

IAF Technical Committee
The Lalit Hotel, New Delhi, India
Friday 28th October to Saturday 29nd October 2016

Item #	Subject	Background/Discussion	Decisions	Actions
01	Welcomes, Apologies and Introduction and Voting Member Identification (Romyanon)	The TC Chair Ekanit Romyanon welcomed participants. He encouraged everyone to contribute. He reviewed his rules of operation for the meeting, English speakers are asked to speak slowly to assist understanding, all participants to use constructive comments and demonstrate respect for others' opinions. Priority will be given to first time speakers. For major decisions, a balance of views will be sought. To make sure the decisions are clear they will be reviewed for the records. A round of Introductions occurred. Meeting Note: The Vice Chair, Trevor Nash, was unable to attend.		
02	IAF TC Terms of Reference (Brough-Kerrebyn)	The Terms of Reference were reviewed by the Secretary, Joan Brough-Kerrebyn.		
03	Agenda and Objectives of Meeting (Romyanon)	The Agenda was reviewed and approved with no changes or additions.	Agenda Approved	
04				
04.1	Minutes of Meeting held on October 30-31 2015 in Milan, Italy (Brough-Kerrebyn)	The Secretary addressed the draft minutes from the last meeting held on April 1-2 2016 in Frankfurt, Germany. Minutes were approved.	Minutes Approved	Post final version of minutes - Secretary
04.2	Log of Key IAF TC Decisions (Brough-Kerrebyn)	The Secretary presented the decisions from the Frankfurt 2016 meeting. The decisions presented were endorsed.	Approval of all decision from the April 2016 Frankfurt meeting	Posting of decision in the decision log - Secretary
05	Working Groups/Task Force/Progress Reports (Romyanon)			
05.1	Working Groups (Romyanon)			

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05.1.1	WG Management System Certification (ISO/IEC 17021) (Gillespie / Gignac)	<p>Guillaume Gignac reported on behalf of this WG committee and acknowledged Tina Garner who assisted in convening the meeting during Lori Gillespie's absence.</p> <p>He first indicated that they reviewed the terms of reference and concluded that this WG should not address any issue concerning SO/IEC 17011.</p> <p>They also discussed the 12 discussion papers but, due to time constraints, were not able to address the last two papers.</p> <p>The resolution the WG proposed in April 2016, to supplement GA Resolution 2015-14, was reviewed and the final version presented. See 10.2 Resolution 2</p> <p>The proposal to have a TF to address ISO/IEC 17011 was introduced by Steve Keeling. However, it was also suggested that the Consistency Forum may be sufficient to address any related issues. It was also noted that such a group would need to be joint with ILAC to avoid confusion.</p>		<p>Next meeting</p> <p>0.5 day- 60-70 persons- avoid overlapping on other MS TFs.</p>
05.1.2	WG Product Certification Accreditation (ISO/IEC 17065) (Moliski / Kotaro)	<p>Yoshida Kotaro presented this WG activities as Paul Moliski was absent. He indicated that the WG was in progress of updating their membership list. He continued that there was no changes identified for the WG's Terms of Reference. He continued with a review of the ISO/IEC 17065 implementation survey. The WG also addressed two discussion papers.</p> <p>There was a discussion in regards to TF4 and the interpretations from CASCO. This included a proposal to develop an interpretation mechanism within IAF. Ekanit agreed to bring this issue to the IAF leadership.</p>		<p>Next meeting</p> <p>0.5 day meeting</p> <p>60-70 people</p> <p>IAF Chair to bring interpretation issue to IAF EC.</p>
05.1.3	WG Person Certification (ISO/IEC 17024) (Woodley / Sheehan)	<p>Cynthia Woodley reported on her WG meeting and provided the Terms of Reference as finalized by the members of the WG.</p> <p>She indicated that the review of the scheme endorsement process resulted in the conclusion that no further changes were needed.</p> <p>The results of the analysis of the ISO/IEC 17024 implementation survey were presented and the WG had determined that further analysis was needed. While further review is being undertaken, it was requested that a full day workshop at the next general assembly in Vancouver in 2017 be offered.</p>		<p>Next meeting</p> <p>0.5 day meeting</p> <p>45 – 50 people</p> <p>Avoid WG for food</p>

