Technical Committee Record of Meeting
Le Meridien Park Hotel, Frankfurt, Germany – Saturday/Sunday 11th-12th April 2015

Item #	Subject	Background/Discussion	Decisions	Actions
01	Welcomes, Apologies and Introduction and Voting Member Identification (Romyanon)	Ekanit Romyanon as Chair welcomed the participants to the meeting. He reminded everyone that, since everyone opinion is important to the success of the meeting, participants should not hesitate to express themselves and that language should not be a barrier. He requested participants to be concise and respectable to others. He continued that as Chair will encourage people to speak up and will give new speaker priority. The importance to hear opinions from all stakeholders was emphasized.		
02	IAF TC Terms of Reference (Nash)	Trevor Nash as Vice Chair briefly reviewed the Terms of Reference for the IAF Technical Committee. This included the procedure to take a formal vote if needed.		
03	Agenda and Objectives of Meeting (Romyanon)	Ekanit sought approval of the agenda. He noted that Collin McNee will replace Nigel Croft, as the ISO 9001:2015 presenter, in the afternoon training session. Agenda approved with no amendments	Agenda Approved	
04				
04.1	Minutes of Meeting held on April 20 – 21, 2014 in Frankfurt, Germany (Brough-Kerrebyn)	The Secretary requested any final comments on the draft minutes from the last meeting in Vancouver October 2014. All previous changes from comments received by e-mail were indicated in red text. The final version of the agenda was approved.	Minutes Approved	Post final version of minutes - Secretary
04.2	Log of Key IAF TC Decisions (Romyanon, Brough-Kerrebyn)	The Secretary explained the actions taken on the previous decision that were subject to a minor edited to ensure context. Two decisions, related to the Product Certification Program, were commented on significantly post meeting. These decisions were therefore reviewed a second time by the WG Product Certification prior to this meeting. The revisions from the WG review were accepted by the members. The secretary indicated all the approved decisions will be posted in the decision log.	Approval of all decision from the Oct 2014 Vancouver meeting	Posting of decision in the decision log - Secretary
05	Working Groups/Task Force/Progress Reports (Romyanon Nash)			
05.1	Working Groups (Romyanon)			

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05.1.1	WG Management System Certification (ISO/IEC 17021) (Gillespie / Savov)	Lori spoke to the presentation that she had prepared. She indicated that 50 persons attended the MSC WG meeting. The agenda included a significant time spent on the discussion papers, as well as the progress of the related Task forces and pro-active initiatives. Lori added that at the end of the discussion on the transition discussion papers it was suggested that the use of ID documents for transitions could cause consistency issues and that, in the future, perhaps MD should be considered.	Note meeting request – ½ day, no evenings, microphones on tables, attempt to avoid other MSC TF meetings.	
05.1.2	WG Product Certification Accreditation (ISO/IEC 17065) (Moliski)	Paul Moliski presented a summary report on the Product WG meeting. High Lights included the following. Forty-Forty-one persons attended who were essentially long term attendees. A co-convener Kotaro Yoshida for this WG was identified. The TC members endorsed the appointment of the co-convener. ISO/IEC 17065 was in its final stages of transition with a deadline of September 15, 2015. EA had conducted a survey with a series of three questions. Other regional group, PAC and IAAC, are conducting the same survey. It was expected that the results will be available at the next meeting. One member asked once the data is collect where will it be published? The Secretary indicated that such information could be posted on the members' side of the intranet. The MLA MC asked the WG if there was any reason not to remove any reference to the Guide 65 on September 2015. As a response to the question the WG recommended that the website include the reference to ISO/IEC 17065 and ISO Guide 65 but remove the reference to ISO Guide 65 when the transition period is completed on September 15, 2015. Activity of IEC ILAC IAF Steering Committee: WG will seek status of the joint assessment and the synchronizing of assessment cycles. Paul will request an update on this item from the IEC-ILAC-IAF Steering committee. He will also invite members from the IEC systems to attend the WG meeting in Milan to discuss the systems.	TC endorsed the new co-convener .	Post results of survey when published by the WG. –Secretary Include the reference to ISO/IEC 17065, but hold on the removal of ISO Guide 65 until the transition is completed on Sept. 15, 2015. - Secretary

