

**DRAFT IAF Technical Committee Record of Meeting**  
**Lotte Hotel, Seoul, South Korea – Sunday/Monday 20<sup>th</sup>-21<sup>st</sup> October, 2013**

Item #	Subject	Background/Discussion	Decisions	Actions
01	Welcomes, Apologies and Introduction and voting member identification (Romyanon)	<p>Ekanit Romyanon, the Technical Committee (TC) Chair, welcomed all attendees.</p> <p>The TC Chair provided a brief introduction and operating principles for a constructive TC committee meeting. Principles included; the consideration that all thoughts are valuable and the need to respect each other's view. He added that all members' input is vital and encouraged participants to not hesitate to speak, especially those whose first language is not English. He continued that the TC strives to make decisions based on balanced input from all stakeholders and geographical areas. Actions decided by the TC should be clear so the minutes are accurate.</p> <p>Round of Introductions of all participants were made.</p>		
02	IAF TC Terms of Reference(Nash) IAF-TC-53-13	Trevor Nash, the TC Vice-Chair provided a reference to and brief summary of the IAF Technical Committee Terms of Reference for the benefit of the new members.		
03	Agenda and Objectives of Meeting (Romyanon) IAF-TC-46-13	<p>The agenda was reviewed and there were no objections. One amendment was requested to move a late discussion paper up to address the logistic time constraints of the proposer. The Chair indicated they would attempt to get to all the Discussion Papers before the noted time constraint. However, the Chair reminded members that discussion papers must be received before the deadline to ensure they will be considered.</p> <p>Note: Meeting reports/representations and documents received directly before or during the meeting will be posted with the complete set of documents to the IAF website in the members' only section under Technical Committee.</p>		

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<b>04</b>	<b>Minutes &amp; Decision Log</b>			
04.1	Minutes of Meeting held on April 29–30,2013 in Frankfurt, Germany (Brough-Kerrebyn) IAF-TC-45-13	The last minutes were reviewed and there was one editorial amendment suggested and accepted. The Frankfurt 2013 Minutes were therefore accepted and finalized.	Approved minutes - Frankfurt 2013	Final minutes to be posted on the IAF website: TC Secretary.
04.2	Log of Key IAF TC Decisions (Romyanon, Brough-Kerrebyn) IAF-TC-47-13	The TC Secretary displayed the decisions extracted from the last minutes and these were agreed to with an addition to 12.10 .	Approved Decisions Frankfurt 2013	Decisions from the Frankfurt 2013 meeting to be added to the searchable data base available on the IAF website: TC Secretary.
<b>05</b>	<b>Working Groups/Task Force/Progress Reports (Romyanon Nash)</b>			
05.1	<b>Working Groups (Romyanon)</b>			
05.1.1	WG Management System Certification (ISO/IEC 17021) (Gillespie/Savov) IAF-TC-78-13	<p>Lori Scheid-Gillespie provided a presentation on the WG activities.</p> <p>The WG reviewed the discussion papers and further discussed the IIOC paper on Accreditation Body inconsistencies. There was agreement with the WG proceeding further in cooperation with a JWG with the MLAC.</p> <p>The WG also proposed a TF on Industry Specific Certification Programs (ISCP) to develop guidelines for Accreditation Body acceptance. IAAR representative Pierre Salle agreed to convene the TF and some members were identified and confirmed. It was suggested and agreed that this TF should not confine itself to only MS related programs.</p>	<p>JWG on AB Inconsistency Established Member TBD</p> <p>TC TF ISCP established Members Identified</p>	<p>WG to submit up dated membership list to the TC Secretary</p> <p>Membership to the JWG on AB Inconsistency to be confirmed.</p>

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05.1.2	<p>WG Product Certification Accreditation (ISO/IEC 17065) (Moliski)</p> <p>IAF-TC-71-13</p>	<p>Paul Moliski provided a report. He indicated that ~50 persons representing 30 economies attended his meeting.</p> <p>He reported that the transition document had gone to Ballot.</p> <p>The IIOC paper was discussed but resulted in a decision to take no action at this time. However, the need for a means to exchange views and concerns for Product Certification was raised. The WG would appreciate the TC considering this request.</p> <p>The WG reviewed the IEC-ILAC-IAF Steering Committee Resolution concerning a request to collaborate with their TF4 <i>Product Consultancy and Independence</i>. The WG decided to form a small group to draft a response on product consultancy and independence” according to the requirements in ISO/IEC 17065. A member commented that the role of the IEC-ILAC-IAF Steering Committee was to focus on the concerns of the stakeholders.</p> <p>Review of the seven year old Terms of Reference for the WG indicated they needed to be revised and the WG formed a Drafting Group.</p> <p>The Convener also indicated the need to have a co-convener. Members were welcomed to consider this assignment.</p> <p>The WG discussed the need expressed for the use of the IAF mark for product certification. Monika Wloka indicated that this item was being investigated in relation to the promotion of the MLA and will probably result in changes to ML2.</p> <p>In response to the report there was expressed the idea that the TF on Remote Assessments (which was originally proposed by the WG Product) be focused horizontally across all scopes.</p>		<p>IAF to consider a means to set up an exchange of comments/concerns (chat room): Chair TC to send idea to Communication Committee.</p> <p>WG to draft response to the IEC-ILAC-IAF Steering Committee on product consultancy and independence.</p> <p>WG to review T of R.</p> <p>Identification of a WG Co-convener: TC Members.</p>

