

**Technical Committee Record of Meeting**  
**Milan Marriott Hotel, Milan, Italy – Friday/Saturday 30<sup>th</sup>-31<sup>st</sup> October 2015**

Item #	Subject	Background/Discussion	Decisions	Actions
01	Welcomes, Apologies and Introduction and Voting Member Identification (Romyanon)	IAF TC Chair Ekanit Romyanon welcomed the participants to the meeting. He explained how he intended to manage the meeting. He asked participants to be concise in their comments and to respect everyone's thoughts and views. For any major decisions he will need a balance of views from all interests He added that as Chair he will encourage people to speak up and will give new speakers priority.  There was a round of introductions from all participants.		
02	IAF TC Terms of Reference (Nash)	Trevor Nash as Vice Chair briefly reviewed the Terms of Reference of the IAF Technical Committee for the benefit of new participants. Trevor described the voting process should the need arise.		
03	Agenda and Objectives of Meeting (Romyanon)	Agenda was presented by the Chair.	Agenda Approved	
04				
04.1	Minutes of Meeting held on April 11 – 12, 2015 in Frankfurt, Germany (Brough-Kerrebyn)	The Secretary requested any final comments on the draft minutes from the last meeting in Frankfurt April 2015. The final version of the minutes was approved.	Minutes Approved	Post final version of minutes - Secretary
04.2	Log of Key IAF TC Decisions (Romyanon, Brough-Kerrebyn)	The Secretary presented the decisions from the Frankfurt 2015 meeting. The decisions were reviewed and accepted by the members. The secretary indicated all the approved decisions will be posted in the decision log.	Approval of all decision from the April 2015 Frankfurt meeting	Posting of decision in the decision log - Secretary
05	Working Groups/Task Force/Progress Reports (Romyanon Nash)			
05.1	Working Groups (Romyanon)			
05.1.1	WG Management System Certification (ISO/IEC 17021) (Gillespie / Savov)	Lori Gillespie provided a presentation on their meeting with 70 persons. The agenda included the following items.		

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		<p>There was a request for a resolution regarding the endorsing the next revision of ISO 13485 as a normative document with a 3 year transition period following publication.</p> <p><i>(It was clarified at a later time that endorsement of the document was not necessary)</i></p> <p>The presentation included with the results of the review of the Mandatory Documents related to MS Certification. The WG categorized documents into different actions (three).</p> <p>The WG proposed the formation of two Task Forces to technically up-date two MDs:</p> <p>MD2 Transfers revision with Co-Conveners Trevor (ABCB) and JAB, and MD4 CAAT to introduce newer technology with Co- Conveners Sheronda Jeffries (QuEST Forum) and Leonardo Omodeo-Zorini (IIOC).</p> <p><i>(Some members suggested that the scope of Transfer and CAAT should be expanded to other certification programs – e.g. product, persons. It was not agreed that CATT would be expanded to include product and persons.)</i></p> <p>Discussions continued as to what was needed to address out of date references to ISO/IEC 17021. The TC members concluded in general that the second option provided was preferred, that being:</p> <p><i>Create a statement for IAF to approve that states all references to ISO/IEC 17021 are ISO/IEC 17021-1 once a CB transitions or at transition deadline, whichever is first. Then revise individual documents as needed.</i></p> <p>Lori also provided an up-date to progress on the OHSAS transition to ISO 45001. It was noted that there are two documents being created; an IAF MD and an OHSAS 18001 project group guideline to be used with the IAF MD.</p> <p>A paper on integrated audits sent back to the TF for further review..</p>	<p>TC agreed to the resolution</p> <p>TC agreed to the formation of the two TFs. and the co-conveners</p> <p>TC endorsed the statement.</p> <p>Same meeting requirements</p>	<p>Resolution needed for GA</p> <p>Ask Elva if a resolution is needed for option 2.-Chair</p>
05.1.2	WG Product Certification Accreditation (ISO/IEC 17065) (Moliski / Kotoro)	<p>Paul Moliski spoke to his presentation and noted that the meeting was well attended (78) and was well organized thanks to his co-convener.</p> <p>Once the T of R were presented he reviewed the results of the EA survey related to the implementation of ISO/IEC 17065 assessments and any difficulties with the new</p>	.	

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		<p>standard. He continued that the other regional groups, SADCA, ARAC, AFRAC, are also conducting a survey on this topic.</p> <p>The survey results indicated that there was some need for guidance. Leopoldo Cortez offered to conduct another survey and present a proposal for guidance at the next meeting. A decision as to whether to proceed with a MD will be made based on input received from all the regions and stakeholders.</p> <p>The WG also performed an IAF document review and identified MD 12 as a potential document in need of further revision.</p> <p>The WG discussed current ISO/IEC 17011 requirements compared with ISO/IEC 17011 CD and confirmed the need of guidance/requirements to be prepared to input to the ISO CASCO WG42.</p> <p>The PAC TC formed a TF to develop a document on how to describe accreditation scopes for product certification based on the results of their survey. The WG requested PAC to submit their document to ISO CASCO WG42.</p> <p>Paul then briefly summarized the results of the IEC-ILAC-IAF Steering Committee meeting on 28<sup>th</sup> Oct. Its purpose is to develop a unified (AB and CB) audit/assessment methodology and there are issues to be addressed. The Steering Committee confirmed the need for TF4 addressing product certification to 17065. IIEC requirements are presently in draft and include accreditation by an IAF AB member.</p> <p>The WG also discussed a 2014 TC decision (14/04/07) and proposed an addition to this decision: <i>CB verifies incoming test report against the certification scheme requirements is considered an evaluation activity.</i></p> <p>There also was three presentations at the WG meeting:</p> <ul style="list-style-type: none"> <li>• Global G.A.P presentation (Andras Fekete)</li> <li>• IECEE presentation (Paul Moliski)</li> <li>• Status of ISO CASCO new work item - ISO/IEC TR 17028: Service certification scheme (Christian Priller).</li> </ul>	<p>Members agreed that Leopoldo Cortez conducts a survey (similar to 17024) to IAF members on the need for an implementation document for ISO/IEC 17065</p> <p>Members agreed with the addition.</p> <p>Half day, 50 people not in conflict with WG food.</p>	<p>Revise decision log- Secretary</p>