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05.1.4	WG Forests (Rantanen / Berger)	Varpu Rantanen provided the main topics of her meeting: PEFC standard revision, the survey on SFM and the current accreditation situation, the need for improvements in PEFC standards, and the application IAF MD documents in SFM.		Next Meeting: 2 hours evening OK 15 people not overlapping with ISCP, MSC and Product WGs Web Access
05.1.5	WG Food (ISO 22000) (Greenaway / Sheehan)	Kylie Sheehan indicated that there were 4 action items from the last WG Food meeting. Questions for a survey on implementation of ISO 22003 were developed and will go to members. They also looked at 2 EA documents that could be endorsed by IAF. They will be review these documents when they go out for comment. She also indicated that they will may invite a federal representative to the next meeting. There was interest from the TC members regarding activities in Halal Accreditation.		Next meeting 0.5 day, 40 people, may require video conferencing
5.1.6	WG Medical Devices (ISO 13485) (Ramaley / Nakagawa)	Azusa Nakagawa reported that the WG continued to finalize revisions to IAF MD8 and IAF MD 9.		
05.1.7	WG Greenhouse Gases (GHG) and Energy (ISO 14065) (Makino / Howard)	Ann Howard provided an update to the status of the EnMS program and its status as a MLA program. The WG also discussed the EA document on scoping for ISO 50001 accreditation and agreed it is a useful tool for scoping. The document may also be useful for ABs. The WG reviewed a document that addressed a method to cluster groups for witnessing purposes. The WG also plans to gather input from members on specific clauses of ISO 14065 in advance of the upcoming revision. They will provide a summary of the results of a member survey to ICS and CASCO liaisons. The results of the survey indicate support for expanding the scope of ISO 14065. The IAF registration process for UNFCCC has been completed and is under review.		Next meeting 0,5 day Avoid MSCWG
05.1.8	WG Information Technology Management Systems (ITSM) (ISO/IEC 20000) (Takeshi)	Takeshi Nonaka reported that the WG focused on ISO/IEC 20000-6 and its current status as a FDIS.		Next Meeting: 0.5 day 10 people

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05.1.9	WG Information Security Management System (ISMS) (ISO/IEC 27001) MLA Scope (Nakagawa / Zhigao)	No meeting or report		
05.1.10	WG Business Continuity Management Systems (BCMS) (Dougherty / Savov)	Randy Dougherty reported that the WG has not had a meeting for a year. However, members have agreed to re-convene in the new year. He suggested that Ivan Savov will not likely continue with the convenorship and, therefore, there is a need to find a replacement convener. TC Chair ask for a volunteer from the membership however no one was identified at that time.		Find convener for WB Business Continuity
05.1.11	Auditing Practices Group and Accreditation Auditing Practices Group [APG and AAPG] ISO 9001 (Ezrakhovich / Yang)	Fei Yang reported on the meeting as Alex was absent. He provided a list of the present documents and outlined the papers being reviewed. The WG had proposed a survey to collect potential topics for new papers. They also had a discussion on the meaning and intention of ISO/IEC 17021-1:2015. Guillaume Gignac suggested a paper on the risk based approach.		Next Meeting: 0,5 day Avoid MSCWG
05.1.12	JWG to Improve Accreditation Bodies Consistency (Jauhri /Riva)	Anil Jauhri reviewed the history of the JWG and the lead-up to the development of the Consistency Forum. There was a presentation on the structure and process of the Consistency Forum. They proposed that there be a standing item on TC agenda to report on the Forum and the output decisions. The final version of the policy on consistency was presented. Kylie Sheehan suggested that the forum be expanded to liaisons and WG/TF conveners. It was recognized that other uses of such a forum could be a topic for future discussion. The WG proposed that the JWG be disbanded. There was no objection to recommend to the MLAC that this joint committee be disbanded.		Recommend disbanding the JWG to the MLAC to complete the process.
05.2	Task Forces (Romyanon)			
05.2.1	TF Competence of AB Assessors & Experts (Woodley / Shaw)	Cynthia Woodley reported that the new document IAF MD20 was a topic of discussion. The TF posed the question of how MD20 relates to other MDs (specifically MD8, MD14 and MD16). The TF also agreed that the IAF/ILAC needs to ensure implementation of MD20. They were concerned how the implementation would be affected if the peer evaluation was not scheduled for several years. Since		Next meeting: 0.5 days 45 to 50 people .