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05.1.3	WG Person Certification (ISO/IEC 17024) (Swift)  IAF-TC-87-13	<p>Roy Swift provided a presentation. His WG was attended by a record 61 participants and he noted the interest in this scope was building.</p> <p>The WG reviewed the results of the balloted transition document and made some amendments including a shorter title and editorial changes.</p> <p>The responses from 38 economies on the WG's survey on issues from the transition to ISO/IEC 17024 were discussed. Statistics obtained were presented including the diverse assortment of programs in existence. Twenty-four percent of the programs were owned by the Certification Bodies. Section 8 of ISO/IEC 17024 (Certification Schemes) provided the most concern. This involved owners not developing schemes to conform to section 8 and as a consequence the Accreditation Bodies ability to determine if a scheme is fit for purpose and meets market needs. Section 6 on Resource requirements and 9 on the Certification process also provided some concerns.</p> <p>The WG discussed whether they need to address these concerns. They suggested that ABs should communicate with scheme owners about meeting ISO/IEC 17024 requirements.</p>		
05.1.4	WG Food (ISO 22000) (Greenaway/Sheehan)  IAF-TC-81-13, IAF-TC-81.1-13	<p>Kylie Sheehan provided a presentation on the WG meeting with 40 participants.</p> <p>The WG reviewed MD scoping document comments from the 60 day IAF member circulation and included the assessor competencies originally intended for A5.</p> <p>They also continued with a draft of their expected outcomes document and concluded that they will narrow it down to address; what it does not mean- i.e. does not prevent a recall. They formed a small WG to complete draft for the WG by January 2014.</p> <p>The WG addressed the MLA Scope Extension for FSMS. They reviewed the revision to ML4 in view of recommendation made. The WG decided</p>		<p>MD consolidated document to be sent to WG members for review before being sent to TC Secretary.</p> <p>Revisions to expected outcomes document to be made based on comments from WG and recirculated to WG.</p>

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		<p>not to change their recommendation to have an AB witness evaluation. This opinion was also presented to the MLAC</p> <p>The transition document on TS 22003 was completed with a three year transition period. It was ready for the TC comment review.</p> <p>There was also a general discussion on the pending USA Food Safety Modernization Act (FSMA). While the short deadlines prevented a coordinated response from IAF, ABs were encouraged to submit their own comments to raise awareness of the role accreditation can play in the enforcement of this legislation.</p>		<p>Secretary to send transition document to TC members for comments.</p>
05.1.5	<p>05.1.5 WG Forests (Rantanen)</p> <p>IAF-TC-82-13</p>	<p>Varpu Rantanen provided a presentation. Her meeting had 15 participants, however, not many official members.</p> <p>The PEFC ST 2002:2013 (C of C standard) was discussed by the WG. The WG has many concerns including; a short transition time of 9 months, introduction of draft guidance on social health and safety requirements half way into the transition period, and PEFC's intentions to include Bio Diversity (non-wood products) in the scheme. The WG suggests the PEFC confine itself to wood based products. In addition, auditors appear to need PEFC recognized training which is problematic due to the short transition period and training availability.</p> <p>The WG supported the earlier suggestion for a TF on guidance for scheme owners. This item resulted in a lengthy discussion on the role of ABs in the development of schemes, specifically their impartiality, consultancy and the need to balance the interest and ABs and interested parties.</p>	<p>Convener to contact the PEFC</p>	
05.1.6	<p>WG Medical Devices (ISO 13485) (Ramaley/Nakagawa)</p>	<p>Grant Ramaley provided an oral report. He indicated that revisions to MD8 and MD9 were complete with the review of the 30 day TC member comments. He requested that the revised drafts be circulated for 60 days comments from IAF members.</p>		<p>Revisions of MD8 and MD9 to be submitted for approval by the TC Chair.</p>

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05.1.7	WG Greenhouse Gases (GHG) and Energy (ISO 14065) (Makino/Shaw)  IAF-TC-86-13	<p>Phil Shaw presented his report. He first noted that the WG had changed its name to add energy to reflect its broadened mandate.</p> <p>He continued with a report on activities from the Frankfurt meeting. They reviewed the draft revised MD6 and the new MD on 17011 applications for GHG. They completed MD6 comment disposition and request it be forward for 30 day ballot, which closes November 16, 2013. The new MD on 17011 is still in process. On their 2<sup>nd</sup> day they considered peer evaluator training and the requirements and expectations of the process.</p> <p>At the Seoul meeting they had 30 participants.</p> <p>The WG completed the final disposition of comments and the MD for application of 17011 will be submitted for the 30 day ballot.</p> <p>The WG finalized the T of R which were was now submitted to the TC</p> <p>The WG also proposed that in regards to ISO 14065:2013 that, since there are no technical (only editorial) changes in requirements and no actions required due to the revision, a transition period from ISO 14065:2007 is not necessary. Members agreed with this position.</p> <p>The WG requested that the MLA extend to include ISO 14065. The TC Chair explained that such requests must go to the EC by means of the TC Chair.</p>	<p><b>Decision Log: 13/10/01</b></p> <p>Re Transition to ISO 14065:2013 As there are no changes in requirements and therefore there are no additional actions required by V/VBs and a transition period from the 2007 version is not necessary.</p>	<p>Submission of MD Application of 17011 to Secretary for 30 day Ballot.</p> <p>TC Chair to report on progress of the MLA preparation for GHG to the EC.</p>
05.1.8	WG Information Technology Management Systems (ITSM) (ISO 20000) (Takeshi)  IAF-TC-72-13	<p>Takeshi Nonaka provided a report on WG activities.</p> <p>An MD document on additional requirements to ISO/IEC 17021 is out for 60 day comment from IAF members. Requested permission to move the document on for ballot.</p> <p>Asked for a formalization to establish an IAF liaison with ISO/IEC JTC1 SC7/WG25.</p>		<p>MD on ISO/IEC 17021 to be submitted for TC Chair approval to proceed to Ballot.</p> <p>Chair and TC Secretary</p>