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05.1.3	WG Person Certification (ISO/IEC 17024) (Woodley / Sheehan)	<p>Cynthia Woodley provided a presentation.</p> <p>She reported that this WG had finalized the survey on ISO/IEC 17024 to be available on 1 December 2015 to 1 March 2016 and results will be reported back at the March 2016 meeting.</p> <p>The WG's Terms of Reference submitted for TC approval.</p>	No objections to the WG Terms of Reference.	
05.1.4	WG Forests (Rantanen / Berger)	<p>Varpu Rantanen reported on PEFC's related activities since the last meeting.</p> <ul style="list-style-type: none"> <li>• Transition to ISO/IEC 17065:2012 for PEFC and Chain of Custody (CoC) scheme completed,</li> <li>• PEFC CoC training program completed by 2<sup>nd</sup> of July 2015,</li> <li>• ISO/IEC 17021-1 to be used for PEFC SFM (Sustainable Forest Certification),</li> <li>• PEFC initiated a standard renewal process for 2016 – 2017.</li> </ul> <p>The WG participants heard a review on the:</p> <p>PEFC's Standard revision process for 2016 / 2017 will include; Covers meta standards, CoC, CoC Labelling, CoC CB requirements and the endorsement process. ABs / IAF representatives are invited to join standard revision process.</p> <p>PEFC's Group Forest Certification program - designed to ease access to certification to everybody by means of sharing efforts.</p>	Requested a 0.5 day meeting, can be in the evening. If possible not overlapping with ISCP, MSC and Product WGs, no projector is needed	
05.1.5	WG Food (ISO 22000) (Greenaway / Sheehan)	<p>Kylie Sheehan provided an oral report on activities of the WG Food.</p> <p>She noted the ISO 22000 Expected Outcome document as well as the presentations from ISO TC 34/SC 17 WG8 and WG 9. She continued that there will be further revision on 22002 and 22003.</p> <p>The WG will prepare a transition document well in advance.</p> <p>The WG had a presentation from the Halal Accreditation Forum which was useful for members as well as one on the Food Safety Modernization Act (USA).</p>		

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		<p>They had a GFSI update on activities and reviewed changes in the Global GAP Integrated Farm Assurance (IFA) program.</p> <p>The WG also reviewed their IAF documents and determined that no revisions were needed for ID8 and MD16.</p>		
5.1.6	<p>WG Medical Devices (ISO 13485) (Ramaley / Nakagawa)</p>	<p>Grant Ramaley as co-convener of the WG presented a report on the revision to ISO 13485: 2003.</p> <p>ISO 13485:2016 is projected to be published in January 2016. ISO/TC 210/WG1 has prepared the position paper and provides recommendation for the transition to ISO 13485:2016.</p> <p>The recommendation from TC210/WG1 include:  three years after publication of ISO 13485:2016, any existing accredited certification issued to ISO 13485:2003 will not be valid, and  two years after the publication of ISO 13485:2016, all accredited certifications issued (new certifications or re-certifications) will be to ISO 13485:2016.</p> <p>The WG proposes a transition of ISO 13485 resolution as provided under 05.1.1.</p>		
05.1.7	<p>WG Greenhouse Gases (GHG) and Energy (ISO 14065) (Makino / Bowles)</p>	<p>Chikako Makino provided a report on the current status of the Energy Management System (EnMS) program. She provided statistics on the growth of the program. A draft program structure with potential document requirements and their scope levels were provided.</p> <p>As a result of their document review MD6 was identified to need up-dating (introduction and definitions). They will perform a survey to identify the other amendments needed.</p> <p>The WG proposed to the TC the formation of a joint task force (JTF) between WG GHG and Energy and WG Management System to evaluate extensions to IAF MD 17 and IAF ID 1. Tina Garner offered to be a co-convener for the WG GHG and Energy side, however, another co-convener was yet to be determine. It was decided that the co-convener of this JTF would be finalized at the next meetings.</p>	<p>Joint TF agreed to in principle. (no meeting in Frankfurt 2016)</p> <p>Requested two half day session for GHG and Energy</p>	<p>Joint WGs to identify co-convener for JTF</p>