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		<p>the MLA Committee has a process in place to deal with transitions to new documents the TF requested the TC to request 10-15 minutes at the MLA Committee meeting to present information regarding the implementation of MD20.</p> <p>Cynthia then reviewed the agenda for the Workshop on Technical Competence for the Implementation of the MD 20 on Saturday. She continued with another Workshop on Technical Competence for AB Assessors for Persons being held at ACCREDIA on 31 January – 2 February 2017 in Milan Italy.</p> <p>The TF also provided a draft Terms of Reference for a Joint IAF/ILAC TF to look at a Joint MD. They requested that the TC should coordinate a joint IAF/ILAC TF to look at a joint MD.</p> <p>TF also requested the TC accept the nomination of Vipin Sahni from NABCB as a new co-convener of the TF beginning in 2017. Vijay Krishna had already been confirmed in March 2016.</p>	<p>New TF Conveners: Vipin Sahni and Vijay Krishna</p>	
05.2.2	TF Control of Entities Operating on behalf of Accredited Certification Bodies (Savov)	Anil Jauhri reported that the TC comments were reviewed and the document will be prepared to be sent out for 60 day comment.		
05.2.3	TF Conformity Assessment Schemes (CAS) (Salle / Geneiatakis)	Pierre Salle reported that the TF focused on the TC comment received and the document will should be re-drafted by April 2017 Frankfurt meeting.		Next meeting: 0.5 days enough microphones
05.2.4	TF Principles for Determining Duration of AB Assessments (Garner / Purnomo)	Tina Garner reported that the TF continued work on their ID document, They now have three examples for the annex and hope to have it finalized for the next meeting.		
05.2.5	TF OHSAS 18001 migration to ISO 45001 (Dougherty / Omodeo-Zorini)	<p>Leonardo Omodeo-Zorini reported on developments of ISO 45001. He indicated that there was a risk of a possible delay in publication</p> <p>The migration document has completed the 2nd round of comments and they have evaluated the comments. It will soon be ready for another 60 days comment period. There was a request to have a resolution on the endorsement of the migration document and the establishment of a transition period. Some members were not in support of endorsing the document before seeing the final version. An informal vote demonstrated a lack of support to endorse the document at this time. See 10.2 Resolution 4 and 5.</p>		

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05.2.6	TF Multi-Site Certification and MD1 (merger) (Dalrymple / Keeling)	Steve Keeling convened the 2 nd TF meeting as Allister was absent. He reported that the aliening of audit day calculations is proving to be problematic. He proposed that as the MD19 application date is close an extension to the date would be helpful. He added that he planned to have the new document out for comment before the next meeting. The TC agreed to propose a resolution to change the application date of MD 19 (Issue 1, issued on 31 March 2016; application from 31 March 2017) to 2018. See 10.2 Resolution 6.	TC agreed to the change in application date for IAF MD19.	Next meeting: 30 people
05.2.7	TF Transfers (revision to MD2) (Nash / Nakagawa)	Azusa Nakagawa reported on the progress of the draft document. The scope of the document will only cover management systems.		
05.2.8	TF Transitions (new MD) (Gillespie / Omodeo-Zorini)	Leonardo Omodeo-Zorini reported that the TF continues to work on the generic model for transition via monthly electronic meetings. He provided the outline of the document. He also indicated that he projected a document ready for TC comments in a few months.		No need for meeting in Frankfurt
05.2.9	TF CAAT (revision to MD4) (Jeffries / Omodeo-Zorini)	Leonardo Omodeo-Zorini indicated that the TF had increased in membership. He provided an outline on the TF activities and Webex meetings up to July 2016. The survey results and the timeline for the document development was provided.		No need for a meeting in Frankfurt
05.2.10	TF Integrated Audits (revision of MD11) (Savov)	No meeting no report		
05.2.11	JTF Counterfeit Certificates (Schattner / Savov)	No meeting no report		
06	Sector Liaison Reports (Romyanon)			
06.1	QuEST Forum - Telecoms (Jeffries)	The members noted the report from QuEST Forum.		