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				to investigate a formal liaison with ISO/IEC JTC1 SC7/WG25.
05.1.9	WG Information Security Management System (ISMS) (ISO/IEC 27001) MLA Scope (Nakagawa)  IAF-TC-79-13	<p>Azusa Nakagawa provided a presentation on WG meeting.</p> <p>The WG considered a liaison report and provided input for ISO/IEC JTC 1/SC 27 WG1.</p> <p>They reviewed the comments on the MD Knowledge from a 60 day IAF member review and will seek approval to move the document on for ballot.</p> <p>The WG developed a proposed position of a two year transition period for ISO/IEC 27001:2005 to 2013. This included a one year transition for the issue of new certificates. (see resolution)</p> <p>In terms of the WG consideration of the peer evaluation process, related to the revised MD4, the WG considered that the evaluation for the extension of MLA in ISMS should include on-site evaluation and witnessing.</p>	<p><b>Resolution 2</b> (see 10.2)</p> <p>Endorsement of ISO/IEC 27001:2013 – see resolution section</p>	MD on Knowledge to be submitted for TC Chair approval to proceed to Ballot.
05.1.10	WG Business Continuity Management Systems (BCMS) (Dougherty)	There was no report as the WG has not been convened.		
05.1.11	Auditing Practices Group and Accreditation Auditing Practices Group [APG and AAPG] ISO 9001 (Balakrishnan / Ezrakhovich)  IAF-TC-49-13, IAF-TC-75-13	<p>Alex Ezrakhovich provided a presentation. He indicated there was a shortage of official members present.</p> <p>He indicated that all APG papers were up to date but would need to be further up- dating related to the revision of ISO 9001. He noted a new AAPG paper on control of CAB foreign and critical locations. They also recommended the writing of a paper on the adoption of new parts of ISO/IEC 17021 and that members would be required</p>		

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		<p>He continued that the IAF TC and ISO TC176 need to formally identify permanent members to the APG and the AAPG.</p> <p>The WG also agreed to extend to other standards such as 14001.</p> <p>Next meeting of APG is planned for the 3rd of November in Porto, Portugal and AAPG meeting in April 2014 in Frankfurt.</p>		IAF to seek out new members for the APG.
<b>05.2</b>	<b>Task Forces (Nash)</b>			
05.2.1	TF Indicator CB performance (Cortez)	<p>Trevor Nash informed the members that a co-convener was identified for this TF at the request of Uwe Saelzle. The co-convener was identified as Leopoldo Cortez of IPAC.</p> <p>The Secretary explained that the comments from the 60 day IAF member period had been consolidated and sent to the co-conveners along with the names of the members of the TF. They would proceed to resolve the comments with their TF members and produce the final draft for ballot.</p>	The members endorsed the additional convener Leopoldo Cortez.	
05.2.2	TF Cross Frontier Accreditation (GD3) (Romyanon / Nash) IAF-TC-65-13	<p>Ekanit Romyanon as co convener provided a presentation.</p> <p>He informed members that the documentation (MD12) had been completed and published in September. The document GD 3 would be withdrawn once MD12 was applied, twelve months after its publication..</p>	Disband the TF Withdrawal of GD 3 afterward	Remove from agenda: TC Secretary.
05.2.3	TF Complex, Multi-Site Certification without Sampling (Dalrymple) IAF-TC-76-13	<p>Alister Dalrymple provided a presentation.</p> <p>He had 19 participants and the objective of the meeting was to finalize the TF draft. The draft was finalized and they agreed to forward it for circulation for TC for 30 day comment period. The WG also agreed that it may be feasible to merge this document with MD1 and recommended that a JTF attempt to draft a two part document where sampling is permitted and not permitted.</p> <p>Roger Bennett and Alister Dalrymple agreed to act as co-conveners for the work to combine the new document and MD1</p>	Agree to circulate document to the TC for comments and complete and then combine later.	



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05.2.4	TF Environmental Management Systems Scoping (Gignac) IAF-TC-89-13	Liliane Somma presented a report as acting convener on behalf of Guillaume Gignac The second draft of the EMS Scoping document was sent out for TC member comment. The comments were resolved and the document finalized and is now ready for ballot.		ID QMS and EMS Scoping document to be submitted for TC Chair approval to proceed to ballot.
05.2.5	TF Competence of AB Assessors & Experts (Shaw / Swift) IAF-TC-88-13	Roy Swift provided a presentation.  He indicated that the TF had agreed to a name change for the document, <i>Accreditation Body Assessment Process: Competency Profile</i> . The TF decided on a new approach to revise and present the data that should eliminate duplication of competencies. A small sub group will work on this approach and meet for 2 days in March 2014. Results will be reviewed by the TF membership in April in Frankfurt and then reported to the TC.		
05.2.6	TF Revisions to MD5 (Bennett / Riva) IAF-TC-67-13	Roger Bennett provided a presentation. This was the second meeting of this TF with 35 participants.  The TF agreed that a base other than the number of employees would be an improvement. Research into this issue was required. They also discussed the scope of the document beyond QMS/EMS. They incorporated definitions from TS 17023 and improved the transparency of the calculations involved. A small internal group was assigned to look at risk factors for QMS.		
05.2.7	TF Counterfeit Certificates (Schattner / Savov)	Ivan Savov provided an oral report. The TF had its first meeting and discussed their Terms of Reference. He indicated that the group is in need of more members.		

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05.2.8	TF Control of Franchisees and Subcontractors (CFS) (Savov) IAF-TC-91-13	<p>Ivan Savov provided a presentation on this TF's first meeting.</p> <p>The TF identified the objective of the group to analyse the issues, risks and malpractices in franchisees and to develop controls and guidelines to mitigate these risks.</p> <p>He noted that the CABS and ABs were concerned about franchisees and there was a need for an MD.</p> <p>The TF determined their function was to develop a MD and to cross check other MD and ID for updates and references.</p> <p>They drafted an outline of the document content.</p>		
05.2.9	TF Witnessing (Riva/ Cortez) IAF-TC-77-13	<p>Emanuele Riva provided a presentation on the first meeting of this TF.</p> <p>He first noted that the variation of witness practices was wide, selecting from 1 to 39 scopes. The TF appreciated having the EA draft and provided comments on it.</p> <p>They discussed various approaches to a document. They requested AB members to share their witness procedures. Their goal was to develop a draft for discussion at the next meeting in Frankfurt.</p>		TF to request witness policies/procedures from member ABs.
05.2.10	TF Remote Assessment (Morr) IAF-TC-73-13	<p>Reinaldo Figueiredo provided an oral report on the first meeting of this TF.</p> <p>He explained that in July, ANSI and its CBs agreed to provide a convener for this group. Craig Morr had agreed to take on the task but was unable to attend at this meeting. He did participate via a conference call.</p> <p>Reinaldo continued with a description of the first meeting and the discussion of the objectives. They noted that it would be important to share the experience of the AB in using remote techniques. TF members had agreed to collect AB comments on remote assessment. He added that they needed to learn what tools are available.</p> <p>While the TF was proposed from the WG Products the TF discussed its scope and concluded that they could approach this from an expanded</p>	<p>The members endorsed the convener Craig Morr.</p> <p>The TC agreed to expand the scope beyond Product</p>	TF to develop a terms of reference.