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		There was an item regarding the future of Global Gap version 5. The WG opened a discussion regarding the protocol for handling the scheme changes. WG decided to request an update on this item from the IEC-ILAC-IAF Steering committee. Also I will request members from the IEC systems to attend the WG meeting in Milan to discuss the scheme changes. Skip Greenaway responded that in discussions with Global Gap that IAF will have an opportunity for input to the changes. The new version of Global Gap is in the phase for comments. Randy added there was no difference to ISO standard changes, in that there is opportunity to provide feedback .Concluded that we have a mechanism to manage change and it needs to be applied. Skip Greenaway offered that WG Food could take the lead in this issue and perhaps form a TF if required.		
05.1.3	WG Person Certification (ISO/IEC 17024) (Woodley / Sheehan)	Cynthia Woodley provided a presentation. There were a couple of recommendations: IAF GD24 to be withdrawn at the end of transition period (July 1, 2015). Survey on the implementation of 17024: 2012 to be sent out Aug1 to Sept 30 with a draft cover letter. Results will be used to determine if other documents need to be developed by CASCO. She reported that there was a lengthy discussion regarding what happens with schemes that do not comply with ISO/IEC 17024:2014. The WG agreed that CB schemes that no longer meet the new standard will not be accredited. The WG does not have a Terms of Reference but have created a sub-group to draft one for review in Milan.		Withdraw document -Secretary Send out a survey document – WG and Secretary Draft a WG Tof R - WG
05.1.4	WG Forests (Rantanen / Berger)	Michael Berger provided a presentation. He indicated that 11 persons attended their meeting. He offered that the PERF had intensified their on-line training for the Chain of Custody (C of C) program. Auditors have until 2 July 2015 to obtain the training. With regard to Sustainable Forest Management, PEFC will revise its policy for transition periods and will work with the IAF TC to clarify if Forest Management should be handled as product or management system certification.	Requested a 0.5 day meeting in Milan for 10-15, can be in the evening. If possible not overlapping with ISCP, MSC and Product WGs, projector is needed.	

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05.1.5	WG Food (ISO 22000) (Greenaway / Sheehan)	Skip Greenaway provided a presentation it included : An update on revision of ISO 22000-2005. As a result of extensive and broad range of comments on the first draft there will be a second working draft to be published by June 2015. Risk assessment process was the most important issue discussed. Update on GFSI Auditor Competence Scheme Committee (ACSC). Professional Testing Inc. (PTI) in Orlando, Florida was selected to partner with GFSI on the development and delivery of the on-line exam. "Expected Outcomes" Document for Food - 30 day comment period to members ended 4 April 2015. If there is consensus within the WG it will move forward, if not it will be discussed at the Milan meeting. MLA between GFSI and IAF is in the final stages of work under leadership of the MLA Chair Steve Keeling.		
05.1.6	WG Medical Devices (ISO 13485) (Ramaley / Nakagawa)	Grant Ramaley spoke to his presentation that provided their Terms of Reference and a summary of past activities. Present efforts included a draft IAF ID for International Medical Device Nomenclature. The WG proposed to have the training session, on medical device risk management system - ISO 14971, in Milan for a half day for ABs and CBs. Grant indicated that there was no need for the WG to meet, therefore, the time slot could be used for the training session. Approximately 20 participants indicated interest in sending someone to this training.	To hold a training on medical devices in Milan	Arrange for training session during Milan meetings. -Secretary
05.1.7	WG Greenhouse Gases (GHG) and Energy (ISO 14065) (Makino / Shaw)	Chikako Makino indicated that the WG would like to request a new working project to evaluate the potential need for IAF guidance on the application of ISO 50003 and the application of ISO/IEC 17011 and, if the need is determined, to draft the IAF documents. General consensus that there was not a need for the documents and that experience is first needed before it is considered. In any case the task should go first to CASCO. The WG provided their position on the issue of energy audits as a potential conflict of interest with MS certification as it may contain elements of consultancy. This was to be discussed further in the discussion paper segment of the meeting.	No consensus on needing the document but the WG can study if there is a need	