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05.1.8	WG Information Technology Management Systems (ITSM) (ISO/IEC 20000) (Takeshi)	<p>Takeshi Nonaka presented a report on the activities of his WG.</p> <p>IAF MD18 was published in January 2015 and is considered a provisional document until ISO/IEC 20000-6 is published.</p> <p>He continued that the WG received feedback on IAF MD 18 from Ms. Erin Casteel, Chair of the group within ISO that is responsible for the ISO/IEC 20000 series. Feedback included:</p> <p>Issue 1- The term ITSMS in IAF MD 18 needs to be corrected to SMS as the term used in 20000 series is SMS. The WG recommended no changes at this time.</p> <p>Issue 2- Received a requests from Erin, who is an editor of ISO/IEC 20000-6 (SC40) for IAF to forward any content currently not included that you believe would be necessary for certification and accreditation bodies. As a result, the WG formulated specific comments.</p> <p>The WG proposed to the IAF TC that we conduct the survey of ISO/IEC 20000-1's audit time (initial audit).</p>	<p>Should provide feedback on the ISO committee regard competence criteria. WG convener</p> <p>TC agreed to survey</p> <p>0.5 day meeting 10 persons</p>	
05.1.9	WG Information Security Management System (ISMS) (ISO/IEC 27001) MLA Scope (Nakagawa / Zhigao)	<p>No meeting or report at this time. Resolution proposed at the last meeting to be presented to the GA.</p>		<p>Present resolution to GA - Chair</p>
05.1.10	WG Business Continuity Management Systems (BCMS) (Dougherty / Savov)	<p>Randy Dougherty orally reported on this WG.</p> <p>The WG had 4 electronic (web-ex) meeting since reporting at the TC meeting in Frankfurt April 2015.</p> <p>The WG performed a survey and determined that seven IAF members were offering and three planning to offer a BCMS program.</p> <p>They discussed the need for an MD and started drafting a MD. However, they have not yet developed any additional requirements and the audit duration is unknown due to short time experience. They have not yet developed any specific scopes for this program.</p>		

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		<p>Has not yet been determined when they will bring forward a program proposal to IAF.</p> <p>Next web meeting will be November 17, 2015</p> <p>The WG members feel there is value to continuing the WG. They plan to discuss any special competencies for the AB assessors and the different application for businesses.</p>		
05.1.11	Auditing Practices Group and Accreditation Auditing Practices Group [APG and AAPG] ISO 9001 (Ezrakhovich / Yang)	<p>Alex Ezrakhovich reported that the AGP/AAPG group had 16 participants at their meeting.</p> <p>They reviewed 12 APG papers in light of ISO/IEC 17021-1:2015, 5 of which will remain unchanged. The review resulted in an action list for each paper.</p> <p>The group reviewed changes in ISO/IEC 17021-1:2015, and agree to develop a paper on the application of new paragraph 8.3.3 regarding the placement of a statement, on product packaging or in accompanying information, that the certified client has a certified management system.</p> <p>Next APG meeting is in Hong Kong late Nov. 2015 in conjunction with ISO/TC 176 Plenary. Next AAPG meeting Frankfurt April 2016.</p> <p>Alex commented that IAF need to nominate additional appropriate members. He would also appreciate comments on the papers.</p>		

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05.1.12	JWG to Improve Accreditation Bodies Consistency (Jauhri / Guay)	<p>As both convener were not available for their scheduled meeting Emanuele Riva and Trevor Nash kindly offered to be the interim co-conveners.</p> <p>They reported that the major output of the meeting was a proposal to have a web forum as a mechanism to resolve issues of potential inconsistency. Rules, and principles of the Web Forum developed at this meeting were presented to the TC.</p> <p>The function of a web forum was discussed for a long time. The TC conclusion was there were many pros and cons to a web forum but it was agreed to investigate this mechanism further.</p> <p>The WG also presented a proposal to form a TF on Transition. Its mandate would be to develop a mandatory document that explains how to deal with transitions, applicable for all future transitions using a modules structure for specific transitions. The document would also clarify the consequences after the end of the transition period. The WG identified co-conveners: Lori Gillespie and Leonardo Omodeo-Zorini. The TF would also attempt to develop the document remotely with no physical meetings.</p> <p>The WG also developed a proposed Policy on Guidance document and the outline was provided to be reviewed by a number of IAF committees and CASCO. This included the principal that such documents need to be shared between the ABs, Regions and IAF.</p>	<p>TC agreed to proceed with further investigation on a web forum.</p> <p>TC agreed to the TF</p>	
05.2	Task Forces (Nash)			
05.2.1	TF Competence of AB Assessors & Experts (Woodley / Shaw)	<p>Cynthia Woodley began her presentation with a history of the Task Force.</p> <p>She then discussed the recent progress made with the document. The TF reviewed the comments from the 60 day IAF member review. There were 21 no comments/or support, 14 comments to stop the document or make it guidance. The balance of comments were editorial to the text.</p> <p>At their October 28 meeting the TF formed a Review Team to clean up the language and duplications in the tables. The MD draft will be circulated to the TF for final review of edited language only.</p>		