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06.2	PEFC - Forestry (Berger)	No report provided.		
06.3	IAQG – Aerospace (Borzek / Geer)	Norbert Borzek and Brian Geer both provided a summary of the high-lights from IAQG. The members noted the two reports.		
06.4	GFSI - Food Safety (Greenaway)	No report provided.		
06.5	Global G.A.P- Food Safety (Fekete)	Andras Fekete reported that the Global Gap program is now established in 118 countries involving 32 Accreditation Bodies. Key objectives within the organization are to harmonize goals, efficiency, consistency, confidence.		
07	Liaison Reports (Romyanon)			
07.1	ISO TC 176 (Kwong)	The members noted the report.		
07.2	ISO TC 207/SC1 (Makino)	The members noted the report.		
07.3	ISO/TC 207/SC 7 (Shaw)	The members noted the report.		
07.4	ISO/IEC JTC1/ SC27 WG1 (Takeshi)	The members noted the report.		
07.5	ISO/TC 242 (Kotte/Makino)	No report provided		
07.6	ISO-CASCO (Mac Curtain)	The members noted the report.		
7.7	Interpol - Counterfeit Certificates (Savov)	No report provided.		
07.8	ISO/CASCO WG 34 (van Erp)	Casper van Erp provided a proposal that there be a resolution providing a two year transition for ISO 17021-2. The TC members agreed to the two year transition. See 10.2 Resolution 3.	2 year transition for ISO 17021-2	

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08	Regional Accreditation Group Liaison Reports (Romyanon)			
08.1	EA (Belson)	Kevin Belson provided high lights from the EA report. The members noted the EA report.		
08.2	PAC (Yang)	Fei Yang provided high lights from the PAC report including the decision to merge PAC with APLAC in the future. The members noted the PAC report.		
08.3	IAAC (Melo)	Paulo Marsico provided a review of the IAAC report. The members noted the IAAC report.		
08.4	ARAC (Barrak)	Moslem Barrak addressed high lights from the ARAC report. The members noted the ARAC report.		
08.5	AFRAC (Milgos)	Sammy Milgos provided high lights of the AFRAC report. The members noted the AFRAC report.		
08.6	SADCA (Goppe)	No report provided.		
09	Any Other Business (Romyanon)			
09.1	09.1 New project for OH&SMS	.A new TF was proposed to develop an OH&SMS document based on a recently developed EA document - Application of ISO/IEC 17021-1 for the Certification of Occupational Health and Safety Management Systems (OH&SMS). The TC members endorsed this proposal and the conveners.	New TF Conveners endorsed: Omodeo-Zorini & Marco Cerri	Need a meeting in Frankfurt
09.2	09.2 PTAB	ANAB reported that they are offering a new accreditation program based on ISO 16363 for Digital Repositories Management Systems. They indicated they had one certification body with interest in this program. IAF members were offered to seek further information from ANAB.		
9.3	09.3 IAF Liaison for ISO CASCO WG on NWIP ISO/IEC 17029	The IAF liaison for the NWIP, ISO/IEC 17029 General requirements for bodies performing validation and verification activities was endorsed. Ann Howard had agreed to be the IAF liaison to this CASCO WG.	Ann Howard endorsed as IAF liaison.	

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09.4	TC207 SC1 letter to IAF and CASCO ref interpretations	The TC reviewed the letter from TC207 requesting to work jointly with IAF and CASCO to address market concerns about inconsistent application of ISO 14001:2015. Marcus Long suggested that IAF should promote more information exchanges such as this. He added they could perhaps addressed the concerns in an auditing practises paper.		
09.5	Revision of IAF ID10	ISO/CASCO TC207 would like IAF to update IAF ID10. Since the ISO 14001:2015 transition is well underway or has been largely completed it was the WG MSC conclusion that there is no need for an update to ID 10. TC members agreed with the WG MSC opinion.	No up-dating of ID10 at this time.	
09.10	Proposed a liaison with Halal Program	Mr.Brahim Houla has offered to give the updated information on this subject in every TC meeting onwards.	TC agreed	Add to next agenda
10	Meeting Conclusion and Results (Romyanon)			
10.1	Update of the Work Program (Brough-Kerrebyn)	<p>Continuing Task Force Projects:</p> <ul style="list-style-type: none"> • Log of key IAF Technical Committee Decisions (Brough-Kerrebyn) • IAF Task Force Competence of Accreditation Assessors and Experts (Sahni & Krishna) • IAF Task Force Entities Operating on behalf of Accredited Certification Bodies (Savov) • IAF TF Conformity Assessment Schemes (CAS) (Salle & Geneiatakis) • IAF Task Force Principles for determining Duration of AB Assessments (Sagala & Garner) • IAF Task Force OHSAS 18001 migration to ISO 45001 (Dougherty & Omodeo-Zorini) • IAF/ILAC Joint Task Force Counterfeit Certificates (Savov & ILAC Member) • Multi-Site Certification and MD1 (<i>merger</i>) (Dalrymple and Keeling) • Transfers (<i>revision to MD2</i>) (Nash and Nakagawa) • Transitions (<i>new MD</i>) (Gillespie and Omodeo-Zorini) • CAAT (<i>revision to MD4</i>) (Jeffries and Omodeo-Zorini) • IAF Task Force Integrated Audits (<i>revision of MD11</i>) (Savov & ??) 		