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		Joint Activity between IAF/ILAC at BIPM. IAF/ILAC will participate in a 2 day workshop in Paris on June 30 and July 1.		
05.1.8	WG Information Technology Management Systems (ITSM) (ISO/IEC 20000) (Nonaka)	Takeshi Nonaka presented an update on the actions of this WG. This included the development of the IAF MD 18 specifying the requirements for certification bodies which audit and certify against ISO/IEC 20000-1 published January 8, 2015. This MD is regarded as a provisional document until ISO/IEC 20000-6 (Requirements for certification bodies of ISO/IEC 20000-1) is published. He continued that It was formally decided in January 2015 that he would be the liaison contact between ISO/IEC JTC1 SC40/WG2 and IAF to support the development of ISO/IEC 20000-6. The current status of ISO/IEC 20000-6 is WD3 with the next meeting in San Paulo, Brazil, 18-22/5/2015	WG needs a 0.5 day meeting in Milan for 10 people	
05.1.9	WG Information Security Management System (ISMS) (ISO/IEC 27001) MLA Scope (Nakagawa / Zhigao)	The WG asked the TC to consider the proposal from the WG and proposed a resolution by the General Assembly as following *The General Assembly, acting on the recommendation of the Technical Committee, resolves to endorse ISO/IEC 27006:2015 as a normative document. The deadline for conformance to ISO/IEC 27006:2015 will be two years from the date of publication.* The TC agreed to draft a resolution for the GA endorsement. The WG has decided not to develop an IAF ID for transition for ISO/IEC 27006:2015. ISO/IEC JTC 1/SC 27 requests IAF to provide feedback for next SC 27/WG1 meeting in May 2015, specifically, on the requirement that, minimum audit duration shall be 4 auditor days, the IAF TC opinion was that this criterion should be removed. The WG carried out the survey among TC members from 8 Jan to 8 Feb and received 30 responses (24 ABs, 6 CBs and 1 other). Results of the survey were provided in the report.	TC opinion that the 4 day minimum should be removed.	Draft a resolution - Chair.
05.1.10	WG Business Continuity Management Systems (BCMS) (Dougherty / Savov)	Randy Dougherty provided a report on the WG which included a summary of their activities accomplished electronically.		

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		Survey of IAF members to determine the number of ABs, CBs and certified clients. (The survey identified only 4 CB were presently certifying to this standard.)		
		Asking ISO staff to include ISO 22301 in the survey of certifications for 2014.		
		Clarifying and harmonizing requirements on scoping (i.e., the scope of certification)		
		Developing an IAF TC discussion paper proposing development of an IAF Mandatory Document.		
		Developing a paper proposing expanding the IAF MLA to include ISO 22301.		
05.1.11	Auditing Practices Group and Accreditation Auditing Practices Group [APG and AAPG] ISO 9001 (Ezrakhovich / Yang)	Alex Ezrakhovich reported that the AGP/AAPG group:		
		Developed a paper for the WG MSC to address good practises for AB's and CAB's in the ISO 9001:2015 transition processes.		
		The group is presently reviewing existing APG papers in regards to amendment needed due to the ISO 9001:2015 transition. The AAPG papers will also need to be reviewed.		
		Alex also reminded participants to reference the APG/AAPG when researching a topic to take advantage of existing guidance and not reinvent it.		