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		<p>The MD draft will be presented for approval for 30 day ballot. The TF recommends a 3 year transition period if the ballot is successful.</p> <p>The TF will also cooperate with ILAC on efforts towards consistent assessor competency requirements.</p>		<p>Once submitted and approved by TC Chair, send out to Ballot</p>
05.2.2	<p>TF Complex, Multi-Site Certification without Sampling (Dalrymple)</p>	<p>Alister Dalrymple provided a report on the follow-up to the ballot of their document. From the 60 day IAF member comment period, forty members had commented with 22 pages containing 17 no comments and 3 suggesting cancelling or postponing. It has also been recognized that text was not intended to be consistent with MD1. The TF made adjustments to the document based on comments. The amended draft will be forwarded to the IAF Secretariat /TC Chair for approval to move to the final 30-day balloting period. (default 12 months)</p> <p>The Task Force recommended to the TC that IAF revise IAF MD1 and consider a merger of this MD with MD1. This should be done rapidly to avoid confusion. He also proposed a fast track treatment for the merged documents with the combination of the TC and IAF comment period of 60 days (skip TC comment period).  A new TF to address a merged document was agreed to. Co-conveners Alister Dalrymple and Steve Keeling.</p> <p>There was a further discussion among TC members if the ballot should be delayed until the documents are merged to address the inconsistencies. The membership agreed to retain their decision to proceed with the ballot of the drafted document.</p>	<p>TC agreed to proceed with ballot of the MD.</p> <p>TC agreed to propose a fast track resolution for the GA,  TC new TF agreed.</p> <p>Decision to ballot document stood.</p>	<p>Once submitted and approved by TC Chair, send out to Ballot</p> <p>Permit a fast track process once merged with IAFMD1</p>
05.2.3	<p>TF Counterfeit Certificates (Schattner / Savov)</p>	<p>Ian Savov provided an oral report on the TF. Since the last meeting in Vancouver a Joint TF was formed with ILAC.</p> <p>This meeting they developed their T of R and outlined the structure of their ID document. The T of R included some strategic actions and partnerships which Ivan described. These other activities would include executive agreement.</p> <p>One of the proposals involved the assignment of an identification number for certification bodies, In this regard a proposal was presented to the executive. Randy Dougherty added that such an initiative may be managed by the Joint CMC.</p>	<p>TC Agreed with proceeding with the ID document</p>	<p>Will pass on T of R additional activities to Joint CMC for review</p>

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05.2.4	TF Control of Entities Operating on behalf of Accredited Certification Bodies (Savov)	Ivan reported that the TF completed their draft document. He requested that it be fast tracked. There was agreement that a fast track process was not appropriate in this case as the TC members had not yet seen the document.		Documents to be commented on by the TF members.- Convener
05.2.5	TF Remote Assessment (Morr)	Trevor updated that the comments from Ballot were forwarded to the convener to be resolved before it is approved by the Chair for publishing.		Follow up on status of draft document - Secretary
05.2.6	TF Conformity Assessment Schemes (CAS) formally Industry Specific Certification Programs (ISCP) (Salle / Geneiatakis)	<p>Pierre Salle provided a presentation on the progress of the TF.</p> <p>He first announced that they had changed the name of the TF to <i>Conformity Assessment Schemes (CAS)</i>. The name change reflects current nomenclature and expands coverage beyond industry.</p> <p>At the meeting they reviewed their draft document. There was an agreement that the document should refer to expanded programs and therefore they need other members. The purpose of document is to inform and/or mandate the AB/CAB community of basic requirements for Scheme Owners requesting Accredited Certification.</p> <p>He noted the welcomed trend in ABs desiring more cooperation and enhanced willingness to accept each other's evaluation of new schemes.</p> <p>He indicated that the new draft will be distributed to the TF members by December 15.</p>	Based on recent attendance may need a bigger room (25%).	
05.2.7	TF Principles for Determining Duration of AB Assessments (Garner / Sagala)	<p>Tina Garner provided a report on the progress of this TF.</p> <p>Their T of R to develop an ID document were reviewed.</p> <p>At their meeting they reviewed a discussion paper from EA containing an example of determination of the process for sampling and assessment duration. They agreed to include multiple examples of sampling and duration processes in an Appendix of their document. The draft of document was reviewed and enhanced. The draft document will be circulated among TF members for additional comments and refinement via web based meeting.</p>		

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		They will want assistance with web base meetings. TF does not anticipate another in person meeting.	No meeting planned for Frankfurt 2016.	
05.2.8	TF OHSAS 18001 migration to ISO 45001 (Dougherty / Omodeo-Zorini)	<p>Leonardo Omodeo-Zorini provided the following.</p> <p>Progress on the ISO 45001 within ISO. The document may be published at end of 2016, however if it becomes an FDIS perhaps the beginning of 2017. He then presented to two documents:</p> <ul style="list-style-type: none"> <li>• An OHSAS Project Group document “A Implementation Guidance for migrating from OHSAS 18001:2007 to ISO 45001:201X” . It provides a time chart for the project, a 3 year period as of October 2016 to 2019. Comments from IAF were welcomed.</li> <li>• A draft IAF MD document on migration was proposed by the TF. The document outline was provided and the contents explained as an attempt to balance responsibilities for both CBs and ABs.</li> </ul> <p>It was requested that the two documents be distributed to the IAF TC members for feedback to ISO and the draft MD document be sent out for 30 day comment to TC members.</p>		<p>Distribute documents for feedback - Secretary.</p> <p>Once TC chair approves sent MD for 30 day comment to TC - Secretary</p>
06	Liaison Reports (Nash)			
06.1	IAQG – Aerospace (Borzek / Geer)	<p>Norbert Borzek presented a summary of activities from this industry organization.</p> <p>The presentation outlined some of the changes that are requiring attention by the industry due to ISO 17021-1. This review resulted in a proposed resolution for the IAQG.</p> <p><i>Where an accredited certification body operates under the ICOP scheme decides not to have an impartiality committee then one of the “appropriate interested parties” shall meet the requirements EN 9104-001:2013, clause 6.4.</i></p> <p>The Aerospace standards will be transitioned according to ISO 9001:2015.</p>		