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		scope. This expansion will be reflected in the Terms of Reference they develop.		
<b>06</b>	<b>Liaison Reports (Romyanon)</b>			
06.1	ISO TC 176 (Kotte) IAF-TC-64-13	<p>Baskar Kotte provided a presentation on ISO/TC 176 including its structure and activities. He outlined the key functions of the three sub committees, 1. Concepts and Terminology, 2. Quality Systems and 3. Supporting Technologies.</p> <p>There was a review of the current status of ISO 9001:2015 with a projected DIS for April 2014. SC2 has recommended a three year transition which IAF and CASCO still need to approve.</p> <p>The next TC 176 Plenary is in Portugal 4-9 November 2013.</p> <p>In regards to the IAF comments received on the CD of ISO 9001 Baskar and the TC members acknowledged the efforts Venkat Balakrishnan, , John Knappenberger (ANAB) and the TC Secretary to collect the comments and provide a consolidated response..</p>		
06.2	ISO TC 207/SC1(Makino) IAF-TC-68-13	<p>Chikako Makino provided a presentation on ISO/TC 207/SC1. This included its revision of its mission/vision.</p> <p>It also provided details on the efforts of WG5 on the revision of ISO 14001 with a projected publication of May to June 2015. She continued that there were efforts to ensure that ISO 14001 and ISO 9001 were compatible.</p> <p>Other topic included a user survey, WG6 on the revision of ISO 14004, communications to support the ISO 14001 revision and the up-coming systematic review of ISO 14005 in 2015. Makino indicated that the collection of IAF comment on the draft ISO 14001 would be useful.</p>		Makino to coordinate the comment collecting on ISO 14001.

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		<p>Members asked if there were any plans proposed for the transition of ISO 14000. Makino responded that there are significant changes that would require a two to three year transition period. It was agreed that IAF and ISO need to discuss this issue as time was relatively short.</p>		<p>TC Chair to bring issue of transition of 14001 to the attention of the EC.</p>
06.3	<p>ISO/TC 207/SC 7 (Shaw) IAF-TC-85-13</p>	<p>Phil Shaw provided a presentation on ISO/TC 207/SC 7 Environmental management/Greenhouse gas management and related activities. He started with the comment that ISO 14065:2013 had been recently published with only minor revisions.</p> <p>A new work item proposal (NWIP) on 14064 part 3 was withdrawn and replaced with a proposal to incorporate part 3 into a major revision of 14065 under WG6. It is intended that the next revision will retain the original intent of ISO 14065 while not creating contradictions. The next revision will; align definitions with ISO 14064 and other CASCO documents address outstanding comment from the minor revision and add additional guidance to clauses.</p>		
06.4	<p>ISO/IEC 17024 WG 30 (Swift)</p>	<p>Roy Swift reported orally that ISO/IEC 17024 WG 30 had completed the revision to the ISO/IEC 17024 standard and continues to develop a technical specification on terminology. This specification had gone out as DTS with a deadline of Dec 10-12, 2013. The final version will go out in early 2014 for ballot.</p>		
06.5	<p>ISO/CASCO/TC34/SC17JWG 36 (ISO/TS 22003)  (Sheehan) IAF-TC-80-13</p>	<p>Kylie Sheehan provided a presentation outlining the JWG's mandate in Food Safety.</p> <p>The provided document provides detail on the issues the JWG has been reviewing; competence criteria for CAB personnel, multisite and sampling certification requirements, food chain categories and sectors, audit duration calculations.</p> <p>It is also discussing an informative Annex E to provide guidance (reference to ISO/TS 22003) on ISO/IEC 17021 and ISO/IEC 17065</p>	<p><b>Resolution 3</b> Endorsement of Revision of ISO/TS 22003:2007 - see 10.2</p>	

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		requirements.		
06.6	ISO/IEC WG 37 Audit Duration (Bennett) IAF-TC-56-13	Roger Bennett provided a report on WG 37 and indicated that the mandate of this WG was basically completed with the third meeting. The document ISO/IEC TS 17023 was published 1 August, 2013. The WG was disbanded and a small WG retained for maintenance		Remove this as a liaison item in the meeting.
06.7	ISO/IEC JTC1/ SC27 WG1 (Takeshi) 94	<p>Takeshi Nonaka provided a presentation outlining the structure of JTC1 (Information technology), SC27 (IT Security techniques) and WG1 (Information Management Security Systems [ISMS]).</p> <p>A liaison report from SC27/WG1 on revision of ISO/IEC 27006 was reviewed by the WG. WG1 invited IAF to provide input from on the competence analysis and requested information on procedures to use or refer to IAF documents.</p> <p>The transition period for the recently published ISO/IEC 27001:2013 was discussed at the TC and a 2 year transition period was agreed to in addition to a one year deadline to cease issue of certificates to the old version.</p>	<b>Resolution 2</b> Endorsement of ISO/IEC 27001:2013 – see 10.2	The IAF WG ISMS will provide input to WG1.
06.8	ISO/TC 242 (Kotte/Makino) IAF-TC-66-13	<p>Baskar Kotte provided a report on ISO/TC 242 addressing Energy. The presentation included basic structural information, a list of the standards under development and the WGs identified. There are presently two documents developed to DIS (draft international standards), ISO/DIS 50003 and ISO/DIS 50015 with a ballots ending December 2013.</p> <p>Chikako Makino as IAF liaison to ISO discussed the progress with ISO 50003: Energy management systems -- Requirements for bodies providing audit and certification of energy management systems. She indicated that IAF member comments on the document would be welcomed.</p>		