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05.1.12	JWG to Improve Accreditation Bodies Consistency (Jauhri / Guay)	Chantal Guay presented a report that first provided the purpose of the JWG along with the progress made to date. Chantal continued with activities from the recent meeting where approximately 50 people attended. The results of their survey indicated that 21 of 42 ABs answered yes to the question regarding if they wrote additional rules above and beyond ISO/IEC 17021 and IAF Documents. The revised definition of an inconsistency was presented. It was decided by the TC that the definition needs to be revised based on comments from the TC. She continued that there are major issues identified in addressing inconsistencies. These included the lack of: a process to gather information about inconsistencies, share knowledge about the lack of consistency as well as no governance process to deal with inconsistencies. The developed process will need to be proactive, fair and transparent, effective and efficient (sustainable) in order to increase consistencies between ABs. In order to prevent inconsistencies the suggested short term approach was to create a forum. The suggested longer term was to ensure that potential issues are discussed within IAF and brought to CASCO WGs at the onset The JWG offered the following suggestions to address issues as they arise. These included improved discussion papers process within TC and improving the Mandatory Document development process within TC. There were some suggestions on improvement mechanisms such as internet forums and knowledge based applications.	Definition was not endorsed with present words The Chair agreed To discuss with Executive the proposals to improve Discussion papers and MD process.	Revision of the definition of inconsistency -JWG Chair: To discuss with Executive the proposals to improve Discussion papers and MD process.
05.2	Task Forces (Nash)			
05.2.1	TF Competence of AB Assessors & Experts (Shaw / Woodley)	Cynthia Woodley began her presentation with a history of the Task Force. Initially a job task analysis (JTA) was conducted to identify the generic competencies of AB assessors. Then a validation survey study with over 1200 respondents validated the JTA.		Document submitted for approval to Chair

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		The history of the MD was also reviewed. The TC comments received with the 2nd draft circulated were reviewed at the recent meeting. After discussion of various options the TF decided to present the final version to the TC at this time. The TF want to continue with specific technical competencies for Assessors of Management Systems Certification Bodies. The TF developed criteria for selection of SMEs to participate and created a subcommittee to locate and select participant SMEs. The TF selected the date and location (after TC meeting in October/November in Milan, Italy). TF requested that IAF provide a meeting room for 3 days in Milan. Room set-up to be determined.		MD Document to go out for IAF comment. -Secretary (Accredia offer a room after the meeting?)
05.2.2	TF Complex, Multi-Site Certification without Sampling (Dalrymple)	Note: This TF had not yet met and will report at the next meeting.		
05.2.3	TF Counterfeit Certificates (Schattner / Savov)	Note: This TF was cancelled due to a last minute emergency absence of the convener.		
05.2.4	TF Control of Entities Operating on behalf of Accredited Certification Bodies (Savov)	Trevor Nash presented a report as the temporary convener of this TF. The TF reviewed the draft document submitted by Ivan Savov and the existing AAPG paper. He reported that the TF agreed that document should be based on the AAPG paper plus the additional information from Ivan's draft document. They also included that there is a need for a definition for what is meant by 'entity'. The document will also contain requirements for CAB's and AB's not repeating what is already covered by IAF MD12. The TF plan is to produce a revised draft for circulation to the TF for comment before the next meeting in Milan.		When submitted circulate draft document to TC - Secretary
05.2.5	TF Remote Assessment (Morr)	Reinaldo Figueiredo provided a short report on behalf of Craig Morr. He reported that the draft document on remote assessment principles was circulated to all TC Members for comments and closed November 15, 2014. This resulted in 110 comments which are presently being reviewed.		When submitted, Chair to approve.

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05.2.6	TF Industry Specific Certification Programs (ISCP) (Salle / Geneiatakis)	Pierre Salle provided a report that contains the TF analysis of the major issues and factors surrounding industry specific certification schemes. He also provided an analysis of how their approach supports the IAF strategic plan. Pierre addressed the conclusions of the TF. While there is a genuine need for an ISCP document, the TF's main issue was to determine if their document should be a MD or ID. There is a need to have one consistent method to deal with Scheme Owners (SOs). Important factors are the organization structure and resources. They will look at EA1/22 and ISO/IEC17067 for guidance. It is important for there be of some form of harmonized understanding of ISCP issues amongst IAF, AB's, and CABs. There must be substantial relationship between AB and SO. IAF should be able to advise new SOs seeking global accredited certification, especially in terms of harmonizing AB/SO issues and a program's integrity. SO must be a responsible, sustainable organization with a defined raison d'etre. The public interest component must be examined and the SO business plan needs to cover all required issues. He concluded that TC members should feel free to provide input or attend the TF meeting.		
05.2.7	TF Principles for Determining Duration of AB Assessments (Garner)	Tina Garner reported that a survey for information regarding existing AB office assessment processes and principles was distributed. To date, 24 responses were received. Hope to have draft document at the next meeting.	Meeting Request: ½ day, 20-30,try to avoid WG MSC	
05.2.8	TF OHSAS 18001 transition to ISO 45001 (Dougherty / Omodeo-Zorini)	Leonardo Omodeo-Zorini reported that the purpose of this task force is to develop an IAF informative document on the migration of accredited certifications from BS OHSAS 18001 to ISO 45001. The ISO standard has not yet progressed to DIS, however, the co-conveners are working on a draft of the migration document.		
06	Liaison Reports (Romyanon)			