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		<p>As a continuous improvement process some of the 9104-001-FAQs will be revised to fully align with requirements from the accreditation standard ISO/IEC 17021:2014.</p> <p>Brian Geer also provided a presentation on the IAQG transition plan. This will include ballots on their standards. He presented a timeline for balloting. The transition also will include training, transitions for CBs and significant other activities. June 15, 2017 is the deadline for CB transition, scope of accreditation for CBs and all audits to the new standard.</p>		
06.2	PEFC - Forestry (Berger)	<p>Michael Berger provided a summary of his presentation on PEFC.</p> <p>Michael's update included the: Programme for the Endorsement of Forest Certification (PEFC), and the market drivers for this program.</p> <p>Growth within the program was described in relation to the economies involved and the areas of PEFC certified forest management. The programs covered. 39 national and 32 international forest organizations. New member identified are India Japan and New Zealand.</p> <p>Similar information on growth of the Forest Management and Chain of Custody (C of C) were also provided.</p> <p>The 5 year cycle process for 2016-2017 revisions of PEFC's technical documents was outlined. This coming year ABs will be asked for input on revision of standards.</p> <p>A schedule for webinars that ABs can attend was included.</p>		
06.3	QuEST Forum - Telecoms (Jeffries)	<p>Sheronda Jeffries presented her report on the QuEST Forum (telecommunication industry).</p> <p>QuEST is Head-quartered in Texas USA. There are 5 Accreditation Bodies involved in QuEST to perform assessments of Certification Bodies for conformance to TL 9000.</p> <p>Due to consolidation of the industry, the number of certifications is declining, however, the number of people involved is growing.</p>		

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		<p>The <i>TL 9000 Requirements Handbook version 6</i> will incorporate ISO 9001:2015 and be effective September 2016.</p> <p>The <i>TL 9000 Handbook - Measurements</i> outlines the statistics that certified suppliers are required to submit monthly. CBs are also required to submit specific statistics quarterly.</p> <p>The status of the Validation Audit Project was summarized.</p>		
06.4	GFSI - Food Safety (Greenaway)	<p>Skip Greenaway present a summary of GFSI activities, He introduced the new liaison member from GFSI – Isabela Palgan.</p> <p>Summary of the history and mission of GFSI was provided. It was explained the GFSI developed in the early 2000's, in response to the peak of food recalls and high profile food recalls.</p> <p>GFSI Governance includes: stakeholder, the GFSI Board and the GFSI team. The parent company of GFSI is the Consumer Goods Forum.</p> <p>Various initiatives such as the Global Markets Program were summarized.</p> <p>GFSI has three main technical groups, The auditor competence technical group is the major link to IAF. This group is active with finalizing a knowledge exam, and a skills assessment witness program with the objective to improve appropriate and specific food related auditor competence.</p> <p>He also explained the recent events that have slowed process with the IAF/GFSI MLA development process.</p>		
06.5	Global G.A.P- Food Safety (Fekete)	<p>Andras Fekete explained that Global Gap is an association of retailers in 118 economies. He outlined the various standards within Global Gap that are available on their website. Presently there are 145 CB and 26 AB involved in Global Gap.</p> <p>Reaccreditation to the new standard now underway. There are more than 20 Benchmark schemes. Global Gap has a number of programs, some that address social matters and train consultants.</p> <p>As the first indorsed scheme in IAF they want to support harmonization amongst ABs and as such only accept IAF recognized ABs.</p>		

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07	Sector Liaison Reports (Nash)			
07.1	ISO TC 176 (Kotte)	<p>Baskar Kotte spoke to the presentation he provided.</p> <p>The leadership and membership of TC176 was reviewed. Recent activities within TC 176 SC were listed including the formation of an ad-hoc group to revise brochures to reflect changes to ISO 9000.9001:2015.</p> <p>The Chairs and Secretaries for SC1, SC2, and SC3 were noted. The membership, primary focus and recent activities of each SC were reviewed.</p> <p>Baskar commented that SC2 was working on a technical report on guidance for the transfer of ISO 9001.</p>		
07.2	ISO TC 207/SC1 (Makino)	<p>Chikako Makino provided a report on ISO TC 207.</p> <p>She noted the formation of an ad-hoc group to develop a response to the TMB's request regarding the relationship between international standards and trade.</p> <p>Activities of the six SCs were summarized including the development of the website for SC1.</p> <p>She noted that SC1 requested that any issues of interpretation be sent to SC1 directly.</p>		
07.3	ISO/TC 207/SC 7 (Shaw)	<p>Phil Shaw reported on ISO/TC 207/SC7 and the activities of the various working groups (WG).</p> <p>He indicated that the various WG were working on revisions to ISO 14064 parts 1,2, and 3 and other associated standards. SC7 intended all three parts of ISO 14064 to be re issued at the same time.</p> <p>Part 3 of the standard, the focus of WG6, and will feed into ISO 14065. It will likely be a CD by Spring 2016.</p>		
07.4	ISO/IEC JTC1/ SC27 WG1 (Takeshi)	Takeshi reported that ISO 27006 was issued in October 2015.		
07.5	ISO/TC 242	Baskar Kotte provided a summary of the activities within ISO/TC 242. The leadership and membership of TC242 was reviewed. The standards developed and		

