impart knowledge of the requirements for certification body (CB) development under the APO Accreditation Body (APO-AB).
- b. Explain the management system required to operate the certification scheme and provide guidance on APO-AB assessment processes and procedures.
- c. Share knowledge and best practices from accredited CBs.

## **2. Background**

The accreditation program is a strategic initiative of the APO to elevate the role of NPOs and their affiliates in member countries to meet the twin objectives of developing them as APO-accredited CBs to operate certification scheme for productivity specialists and strengthening cooperation among NPOs. The program builds the capabilities of organizations and prepares them to produce proficient, reputable productivity professionals whose qualifications and credentials meet international standards. The APO-AB ensures compliance with standards, examines competence, verifies accredited scopes, and monitors the effectiveness of quality management systems of accredited NPOs.

The NPOs qualified as APO CBs follow the APO-AB 1003:2020 General Requirements for Certification Bodies: Certification of Persons Scheme. Accredited CBs are expected to enhance their roles, expand business coverage, become self-sustainable, and share common interests. Despite diversity in their setups and levels of development, CBs should have the same standard operations, quality management, and capabilities. In the long term, member NPOs operating certification schemes will develop appropriate systems to mutually recognize productivity specialists certified by CBs in other APO member countries.

This workshop will guide NPOs and/or affiliated organizations to operate as APO CBs. It will enhance the knowledge and understanding of NPOs of the entire APO accreditation system, documentation needed, internal audit process, techniques to conduct conformity assessments, and how to operate the APO productivity specialist certification scheme.

## **3. Scope, Methodology, and Certificate of Attendance**

The duration of each day's sessions will be around three hours, comprising presentations by experts, group discussions, and other relevant learning methods. The indicative topics of the presentations are:

### **Day 1:**

- Overview of the APO Accreditation and Certification Program
- APO-AB 1003: General Requirements for Certification Bodies: Certification of Persons Scheme
- APO-AB 4001: Procedures for Accreditation of Certification Bodies

### **Day 2:**

- Introduction and Scope of the APO Certification of Persons Scheme
- Case Study

### **Day 3:**

- Assessment and Certification Process of APO CBs
- Best Practice Sharing by the Malaysia Productivity Corporation Certification Body and Vietnam Productivity Specialist Certification Body

The detailed program and list of speakers will be provided two weeks prior to the sessions with announcement of the names of the selected participants.

The participants are required to attend all sessions. This full participation is a prerequisite for receiving the APO certificate of attendance.

#### **4. Financial Arrangements**

- a. The APO will meet the assignment costs for overseas resource persons.
- b. The host country will meet the assignment costs of local resource persons and for a virtual site visit(s), either broadcast live or recorded as applicable.

#### **5. Implementation Procedures**

Please refer to the implementation procedures for APO digital multicountry projects circulated with this document.

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

Dr. AKP Mochtan  
Secretary-General