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06.1	ISO TC 176 (Kotte)	Sheronda Jeffries presented on behalf of Baskar Kotte the recent activities of ISO TC 176. The presentation provides details of activities and decisions from TC 176 and the three sub committees.		
06.2	ISO TC 207/SC1 (Makino)	Chikako Makino provided a presentation. She indicated that ISO 14001 is forecast to be published in September 2015. Her presentation included recent decisions on the topic of risk and opportunities, compliance obligation, the consistent use of "plan, establish, implement, maintain, control, continually improve, planning action and environmental objectives".		
06.3	ISO/TC 207/SC 7 (Shaw)	Phil Shaw provided an oral report. He indicated that TC207/SC7 continues to work on their revisions and are considering combining the standards. They will meet in Italy in two weeks' time.		
06.4	ISO/IEC JTC1/ SC27 WG1 (Takeshi)	Takeshi made a presentation on the progress on the revision of ISO 27006. At a recent meeting in Mexico it was agreed to align ISO 27006 with 2nd DIS 17021-1. In addition, the original annex C regarding audit time was separated into mandatory and informative components.		
06.5	ISO/TC 242 (Kotte / Makino)	Chikako Makino presented the report prepared by Baskar Kotte. The report provides the structure of TC 242 and the current standards under their responsibility. It also indicated that the committee was preparing for the revision of ISO 50001 using the JTCG High-Level Structure and not waiting until the 2016 systematic review. The decision to move forward with the revision of ISO 50001 will be made at the next meeting in Merida, Mexico.		
06.6	ISO-CASCO (MacCurtain)	Sean MacCurtain provided a presentation which explained the structure and operation of CASCO in addition to recent activities. High-lights included conformity standards published in the last year and documents in development. Sean also explained the use of common core elements, found in PAS documents, with identical wording used in all CASCO documents. Sean continued that CASCO sponsors developing countries to participate in WG's. In 2014 they organized and funded 2 regional workshops on conformity assessment and sponsored the participation of a number of participants to; the open day, plenary and workshop sessions.		

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		The presentation also provides listing of new and on-going CASCO projects, on-line tools, as well as changes to CASCO policies regarding document development.		
06.7	ILAC Inspection (Hernandez-Colotla)	No report		Agenda item to be removed
06.8	Interpol - Counterfeit Certificates (Savov)	No report		
07	Sector Liaison Reports (Nash)			
07.1	Aerospace – IAQG (Borzek / Gordon)	Norbert Borzek reported on the last IAQG meeting in October 2014. Resolution 125 wase to be implemented and this represented a challenge. Wording in the resolutions did not use standard wording and this has caused some misunderstanding. As a result AB's have proposed adjusted wording to standard terminology. One requirement involved the competence of individuals acting from remote locations other than the nominated lead office. On a case by case basis AB's will develop assessment programs to assess the ongoing competence of individuals Next meeting in late April 2015 in China.		
07.2	Forestry – PEFC (Berger)	Michael Berger provided a presentation on PEFC. He began with data on the distribution and growth of both the sustainable forest program and the chain of custody program. He included planned development for PEFC and an update on the review of their PEFC ST 1003:2010 – Sustainable Forest Management Standard. Continued interface with ISEAL was noted, and 2015 training opportunities for AB's were provided.		
07.3	Telecoms – QuEST Forum (Jeffries)	Sheronda Jeffries spoke to her presentation and first pointed to the re-commitment that QuEST Forum member organizations have made to the vision of QuEST. She continued that QuEST is the only industry scheme that requires its suppliers to commit to the submission of data on a regular basis. Training efforts were high-lighted including a session on the 2015 version of ISO 9001 provided by Nigel Croft. She explained the details and results of the Validation Audit Project and added that		