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	(Kotte/Makino)	published were also provided. He noted that the documents under revision are being transitioned to conform to the CASCO high level standard format.		
07.6	ISO-CASCO (MacCurtain)	<p>Sean MacCurtain spoke to the presentation that he provided.</p> <p>A highlight included the relationship between CASCO and IAF. This included a note on the CASCO neutrality principal resulting in no type of certification or accreditation being recommended or preferred. ILAC and IAF are; liaison members and can participate in CASCO WGs, have permanent membership in the CPC and STAR groups including the Joint Strategic Group (JSG), and Strategic cooperation plan. In return ISO/CASCO participates in the ILAC IAF GA meetings.</p> <p>Current CASCO projects were summarized. Sean noted that there were 358 pages of comments on the draft revision of ISO/IEC 17011 which have gone to the WG for review.</p> <p>Sean listed other CASCO initiatives including; the development of educational materials, events including free workshops 1-2 December, and the publication of the 2014 ISO survey of MS certification. He also mentioned a proposal for a TC on Halal.</p>		
07.7	Interpol - Counterfeit Certificates (Savov)	No report at this meeting		
08	Regional Accreditation Group Liaison Reports (Romyanon)			
08.1	EA (Cortez)	<p>Leopoldo Cortez provided a report on EA activities.</p> <p>He commenced that while no documents had been published in 2015 the EA is making progress on new documents. One is an annex to EA-1/22 (Handling of sector schemes) guidance on differentiating between ISO/IEC 17065 and ISO/IEC 17021 schemes. Another is a proposal to revise EA-7/04 (Legal requirements in EMS) taking into account ISO 14001:2015 and ISO/IEC 17021-1:2015.</p> <p>At the last EA meeting in Lisbon, 6-7 October 2015 the FAQ list was updated. There were discussions on ISO 17021-1 (temporary site, competence, gap analysis,</p>		

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		<p>consultancy, secure client sites and CB sites) and 17065 (outsourcing, scoping, and impartiality). There were discussions on minor/major non-conformity classification in the 'old' and 'new' versions of ISO/IEC 17021 and the consequences of serial subcontracting in certification. They also held a workshop session on the new ISO/IEC 17021-1:2015 which resulted on other questions that need interpretation.</p> <p>EA performed a survey on the implementation of the standards ISO/IEC 17024:2012 and ISO/IEC 17065:2012 with results provided.</p> <p>The status of various WGs (WG Food, WG Environment and WG GHG) was outlined. Training provided in 2015 and planned for 2016 was reviewed.</p> <p>Leopoldo also announced that Kevin Belson was elected as the new Chair of EA/CC for 2016-2017.</p> <p>The next EA/CC meeting in Vilnius (Lithuania), 9-10 March 2016.</p>		
08.2	PAC (Yang)	<p>Fei Yang presented an up-date on PAC Technical activities.</p> <p>The last PAC Technical meeting was 16 June 2016, in Colombo, Sri Lanka where five WG met.</p> <p>Activities of the five WGs (GHG &amp; EnMS, Product Certification, Persons, Organic Certification and WG Halal Certification) were summarized.</p>		
08.3	IAAC (Melo)	<p>Andrea Melo reported on activities within IAAC.</p> <p>IAAC membership and scope recognition was provided. Recent and future meetings were outlined as were the six training workshop that occurred in 2015.</p> <p>She continued that IAAC has signed MOUs with six regional co-operation agreements with APLAC, PAC, EA, ARAC, SADCA and AFRAC.</p> <p>A meeting of the Certification Body Subcommittee (CBSC) was held September 9, 2015. Major discussion items were; harmonized implementation of the ISO/IEC 17065, scopes of accreditation for persons certification, a workshop on ISO/IEC 17021-1, IAF MD 5 and IAF MD17, and results on a survey on the need for guidance document for implementing ISO/IEC 17065.</p> <p>IAAC CBSC has also conducted a survey and analysis of findings found in its members' CB assessments and a statistical summary was provided.</p>		



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08.4	ARAC (Mahdoui Melki)	<p>Sonia Mahdoui Melki provided a presentation on the status of ARAC.</p> <p>The report detailed that ARAC has 11 full members and 4 observers covering 17 Arab countries (Algeria, Bahrain, Egypt, Iraq, Jordan, Kuwait, Libya, Mauritania, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Sudan, Tunisia, United Arab Emirates &amp; Yemen). Among ARAC 11 full members 3 are ARAC MLA signatories (Dubai Accreditation Center, Egyptian Accreditation Council and Tunisian Accreditation Council).</p> <p>ARAC has cooperation agreements with the other Regional Cooperation Bodies, APLAC, AFRAC and PAC.</p> <p>ARAC documents have been updated by the ARAC MLA and Technical Committees to improve the management system.</p> <p>Activities to Promote the IAF MLA and participation of ARAC Chair at the Pan-Arab Free Trade Agreement (PAFTA) Regional Workshop were detailed.</p> <p>Peer Evaluator Training Plans and upcoming ARAC annual meetings were also included in the presentation.</p>		
08.5	AFRAC (Milgos)	<p>Sammy Milgos spoke to the AFRAC report to the IAF TC.</p> <p>The report included the AFRAC TC activities for the period September 2014-October 2015 as guided by its Terms of Reference (TOR's) and annual TC Work Plan.</p> <p>The AFRAC WG for Certification tasks included:-</p> <ul style="list-style-type: none"> <li>• Review of ISO/IEC 17011 to provide comments to the IAF TC and CASCO WG 39 for onward transmission to the WG 39.</li> <li>• Training on Transition arrangements for ISO/IEC 17021 at the AFRAC Annual &amp; GA meetings</li> <li>• Review of Clause 7.15 of ISO/IEC 17011 regarding PT application to product certification to advise the TC.</li> <li>• Examine the growth of Halal Certification activities in Africa. This was considered critical in view of the fact that it is being established in a number of economies.</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Research new areas of accreditations e.g. EnMS GHG to advise the TC accordingly.</li> </ul> <p>The implementation of international documents is a major focus of AFRAC at this time as it is critical in AFRAC application for ILAC/IAF MRA/MLA status.</p> <p>Details on awareness and trainings activities was included in the report.</p> <p>Future planned meetings were listed.</p>		
08.6	SADCA (Kanama)	A report was submitted on SADCA for the members review. There was no presentation at this meeting.		
09	Any Other Business			
09.1	Codex Alimentarius Observer Nomination	The TC Chair explained that there had been a suggestion that IAF endorse a liaison observer to the Codex Alimentarius. Kylie Sheehan, as the Co-convener of the IAF TC WG Food, offered to fulfil this position.	Kylie Sheehan was endorsed as the IAF liaison to the Codex.	
10	Meeting Conclusion and Results (Romyanon)			
10.1	Update of the Work Program	<p><b>Continuing Task Force Projects:</b></p> <ul style="list-style-type: none"> <li>• Log of key IAF Technical Committee Decisions (Brough-Kerrebyn)</li> <li>• IAF Task Force Competence of Accreditation Assessors and Experts (Shaw &amp; Woodley)</li> <li>• IAF Task Force Complex, Multi-site Certification without Sampling (Dalrymple)</li> <li>• IAF Task Force Remote Assessment (Morr)</li> <li>• IAF Task Force Control Franchisees and Subcontractors (CFS) (Savov &amp; Schattner)</li> <li>• IAF Task Force Industry Specific Certification Programs (ISCP) (Salle &amp; Geneiatakis)</li> <li>• IAF Task Force Principles for determining Duration of AB Assessments (Sagala &amp; Garner)</li> <li>• IAF Task Force OHSAS 18001 migration to ISO 45001 (Dougherty &amp; Omodeo-Zorini)</li> </ul>		