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06.9	ISO-CASCO (MacCurtain) IAF-TC-74-13	<p>Sean MacCurtain provided a presentation outlining the structure of ISO and CASCO including its mission goal, <i>one standard, one test, one certificate accepted everywhere</i>. He highlighted that the goal of the CASCO Technical Interface Group was to focus on the technical relationship between ISO/CASCO and the ISO TC. The standards comprising the ISO/CASCO Toolbox were referred.</p> <p>Recently published conformity standards were provided as well as those in progress. Sean mentioned that the recent decision not to review ISO/IEC17011 will be revisited under new policies and procedures</p> <p>Actions from the recent CASCO plenary were summarized including the revision of the MOU with IAF and ILAC and the decision to proceed with the data base of accredited management systems certificates.</p>		
06.10	ILAC Inspection (Hernandez Colotla)	Fabian Hernandez reported that the Inspection Group had finished with the revision of the application document for ISO/IEC 17020 and it was ready for circulation to members of ILAC. There were some issues regarding quality management and the cycle for monitoring of inspectors. They are proceeding to look at issues of sampling.		
06.11	Interpol - Counterfeit Certificates (Savov)	Ivan Savov reported that there had been 2 meetings attended one for Bureau Heads of Interpol and a Global Congress on Counterfeiting.		
<b>07</b>	<b>Sector Liaison Reports (Nash)</b>			
07.1	Aerospace – IAQG (Borzek / Gordon) IAF-TC-69-70-13	<p>Norbert Borzek provided a presentation that included the web based tools developed by the IAQG.</p> <p>He described the on-going discussions between IAQG and the Accreditation Bodies in terms of their experiences and responsibilities. Issues included: the potential conflict of interest with the IAQG Certification Structure Oversight Committee (CSOC); logistics, resource</p>		

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		<p>and funding for evaluation activities and impartiality concerns by going outside the MLA Peer Evaluation process.</p> <p>There was a request, from IAQG to IAF, for clarification on some technical issues concerning pre-transfer reviews. It was agreed that the discussion paper would provide an opportunity to address this matter.</p> <p>In terms of MLA recognition it was suggested by the Chair MLA Committee that this issue would be best addressed within the MLAMC to explore what relationship can be developed with IAQG.</p>		
07.2	Forestry – PEFC (Berger)	There was no report from PEFC.		
07.3	Telecoms – QuEST Forum (Jeffries) IAF-TC-48-13	<p>Sheronda Jeffries provided a report and presentation. She described the structure of QuEST Forum and noted that they were pleased to now be an Association Member of IAF.</p> <p>There was an update on the QuEST Forum validation audit activity. Each TL 9000 recognized AB had conducted at least one validation audit. She noted the two alerts issued to-date in 2013. QuEST Forum now offers individuals recognition for their knowledge and use of the TL 9000 as Practitioner and Experts.</p> <p>She continued that QuEST Forum was invited to attend the recent CASCO plenary and workshop as an observer. This provided QuEST Forum the opportunity to experience how CASCO functions and provide Information and Communications Technology ( ICT) industry sector input.</p> <p>QuEST Forum has also published a white papers concluding that TL 9000 Certified companies demonstrate improved quality and performance in ICT.</p>		
07.4	Food – GFSI (Greenaway)	Skip Greenaway provided a report on GFSI. The main activity has been the benchmarking schemes and a list of those schemes recognized was		

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	IAF-TC-60-13	<p>provided. The committee structure was explained and details of their specific activities were in the report. He noted two new WG for Brokers and Agents and Retail/Wholesale.</p> <p>Skip also indicated that due to efforts of the management of IAF and GFSI communications and a more positive relationship had developed.</p>		
07.5	Global G.A.P (Fekete)	There was no report from Global G.A.P		
<b>08</b>	<b>Regional Accreditation Group Liaison Reports (Romyanon)</b>			
08.1	EA (Cortez) IAF-83-13	<p>Varpu Rantanen presented a report from EA in the absence of Leopolo Cortez.</p> <p>She reviewed the GA resolutions from spring meeting which included; adoption of a “home approach” for sector schemes to address resource issues. This was described as a new strategy that values the existence of the EA MLA and empowers local AB to take the lead in handling sector schemes starting or based in their economy. A harmonized approach for reviewing sector schemes based on an improved EA-1/22 will be applied for national and international sector schemes.</p> <p>EA also resolved to withdraw EA-7/05 with the publication of IAF MD11.</p> <p>A list of new documents and those under development as well as an update on WG activity was included. Recent and future training provided.</p>		
08.2	PAC (Yang) IAF-92-13	<p>Fei Yang provided a report on PAC.</p> <p>It provided activities from the annual meeting including a WG up-date for Personnel, GHG, Product and Organic/Hala. Their discussion paper topics included witness sampling, number of witnesses and reference to ISO/IEC 17021 on ISO TS22003 certificates.</p>		



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08.3	IAAC (Melo) IAF-93-13	<p>Andrea Melo provided a report on IAAC CBSC activities.</p> <p>The IAAC ABs continues to be focused on development and implementation of transition plans for; ISO/IEC 17065, ISO/IEC 17024, ISO/IEC TS17021-2 and ISO/IEC TS17021-3.</p> <p>The CBSC is working with IAAC/MLAC to extend the MLA to; GHG, Persons, FSMS, ISMS, and MDMS</p> <p>A IAAC sub-committee has developed an exercise to improve the harmonization of the classification of assessment findings. Results were presented in the last IAAC Assembly. Another sub-committee is reviewing a document on the evaluation of the impartiality of CB training activities.</p> <p>A training workshop on the ISO/IEC 17065 in Argentina, on November, 27th-29th, 2013.</p>		
<b>09</b>	<b>Any Other Business</b>			
09.1	IAF Strategic Plan (Xiao Jianhua) IAF-63.1-13, IAF-63.2-13	<p>Xiao Jianhua spoke to the draft strategic plan. He indicated that the GA has reserved 2 hours to present the proposed plan and take questions He continued that the EC will also take written comment regarding the plan up to 20 December, 2013. The EC will have a planning meeting in Frankfurt with the aim to develop final draft.</p> <p>It was noted that Action plan 4 particularly related to the Technical Committee.</p>		TC Members to review and consider comments for the EC on the Draft Strategic Plan.
<b>10</b>	<b>Meeting Conclusion and Results (Romyanon)</b>			
10.1	Update of the Work Program (Brough-Kerrebyn)	<p><b>Continuing Task Force projects:</b></p> <p>Log of key IAF Technical Committee Decisions (Brough-Kerrebyn)</p> <p>IAF Task Force Indicators of Certification Body Performance (Cortez &amp; Saelzle)</p>		