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		the proposal to continue this form of validation on an on-going basis is yet to be decided.		
07.4	Food – GFSI (Swoffer)	No report submitted. Skip Greenaway indicated that GFSI had recently under gone significant personnel changes.		
07.5	Global G.A.P (Fekete)	No report submitted.		
08	Regional Accreditation Group Liaison Reports (Romyanon)			
08.1	EA (Cortez)	Leopoldo Cortez presented his report on the EA. This included a general update that included: Adoption of IAF MDs for all EA members, a new ISO 14065 MLA, a project to select the preferred accreditation standards for EU directives and regulations, the expanding role of the new EA Executive Secretary, elections for EA Executives in May, and a new EA logo. He continued that the EA Certification Committee last met in March 2015. There has been no new documents developed but EA-1/22 was revised and EA-3 was in progress to be revised. Leopoldo continued that there were discussions on the handling of schemes for ISO/IEC 17024 and the information deficiencies some had as well as a workshop for the HLS of ISO. He also reviewed the status of the EA WG for Food and the Environment/GHG. The training planned for 2015 was also provided. Next meeting in June in Netherlands		
08.2	PAC (Yang)	Fei Yang provided a review of the agenda for the upcoming PAC Technical meeting in June. Technical activities include the expanding PAC MLA Scope to ISO 50001. The recent adoption and transition of IAF MD documents was outlined. Various PAC forms have also been updated.		
08.3	IAAC (Melo)	Andrea Melo reported on behalf of the IAAC. The recent completions of the IAAC peer evaluation confirm the continuation of recognition was noted.		

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		The 20th General Assembly and related meetings are scheduled for September, 5-11, in Santo Domingo, Republic Dominican. The training program for 2015 was outlined. IAAC continues activities to improve the harmonization of classification of assessment findings. IAAC has also developed a survey to gather information on issues from the ISO/IEC 17065 transition.		
08.4	ARAC	Moslem Barrack provided a report and presentation which included that ARAC had their first three signatories EGAC, DAC and TUNAC. They have spent time to prepare their application to IAF/ILAC as a regional body and are pursuing legal registration. Other development activities included conducting of the Internal audit of AFRAC Secretariat and participation of ARAC peer evaluators at the AFRAC peer evaluations. Training activities for 2015 were also outlined. The region is continuing to prepare for its IAF/ILAC peer evaluation.		
08.5	AFRAC	Ron Josias provided the highlights of their report. AFRAC has conducted three peer evaluations (TUNAC, EGAC and SANAS) and two pre-peer evaluations (KENAS and SADCAS). It has qualified six peer evaluators and one Team Leader. AFRAC continues to review its Management System for improvements, and a number of documents and forms are out for comment. The Secretariat underwent an internal audit of its MRA Management process. SANAS continues to host the AFRAC Secretariat, and presently holds the Chair position, names of other executive positions were provided.		
09	Any Other Business	none		
09.1	IAF Strategic Plan	no discussion		
10	Meeting Conclusion and Results (Romyanon)			
10.1	Update of the Work Program	**Continuing Task Force Projects:** • Log of key IAF Technical Committee Decisions (Brough-Kerrebyn) • IAF Task Force Competence of Accreditation Assessors and Experts (Shaw & Woodley) • IAF Task Force Complex, Multi-site Certification without Sampling (Dalrymple) • IAF Task Force Counterfeit Certificates (Schattner & Savov)		