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		<p>New Task Forces:</p> <ul style="list-style-type: none"> • IAF Task Force OH&SMS (Omodeo-Zorini & Marco Cerri) <p>Task Forces Terminated: none</p> <p>Working Groups:</p> <ul style="list-style-type: none"> • 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 & Horward) • 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 & Gignac*) • 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) • IAF Working Group on Business Continuity Management Systems (BCMS) (Dougherty & Savov) <p>New (Joint) Working Groups: None</p> <p>Working Groups Terminated: TC proposed disbanding IAF JWG to Improve Accreditation Bodies Consistency (Jauhri, [TC] & Riva [MLAC])</p>		

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10.2	IAF TC Resolutions for the IAF General Assembly (Romyanon)	<p>Six Resolution in total were presented to the GA.</p> <p>Two Resolution for the GA were developed at the April 2016 meeting:</p> <ol style="list-style-type: none"> 1. Accreditation Scoping for Energy Management Systems (EnMS) - The General Assembly, acting on the recommendation of the Technical Committee, resolved to endorse Table 2 Technical Areas from ISO 50003:2014 Energy management systems -- Requirements for bodies providing audit and certification of energy management systems as a Normative reference for the accreditation scope and grouping of sectors for witnessing of energy management systems. 2. Accredited MS Certification Document - Further to Resolution 2015-14, The General Assembly, acting on the recommendation of the Technical Committee, resolved that in order for a management system certification document to be considered accredited, it must display the accreditation symbol, and/or, reference the accreditation status of the CB including the identification of the AB. The General Assembly further agreed that management systems certification bodies: <ol style="list-style-type: none"> 1. must transition certification documentation to include the accreditation symbol, and/or, reference the accreditation status of the CB including the identification of the AB, at the time of recertification decision; no later than 06 November 2019; 2. when granted initial accreditation (for a standard or scope), as of 06 November 2016, the CB must transition (re-issue) previous unaccredited certification documents, within one year after the accreditation decision; 3. must apply this resolution to all management system standards. Note: If there is an exception to the above, the client must justify the exception to the CB and AB, and if accepted by both the CB and AB, the certification is still considered accredited. <p>Four additional resolutions were developed from this meeting:</p> <ol style="list-style-type: none"> 3. Transitional Arrangement for the Revision of ISO/IEC TS 17021-2:2012 - The General Assembly, acting on the recommendation of the Technical Committee, resolved that the transition period for the next revision of ISO/IEC TS 17021-2:2012 Conformity assessment -- Requirements for bodies providing audit and certification of management systems -- Part 2: Competence requirements for auditing and certification of environmental management systems, will be two years from the date of publication of the revised standard. 		

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		<p>4. Migration Arrangement for ISO 45001 - The General Assembly, acting on the recommendation of the Technical Committee, resolved that the period for migrating accredited certifications from OHSAS 18001:2007 to ISO 45001 Occupational health and safety management systems -- Requirements with guidance for use will be three years from the date of publication of ISO 45001.</p> <p>5. Endorsement of ISO 45001:201X as an IAF normative document - The General Assembly, acting on the recommendation of the Technical Committee, resolved to endorse the soon to be published ISO 45001:201X as a normative document.</p> <p>6. Extension of IAF MD19 Application Date - The General Assembly, acting on the recommendation of the Technical Committee, resolved that the application date of IAF MD 19: IAF Mandatory Document For The Audit and Certification of a Management System operated by a Multi-Site Organization (where application of site sampling is not appropriate) be extended one year to 31 March 2018.</p>		
11	Next Meetings (Romyanon)			
11.1		31 March to 07 April 2017 - Frankfurt, Germany		
11.2		21 October to 30 October 2017 - Vancouver, Canada		
12	Discussion papers for action by the TC (Romyanon)			
12.1	Conflict of Interest- EFAC	<p>Consensus of the IAF TC: Decision Log: 16/10/01</p> <p>Conflict of Interest</p> <p>The AB can hire a full time CAB employed person, the potential conflicts of interest should be recognized and managed including informing the CAB. ISO/IEC. 17011 allows the CAB to refuse an assessor and this situation could be a valid reason for the CAB to refuse an assessor.</p>		
12.2	Confidentiality - ACCREDIA	<p>Consensus of the IAF TC: Decision Log: 16/10/02</p> <p>Confidentiality</p>		