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		<ul style="list-style-type: none"> <li>• IAF/ILAC Joint Task Force Counterfeit Certificates (Schattner &amp; Savov)</li> </ul> <p><b>New Task Forces:</b></p> <ul style="list-style-type: none"> <li>• Multi-Site Certification and MD1 (<i>merger</i>) (Alister Dalrymple and Steve Keeling)</li> <li>• Transfers (<i>revision to MD2</i>) (Trevor Nash and Azusa Nakagawa)</li> <li>• Transitions (<i>new MD</i>) (Lori Gillespie and Leonardo Omodeo-Zorini)</li> <li>• CAAT (<i>revision to MD4</i>) (Sheronda Jeffries and Leonardo Omodeo-Zorini)</li> </ul> <p><b>Task Forces Terminated:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Working Groups:</b></p> <ul style="list-style-type: none"> <li>• IEC-IAF-ILAC Steering Committee (Dougherty)</li> <li>• IAF Working Group on Person Certification (ISO/IEC 17024) (Woodley &amp; Sheehan)</li> <li>• IAF Working Group on Forests (Rantanen &amp; Berger)</li> <li>• IAF Working Group on Product Certification Accreditation (ISO/IEC 17065) (Moliski &amp; Kotaro )</li> <li>• IAF Working Group on Medical Devices (ISO 13485) (Ramaley &amp; Nakagawa)</li> <li>• IAF Working Group on Food (ISO 22000) (Sheehan &amp; Greenaway)</li> <li>• IAF Working Group on Greenhouse Gases and Energy [GHG] (ISO 14065) (Makino &amp; Bowles)</li> <li>• ISO 9001 Auditing Practices Group and Accreditation Auditing Practices Group [APG and AAPG] ( Ezrakhovich &amp; Yang)</li> <li>• IAF Working Group on Management System Certification (ISO/IEC 17021) (Scheid-Gillespie &amp; Savov)</li> <li>• IAF Working Group on Information Technology Management Systems (ITMS) (ISO 20000) (Nonaka)</li> <li>• Working Group on Information Security Management System [ISMS] MLA Scope (ISO 27001) (Nakagawa &amp; Fu)</li> <li>• IAF Working Group on Business Continuity Management Systems (BCMS) (Dougherty)</li> </ul> <p><b>Joint Working Groups:</b></p>		

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		<ul style="list-style-type: none"> <li>• IAF JWG to Improve Accreditation Bodies Consistency (Jauhri, [TC] &amp; Guay [MLAC])</li> </ul> <p><b>New (Joint) Working Groups:</b> None</p> <p><b>Working Groups Terminated:</b> None</p>		
10.2	IAF TC Resolutions for the IAF General Assembly (Romyanon)	<p><b>Transitional Arrangement for ISO/IEC 27006:2015</b> - The General Assembly, acting on the recommendation of the Technical Committee, resolved that the transition period for ISO/IEC 27006:2015 Information technology -- Security techniques -- Requirements for bodies providing audit and certification of information security management systems will be two years from the date of publication of the standard, i.e. 30 September 2017.</p> <p><b>Transitional Arrangement for the Revision of ISO 13485:2003</b> - The General Assembly, acting on the recommendation of the Technical Committee, resolved that the transition period for the next revision of ISO 13485:2003 Medical devices -- Quality management systems -- Requirements for regulatory purposes will be three years from the date of publication of the revised standard.</p> <p><b>Non-Accredited Certification Where the MS CB is Accredited for the Same Scope</b> - The General Assembly, acting on the recommendation of the Technical Committee, resolved that IAF Accreditation Body members shall have legally enforceable arrangements with their accredited CABs that prevents the CAB from issuing non-accredited management systems certificates in scopes for which they are accredited. The General Assembly further agreed that the transition period will be one year from the date of endorsement.</p> <p><b>Maintenance of IAF Technical Committee Documents</b> - The General Assembly, acting on the recommendation of the Technical Committee, resolved that references to ISO/IEC 17021 in IAF documents shall be understood to refer to ISO/IEC 17021-1:2015 in relation to CABs that have completed the transition and after the transition period. However ABs and CABs will need to take account of the changes in ISO/IEC 17021-1 when using IAF documents which may not be revised until after the</p>	<p>Item 5.1.9</p> <p>Item 5.1.1</p> <p>Item 12.3</p> <p>Item 5.1.1</p>	Chair to present at the next GA.