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		- IAF Task Force Remote Assessment (Morr) - IAF Task Force Control Franchisees and Subcontractors (CFS) (Savov & Schattner) - IAF Task Force Industry Specific Certification Programs (ISCP) (Salle & Geneiatakis) - IAF Task Force Principles for determining Duration of AB Assessments (Sagala & Garner) - IAF Task Force OHSAS 18001 transition to ISO 45001 (Dougherty & Omodeo-Zorini) **Task Forces Terminated:** - IAF Task Force Transition for ISO 9001 and ISO 14001 (Ezrakhovich & Azusa) **Working Groups:** - IEC-IAF-ILAC Steering Committee (Dougherty) - IAF Working Group on Person Certification (ISO/IEC 17024) (Woodley & Sheehan) - IAF Working Group on Forests (Rantanen & Berger) - IAF Working Group on Product Certification Accreditation (ISO/IEC 17065) (Moliski & Kotaro) - IAF Working Group on Medical Devices (ISO 13485) (Ramaley & Nakagawa) - IAF Working Group on Food (ISO 22000) (Sheehan & Greenaway) - IAF Working Group on Greenhouse Gases and Energy [GHG] (ISO 14065) (Makino & Bowles) - ISO 9001 Auditing Practices Group and Accreditation Auditing Practices Group [APG and AAPG] (Ezrakhovich & Yang) - IAF Working Group on Management System Certification (ISO/IEC 17021) (Scheid-Gillespie & Savov) - IAF Working Group on Information Technology Management Systems (ITMS) (ISO 20000) (Nonaka) - Working Group on Information Security Management System [ISMS] MLA Scope (ISO 27001) (Nakagawa & Fu)		

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		• IAF Working Group on Business Continuity Management Systems (BCMS) (Dougherty) **Joint Working Groups:** • IAF JWG to Improve Accreditation Bodies Consistency (Jauhri, [TC] & Guay [MLAC]) **New (Joint) Working Groups:** None **Working Groups Terminated:** None		
10.2	IAF TC Resolutions for the IAF General Assembly (Romyanon)	See 5.1.9		Chair to present in the next GA.
11	Next Meetings (Romyanon)			
11.1		28 October – 6 November 2015, Milan, Italy		
12	Discussion papers for action by the TC (Nash)			
12.1	ISO 50001 Certification Conflict of Interest-EA	Consensus of the IAF TC: **Decision Log**: **15/04/01** ISO 50001 Certification Conflict of Interest-EA The IAF TC could not reach consensus regarding whether an energy audit in accordance with ISO 50002 is management system consultancy. The performance of energy audits - in accordance with ISO 50002, as well as environment and energy management system certification for the same client is considered to be an unacceptable threat to impartiality.		
12.2	Window Period between Certification-JACB	Transition to ISO 9001: Window Period between Certification-JACB Consensus deferred to Decision Log: 15/04/02		

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12.3	Transition to ISO 9001: 2015-EA	Consensus of the IAF TC: **Decision Log**: **15/04/02** Transition to ISO 9001: 2015-EA It is recognized that ABs methodology may differ, however, the following should be demonstrated: Each CAB has to demonstrate the ability to deliver effective certification against the requirements of ISO 9001:2015 with the intent to improve the credibility of accredited certification. This paper defines possible evidence to be obtained by the AB prior to accrediting the CAB to deliver certification to the new standard as well as expectations of the AB throughout the transition process. The following items should be considered by the AB when transitioning a CAB: • Where needed, amended internal procedures and documents of the CAB, which reflects the changed requirements of the standard; • Demonstration of appropriate skills and knowledge, as identified by the CAB, based on the requirements of ISO 9001:2015, including evaluation of achieved competence. Skills and knowledge should be tailored and delivered to all relevant functions of the CAB; • Ability to audit the application of risk based thinking by the certified client. Understanding of risk analysis techniques (SWOT, FMEA etc.) will be necessary where required by the industry; • Ability to verify the identified risks and opportunities, as well as actions to mitigate risks; • The style of reporting and the information submitted to decision making; • Ensuring consistent process based approach among its audit teams; • Ability to analyze whether the management system reflects the context of the organization; • Ability to plan audits based on the context of the organization, with more emphasis on stage 1 audit, during initial certification audits and recertification audits (when applicable), which is used to understand organisational context; • Alignment of audit program to reflect the requirements of new standard; • Understanding by auditors of internal and external factors, needs and expectations of related interested parties; • Recognition of organisational boundaries. • Time interval between stage 1 and stage 2 audits during initial certification audits and recertification audits (when applicable);	Action to address transition processes in the future especially when the changes are significant	