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		<p>IAF Task Force Competence of Accreditation Assessors and Experts (Shaw &amp; Swift)</p> <p>IAF Task Force Environmental Management Systems Scoping (Gignac)</p> <p>IAF Task Force Complex, Multi-site Certification without Sampling (Dalrymple &amp; Bennett)</p> <p>IAF Task Force Revisions to MD5- to make it more effective (Bennett &amp; Riva)</p> <p>IAF Task Force Counterfeit Certificates (Schattner &amp; Savov)</p> <p>IAF Task Force Remote Assessment (Morr)</p> <p>IAF Task Force Control Franchisees and Subcontractors (CFS) (Savov)</p> <p>IAF Task Force Witnessing (Riva &amp; Cortez)</p> <p><b>New Task Force projects:</b></p> <ul style="list-style-type: none"> <li>• <b>IAF Task Force Industry Specific Certification Programs (ISCP)</b>            Pierre Salle (IAAR)-Convener, Norbert Borzek (DAkKS), Kylie Sheehan (JAS-ANZ), Susan Cadorette (SCC), Product rep?,            Note: post meeting Lori Scheid-Gillespie (ANAB)</li> <li>• <b>IAF Task Force Accreditation Bodies Inconsistency</b>            Members: Uwe Salzle (EFAC), Konny Sagala (KAN), Roger Bennett (IIOC)</li> <li>• <b>IAF Task Force Principles for determining Duration of AB Assessments</b>            (KAN) &amp; Tina Garner (ANAB) (co-conveners) Mrutunjay Jena (NABCB), Michael Talam (KENAS), Norbert Borzek (DAkKS), Andrea San Gil Leon (ECA) Alex Ezrakhovich</li> <li>• <b>IAF Task Force Transition for ISO 9001</b>            Alex Ezrakhovich (convener),</li> </ul>		

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		<p><b>Completed Task Force projects:</b>            IAF Task Force on Cross Frontier Accreditation (GD3) (Romyanon) (Nash)</p> <p><b>Working Groups:</b></p> <p>IEC-IAF-ILAC-Steering Committee (Dougherty)            IAF Working Group on Person Certification (ISO/IEC 17024) (Swift)            IAF Working Group on Forests (Rantanen)            IAF Working Group on Product Certification Accreditation (ISO/IEC 17065) (Moliski)            IAF Working Group on Medical Devices (ISO 13485) (Ramaley &amp; Nakagawa))            IAF Working Group on Food (ISO 22000) ( Sheehan &amp; Greenaway)            IAF Working Group on Greenhouse Gases and Energy [GHG] (ISO 14065) (Shaw &amp; Makino)            ISO 9001 Auditing Practices Group and Accreditation Auditing Practices Group [APG and AAPG] (Balakrishnan &amp; Ezrakhovich)            IAF Working Group on Management System Certification (ISO/IEC 17021) (Scheid-Gillespie &amp; 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)            IAF Working Group on Business Continuity Management Systems (BCMS) (Dougherty)</p> <p><b>New Working Groups:</b></p> <p><b>Working Groups Terminated:</b>            none</p>		

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10.2	IAF TC Resolutions for the IAF General Assembly (Romyanon)	<p><b>1. Endorsement of ISO/IEC TS 17021-3:2013</b> - The General Assembly, acting on the recommendation of the Technical Committee, resolved to endorse ISO/IEC TS 17021-3:2013 Conformity Assessment – Requirements for bodies providing audit and certification of management systems – Part 3: Competence requirements for auditing and certification of quality management systems, as a normative document to be applied in conjunction with ISO/IEC 17021 for QMS. The General Assembly further agreed that the deadline for conformance to ISO/IEC TS 17021-3 will be two years from the date of publication.  Note: As the publication date was 2 May 2013, the deadline for Certification Bodies to conform will be 2 May 2015.</p> <p><b>2. Endorsement of ISO/IEC 27001:2013</b> - The General Assembly, acting on the recommendation of the Technical Committee, resolved to endorse ISO/IEC 27001:2013 Information technology - Security techniques - Information security management systems – Requirements, as a normative document.  The General Assembly further agreed that the deadline for conformance to ISO/IEC 27001:2013 will be two years from the date of publication. One year after publication of ISO/IEC 27001:2013, all new accredited certifications issued shall be to ISO/IEC 27001:2013.  Note: As the date of publication was 1 October 2013, the deadline for Certification Bodies to conform will be 1 October 2015.</p> <p><b>3. Endorsement of Revision of ISO/TS 22003:2007</b> - The General Assembly acting on the recommendation of the Technical Committee, resolved to endorse the next revision of ISO/TS 22003:2007 Food safety management systems - Requirements for bodies providing audit and certification of food safety management systems, as a normative document. The General Assembly further agreed that the transition period for the next revision of ISO/TS 22003:2007 will be three years from the date of publication.</p>	Decision recorded on 1 years certificate re 27001	

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		<p><b>4. Endorsement of Revision of ISO 9001:2008</b> - The General Assembly acting on the recommendation of the Technical Committee, resolved to endorse the next revision of ISO 9001:2008 Quality management systems – Requirements, as a normative document. The General Assembly further agreed that the transition period for the next revision of ISO 9001:2008 will be three years from the date of publication.</p> <p>Note: It was suggested that Conformity Assessment Bodies should encourage their clients to commence working on the transition as early as possible.</p>		
<b>11</b>	<b>Next Meetings (Romyanon)</b>			
11.1		23 to 29 April, 2014 in Frankfurt, Germany		
11.2		8-17 October, 2014 in Bangkok, Thailand		
11.3		March – May, 2015 in tbd		
<b>12</b>	<b>Discussion papers for action by the TC (Nash)</b>			
12.1	Multi-Sampling Products-KAN IAF-TC-50-13	<p>Consensus of the IAF: <i>Re: IAF Document for product certification of Multiple Sites Based on Sampling</i></p> <p>TC agreed that a TF was not necessary as it is the individual scheme owners' responsibility to define any requirement for sampling of locations.</p>		
12.2	Assessment Duration-KAN IAF-TC-51-13, IAF-TC-51.1-13	<p>Consensus of the IAF:</p> <p>A majority of TC members agreed to establish a separate TF Principles for determining Duration of AB Assessments (CB offices).</p>		