Item #	Subject	Background/Discussion	Decisions	Actions
		<p>transition period to reference ISO/IEC 17021-1.</p> <p><b>Development of IAF Documents</b>  The General Assembly, acting on the recommendation of the Technical Committee, resolved that a permanent committee may, subject to the agreement of its members, waive circulation of a draft document to its members for 30-day comment (ref: IAF PR-2, clause 3.5[ii]) and proceed directly to 60-day comment of all IAF members.</p>	Item 5.2.2	
11	Next Meetings (Romyanon)			
11.1		30 March – 06 April 2016 - Frankfurt, Germany		
12	Discussion papers for action by the TC (Nash)			
12.1	IAF MD1:2007 – DAkkS	<p>Consensus of the IAF TC: <b>Decision Log: 15/10/01</b>  IAF MD1:2007</p> <p>In the specific* example IAF MD 1 is not applicable because the organization does not satisfy the eligibility requirements of IAF MD1 section 3. However, the new MD in regard to multi-site certification (without sampling) may assist in this situation in the future.</p> <p><i>*consulting company running a centralized management system umbrella for a number of independent organizations and not reflecting the scopes of each company in the main certificate</i></p>		
12.2	ISO/IEC 17021-1 – CAI	<p>Consensus of the IAF TC: <b>Decision Log: 15/10/02</b>  ISO/IEC 17021-1</p> <p>It is acceptable for CB decision taking group to be composed of people who are hired as external personnel; provided the personnel meet the competence requirements outlined in ISO/IEC 17021 and ISO/IEC 17021-1 (e.g. section 7.2.8) and the CB has organizational and operational control outlined ISO/IEC 17021-1, section 6.2 as it relates to the decision making person/s.</p>		

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		<p>There are many examples today of this type of situation and ABs have found it acceptable in accordance with ISO/IEC 17021.</p> <p>Note: ISO/IEC 17021 (nor ISO/IEC 17021-1) does not differentiate between permanent and non-permanent staff.</p>		
12.3	Non Accredited Certification – EA	<p>Consensus of the IAF TC: <b>Decision Log: 15/10/03</b>            Non Accredited Certification</p> <p>AB shall enforce the CAB, via legally enforceable agreement that CAB cannot issue unaccredited certificates for scopes in which they hold ISO/IEC 17021 accreditation.</p> <p>Note: A formal vote on a TC recommendation was taken on the decision with the following results: in favor 41, against 2, abstentions 10.</p>		
12.4	ISO 9001/14001:2015 certification transition –JAB	<p>Consensus of the IAF TC: <b>Decision Log: 15/10/04</b>            ISO 9001/14001:2015 certification transition</p> <p>1. The expiry date of the certification to ISO 9001/14001:2015 can be three years from the last certification decision to ISO 9001:2008/ISO 14001:2004 based on the successful transition to ISO 9001/14001:2015 by 14 Sept 2018.</p> <p>2. The certification document to ISO 9001:2008/ISO 14001:2004 issued during the transition period can state the expiry will be changed to the date consistent with three-year certification cycle, after successfully completing the transition to ISO 9001/14001: 2015 before 14 Sept 2018.</p> <p><b>An example for item 1:</b>            ISO 9001:2008 certification decision made on 20 April 2014 and the certificate is issued on 20 April 2014 and expires on 20 April 2017.            The organization successfully transitions to ISO 9001:2015 in March 2016 and the transition decision is made on 15 March 2016. The certificate is revised to include ISO 9001:2015, issue date 15 March 2016 with the expiration of 20 April 2017 (original 3-year expiration).</p> <p><b>An example for item 2:</b></p>		

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		<p>ISO 9001:2008 certification decision made on 1 July 2016 and the certificate is issued on 1 July 2016 and expires 15 September 2018 (transition expiration).</p> <p>The organization then successfully transitions to ISO 9001:2015 in June 2017 and the certificate is revised to include ISO 9001:2015, issue date 1 August 2017 and the new expiration is 1 July 2019 (3-years from the last certification decision).</p>		
13	Improvement for TC activities (Romyanon)			
13.1	Progress on the Identified Improvement Initiatives	<p>Ekanit provided the background to the improvement initiative. It resulted in the first draft of the proposal.</p> <p>New projects and WGs should meet the needs of the regions and the stakeholders and co-conveners shall be identified (AB and a stakeholder). At least five members should be identified and the T of R established. Work should be done at least 50 % electronically. In addition there is a time limit of 2 years for any project.</p> <p>TC members will have an opportunity to comment once circulated. Suggestions are needed to be brought forward as a simple efficient process for TF and WG is the goal.</p> <p>The members also discussed the issue of WG/TF membership and the need to require attendance. It was recognized that a different treatment of TF versus WG may be appropriate.</p> <p>The secretary also added that the functions and responsibilities of co-convener need to be clear. This included the role to find interim co-conveners so meeting can proceed as planned.</p> <p>It was also suggested that WG co-convener post their meeting papers a week ahead.</p> <p>There was also a suggestion that reports from WG/TF should summarize only recent activities (not background) to expedite the meetings.</p>		Circulate the draft "TC governance of operation" to the TC members for their input.

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Item #	Subject	Background/Discussion	Decisions	Actions
13.2	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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