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		When witnessed audits are completed to ISO 9001:2015, the following should be specifically considered: • Evidence of process approach used, e.g. auditing starts from the system up to the standard; • Instead of focus on documentation, focus should be on good techniques for interviewing and understanding the method of auditing an organization without a documented system or with a limited documented system. • Planning and organising the audit are essential • Risks are identified throughout the processes and in the context of the organization; • Selection of relevant interviewees to cover leadership; • Understanding the implications of the new terminologies in the standard; • Interaction between audit team members is vital. The previous knowledge of AB regarding the performance of CABs should be considered during establishing the approach to transition. The effective communication between ABs and sharing information on their approaches regarding the transition is welcomed. It is also important to share its transition assessment results on a higher level, not violating confidentiality requirements. In working with the IAF Informative Document 9, AB's may have differing transition approaches; however, AB's are expected to: • consider the history of other transitions when developing its transition process • have competent resources for the new standard in order to fulfil its transition process • have the necessary resources to support CAB's when ready for transition without causing undue delay • consider the history of the CAB when transitioning a given CAB • cooperate with other AB's for a CAB's transition, when requested and appropriate.		
12.4	IAF MD5- JAS-ANZ	Late paper – to be discussed at next meeting if requested.		
12.5	Impartiality - TAF	Late paper – to be discussed at next meeting if requested.		
12.6	MD2 - JACB	Late paper – to be discussed at next meeting if requested..		

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12.7	MD5 -COFRAC	Consensus of the IAF TC: **Decision Log**: **15/04/03** MD5 The way the paper is written the process would not conform to ISO/IEC 17021 requirements, specifically the recertification requirements. IAF MD 5 has a sequence of events and the paper outlines an improper methodology adding all the days together. However, alternative approaches to audit duration (IAF MD 5 calculations) could be considered by a CB; however, the requirements of ISO/IEC 17021 must be considered and the CB must still demonstrate how its processes are conforming (and effectively implemented) to the requirements; in ISO/IEC 17021 and IAF MD 5.		
13	Improvement for TC activities (Romyanon)	A committee (comprises representatives from EA, PAC, IAAC, ARAC, AFRAC, IIOC and TC Chair) has been formed to study the EA proposal. The intention is to develop the TC governance of operation according to proposal. The initial draft has been prepared with the inputs from the WG members. It is expected that the draft proposal would be circulated to all members by the next meeting.		Chair and committee to develop the proposal.
13.1	Progress on the Identified Improvement Initiatives	Ekanit reviewed the status of the improvement initiatives. It was agreed that the Conveners handbook would be posted in the Technical Committee section of the IAF website on the members' only side. He continued that he would discuss with the Executive the proposal provided by the JWG to Improve Accreditation Bodies Consistency. This involved developing improvements to the Discussion Paper Process. This process would be reviewed by an ad-hoc group consisting of: Chantel Guay, Andrea B Melo, Leonardo Omodeo Zorini, Leopoldo Cortez, Alves Pedro and Vijay Krishna. . In terms of their suggestion to review of Mandatory Document Output it was agreed that all WG conveners should put a document review item, for existing IAF documents within their responsibility, on their agenda as a standing item for meetings.		Conveners handbook to be posted – Secretary JWG sub-committee to develop improvement initiatives WG conveners to put a standing "document review" item on their agendas.

Item #	Subject	Background/Discussion	Decisions	Actions
13.2	EA Proposal to Improve TC Operations	Ekanit provided an update in his presentation.		
13.3	Draft IAF TC program for the next meeting	This item was not reviewed collectively due to lack of time. The Conveners were requested to review the draft schedule and contact the secretary within 24 hours if they have any requests for a change.		
13.4	Closure			

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