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		Note: ANAB and KAN agreed to supply conveners)		
12.3	FDA Food Safety-OAE IAF-TC-54-13	<p>Consensus of the IAF:</p> <p>The TC agreed that the legislation (FDA Proposed Rule Section 1.610 <i>(Who is eligible for recognition)</i>) be analyzed further by individual IAF members and they are encouraged to submit comments to the FDA.</p> <p>The small group was formed, comprising the IAF Chair and Food WG Convenor, to provide response to USA FDA on behalf of IAF.</p>		
12.4	Consultancy of Non accredited activities – HKAS IAF-TC-55-13, IAF-TC-55.1-13	<p>Consensus of the IAF TC: <b>Decision Log: 13/10/02</b></p> <p>TC agreed that ISO/IEC 17021 cl 5.2.5 &amp; 5.2.9 is applicable to any management systems consultancy, no matter if the CB is accredited for certification of that management system or not. All three cases presented are not in conformance to ISO/IEC 17021.</p>		
12.5	ISO 9001 cl4.1-CAI IAF-TC-57-13, IAF-TC-57.1-13	<p>Consensus of the IAF TC: <b>Decision Log: 13/10/03</b></p> <p>IAF TC agrees that it is possible to issue a certificate when a process is outsourced; however, the full scope of certification must be audited by the CB. The CB must still audit the management or control of the process and the organization is still responsible for the process. The scope statement must be clear that the organization is managing the process and not necessarily “performing” the process.</p>		
12.6	MD2 cl2.3.1-RvA IAF-TC-58-13, IAF-TC-58.1-13	<p>Consensus of the IAF TC: <b>Decision Log: 13/10/04</b></p> <p>Each situation must be considered by the accepting CB and AB. The accepting CB will develop an overall plan for transfer (that is approved by the AB); understanding that the validity of some certificates may be questionable in regard to previous audits, scope, etc.</p>		

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		<p>The impact on the certified organization should be considered and the accepting CB (and AB) should try and minimize the impact on the certified organization and their certification.</p> <p><i>Note; IAF TC is not saying that an AB must approve each transfer; but the overall transfer process/plan the CB will follow.</i></p>		
12.7	Appeals 17011-KAN IAF-TC-59-13	<p>Consensus of the IAF TC: <b>Decision Log: 13/10/05</b></p> <p>ISO/IEC 17011 requires the appeal to be heard by an independent persons. It also states the AB can make the decision; therefore, the IAF TC believes there could be a situation where a person or group of people (independent of the decision being appealed) hear the appeal and then provide the results to the AB for a decision to be made.</p>		
12.8	MD5 cl 10.1-3.9 ENAC IAF-TC-61-13	<p>Consensus of the IAF TC: <b>Decision Log: 13/10/06</b></p> <p>That as the current document only allows for a reduction of up to 30% where sampling <u>is</u> allowed it is not permissible to reduce duration where sampling is not allowed. This issue is being referred to the IAF MD 5 Task Force during their re-write of IAF MD 5.</p>		
12.9	ISO 9001 Transition –WGMSC IAF-TC-62-13	<p>Consensus of the IAF TC:</p> <p>The IAF TC agrees that the transition period for the next revision to ISO 9001 be three years from publication.            CABs should encourage their clients to commence working on the transition as early as possible.            A <i>TF-Transition for ISO 9001</i> should be formed and liaison with ISO TC 176.</p>	<b>Resolution 4</b> (see 10.2)	
<b>13</b>	<b>Improvement for TC</b>			

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	<b>activities (Romyanon)</b>			
13.1	Draft Initiatives/action plan for Improvement IAF-TC-52-13	Progress on the initiative/action plan was reviewed. The TC Chair suggested that he, the vice chair and secretary would prepare a draft procedure for TC document development.  Members suggested that an orientation session specifically for TC members would be useful as well as an orientation document for participating in the TC.		Chair, Vice Chair and TC Sec to draft a revised TC document development procedure.  Consideration of future orientation aids for conveners and TC members.
13.2	Session for IAF TC WG/TF Conveners IAF-TC-84.13	The WG/TF Conveners reviewed and provided input for development of the next IAF TC meeting (Frankfurt 2014) schedule.  Post Meeting: Lori Gillespie offered to develop a WG/TF report template starting with the draft content list provided. This should be circulated to other conveners for comment and trail use		Lori Gillespie to develop a template and TC Secretary to assist to circulate to conveners.



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**List of Meeting Participants – October 20-21, 2013**