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		An AB can make an investigation autonomously, not only during the assessment, but also in other moments, contacting the auditors/organization to check the information provided by the CAB. There would not be an infringement of the confidentiality agreement between the CAB and the AB.		
12.3	Scopes of Certification -UKAS	Consensus of the IAF TC: Decision Log: 16/10/03 Scopes of Certification Referencing a standard/normative document/code of practice that is outside of the scope of accreditation is not allowed due to being misleading on an accredited certificate. Refer to ISO/IEC 17021-1, 8.2.2 e & f.		
12.4	Impartiality - ACCREDIA	Consensus of the IAF TC: Decision Log: 16/10/04 Impartiality Yes, it (an AB directly perform an assessment according to ISO 17021-1) is allowed provided the “outsourced” company is providing part of the certification activities on behalf of the CB. Refer to ISO 17011 7.7.2. & IAF MD12.		
12.5	Scope Recognition - TUNAC	Consensus of the IAF TC: Decision Log: 16/10/05 Scope Recognition The requirements for witnessing are stipulated in IAF MD 17.		
12.6	Scopes on Accredited Certificates - TUNAC	Consensus of the IAF TC: Decision Log: 16/10/06 Scopes on Accredited Certificates The accredited certificate must be clear and not misleading. With the new resolution (14-2015), an accredited certificate shall be issued for the part of the scope of certification that falls within the scope of accreditation. If a portion of the scope of certification is outside the scope of accreditation (when allowed within the certification standard), then multiple certificates shall be issued. Refer to ISO 17021-1 8.2.2 9 (g).		
12.7	Transition to ISO/IEC 17021-2 - ANAB	Consensus of the IAF TC: Transition to ISO/IEC 17021-2 Agreed with transition period of 2 years. Covered in a resolution to the GA. See 10.2 - Resolution 3.		
12.8	Audit Team - OAA	Consensus of the IAF TC: Audit Team <i>Referred to Decision Log: 14/04/03</i>		Ensure decision 14/04/03 is included in log.

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12.9	Audit Time - OAA	Consensus of the IAF TC: Decision Log: 16/10/07 Audit Time The clauses in IAF MD 5 are not to be used in isolation. Clause 2.2.1 in conjunction with 1.8 provides clarification.		
12.10	Impartiality Committee - OAA	Consensus of the IAF TC: Impartiality Committee <i>Not address due to time limits</i>		
12.11	Required knowledge and skills - OAA	Consensus of the IAF TC: Required knowledge and skills <i>Not address due to time limits</i>		
12.12	Clause 7.1.3 of ISO/IEC 17065-PAC	Consensus of the IAF TC: Decision Log: 16/10/08 Clause 7.1.3 of ISO/IEC 17065 If the explanations are required, the product CB has an obligation to provide explanation to the questioner; however, the CB is not always required to prepare explanation of the application of certification standard(s) by itself, it may be prepared by the standardization organizations, regulators, scheme owners etc. In such cases, at least the CB shall request confirmation that such explanation is prepared by the impartial and competent person(s) or committee.		
13	Improvement for TC activities (Romyanon)			
13.1	IAF TC Governance of operation (EA proposal for improvement of operation)	The TC Chair reviewed the proposed changes to the TC operational procedures. These included: requirement for conveners and time lines to complete projects (documents). The final paper will be available soon. (some members felt this was not necessary)		
13.2	Draft IAF TC program for the next meeting	The secretary advised the conveners to inform her of any changes needed by the next day as the JEC will be finalizing the schedule at their meeting.		
13.3	Closure	The Chair thanked the participants and declared the meeting closed.		

List of Meeting Participants

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