NAME	ORGANIZATION	ECONOMY	E-MAIL ADDRESS
AMRI, Zul	KAN	Indonesia	zul@bsn.go.id
ANASTASOPOULOS, George	IAS	USA	ganas@checkp.info
ARNOLD, Thomas	IAAR/TRACI	USA	trarudd@aol.com
BALAKRISHNAN, Venkat	NABCB	India	sg@qcin.org
BELOV, Matvey	STC-IS	<i>Russia Federation</i>	blovmi@oaontc.ru
BENNETT, Roger	IIOC	<i>U.K.</i>	rogerbennett@yahoo.com
BOBOIGE, Terry	PJR	USA	<a href="mailto:tboboige@pjr.com">tboboige@pjr.com</a>
BORZEK, Norbert	DAkKS	Germany	norbert.borzek@dakks.de
BOWLES, Ann Marie	ANSI	USA	<a href="mailto:abowles@ansi.org">abowles@ansi.org</a>
BROUGH-KERREBYN, Joan	IAF	Canada	tc@iaf.nu
BRUNNER, Norma	AA	Austria	norman.brunner@bmwfj.gv.at
CADORETTE, Susan	SCC	Canada	scadorette@scc.ca
CEBALLOS, Eduardo	INN	Chile	eduardo.cebillos@inn.cl
CERNA, Eva	CAI	Czech Rep.	<a href="mailto:cernae@cai.cz">cernae@cai.cz</a>
CHANG, Darren	TAF	Taiwan	darren@taftw.org.tw
CHIN, Poh Yin	SAC	Singapore	chin_poh_yin@spring.gov.sg
CHO, Kisung	KAB	Korea	kisungz013@kab.or.kr
CHOI, Seony Hwan	KAB	Korea	bikechoi@kab.or.kr
CHU, Maggie	BSMI	Taiwan	meggie.chu@bsmi.gov.tw
COHEN-KAGAN, Eli	IQNet	Israel	kagan@sil.org.il
DALRYMPLE, Alister	IQNet	France	alister.dalrymple@afnor.org
DIONISIO, Ermani Macanas	PAO	Philippines	ernanidionisio@yahoo.com
DOROSZLZUK, Bernard	COFRAC	France	Bernard.doroszlzuk@cofrac.fr
DOUGHERTY, Randy Alan	ANAB	USA	rdougherty@anab-aclass.org
DUFF, Adrienne	INAB	Ireland	<a href="mailto:adrienne.duff@inab.ie">adrienne.duff@inab.ie</a>
ELTAYEB, Mahmoud	ARAC	Egypt	maeltaib@yahoo.com
EVRENSEVDI, Orbay	TURKAK	Turkey	oevrenserdi@turkak.org.tr
EZRAKHOVICH, Alex	RR	Australia	alex@aeconformity.com
FEI, Yang	CNAS	China	feiy@cnas.org.cn
FIGUEIREDO, Reinaldo Balbino	ANSI	USA	<a href="mailto:rfigueir@ansi.org">rfigueir@ansi.org</a>
FUJIMAKI, Shinjiro	JAB	Japan	shinjiro.fujimaki@jab.or.jp
GILLESPIE, Lori	ANAB	USA	lgillespie@anab-aclass.org

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NAME	ORGANIZATION	ECONOMY	E-MAIL ADDRESS
GOPEE, Robin	AFRAC	Mauritius	rngopee@mail.gov.mu
GORDON, Dale K.	IAQC	USA	dale.gordon@rocket.com
GREENAWAY, Albert "Skip"	IAAR	USA	skip.greenaway@eagleregistrations.com
GREENBERG, Ted	CSA	Canada	ted.greenberg@csagroup.org
HALLENBECK, Lane	ANSI	USA	lhallenb@ansi.org
HERNANDEZ, Fabian Colotla	ema	Mexico	fhernandez@ema.org.mx;
HONG, Jong Gum	KSA	Korea	jeun@ksa.or.kr
ISLAM, Mohamed Nasirul	BAB	Bangladesh	nasir@bab.org.bd
JAKOBSEN, Emil Dyrelund	DANAK	Denmark	edj@danak.dk
JANUARDHI, Donny Purnomo	KAN	Indonesia	donny@bsn.go.id
JAUHRI, Anil	NABCB	India	dirnabcb@qcin.org
JEFFRIES, Sheronda	QuEST	USA	sherondaj@frontier.com
JUNG, Wooduck	KAB	Korea	jung@kab.or.kr
KAWAMOTO, Akinori	Deloitte Japan	Japan	akinori.kawamoto@tohmatsumoto.co.jp
KEELING, Steve	JAS-ANZ	Australia	steve.keeling@jas-anz.org
KITSUKCHIT, Voranuch	ACFS, NSC	Thailand	kvoranuch@gmail.com
KOTTE, Baskar	Quality Systems Enhancement Inc.	USA	baskar@enhancequality.com
KUBO, Makoto	JAB	Japan	<a href="mailto:makoto.kubo@jab.or.jp">makoto.kubo@jab.or.jp</a>
LAAKE, Inger Cecilie	NA	Norway	<a href="mailto:icl@akkreditert.no">icl@akkreditert.no</a>
LEBALLOI, Christinah	SANAS	South Africa	elazel@sanas.co.za
LEE, Kwanf Eum	KAS	Korea	leeke@korea.kr
LEE, Sangjin	KATS	Korea	sangjin763@gmail.com
LEE, Sang-Hoon	KSA	Korea	leesh007@ksa.or.kr
LERI, Samson	PNGLAS	Pakistan	Samsou.leri@nisit.gov.pg
LI, Pu-Hsien	TAF	Chinese Taipei	phli@taftw.org.tw
MAC CURTAIN, Sean	ISO/CASCO	Switzerland	maccurtain@iso.org
MAKINO, Chikako	JASC	Japan	makino-chikako@jab.or.jp
MARSICO, Maria Paola	OAA	Argentina	mpmars@industria.gob.ar
MELO, Andrea	CGCRE	Brazil	amelo@inmetro.gov.br
MILGO, Sammy Koskei	KENAS	Kenya	md@kenyaaccreditation.org
MILLER, Robert	A2LA	USA	rmiller@a2la.org
MOLISKI, Paul	Intertek	USA	paul.moliski@intertek.com
MRUTUNJAY, Jena	NABCB	India	mjena.nabcb@qcin.org
NAGAOKA, Yuki	JACB / PJR	Japan	y-nagaoka@pjr.jp
NAKAGAWA-INOUE, Azusa	JAB	Japan	azusa.nakagawa@jab.or.jp

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NAME	ORGANIZATION	ECONOMY	E-MAIL ADDRESS
NASH, Trevor	ABCB	UK	trevor.nash@abcb.org.uk
NOH, Jaedong	KAB	Korea	njdn116@daum.net
NONAKA, Takeshi	JIPDEC	Japan	nonaka-takeshi@jipdec.or.jp
NOZALCI, Asakco	Deloitte Japan	Japan	asakco.nozalci@tohmatsumoto.co.jp
PERVAIZ, Ahmed	PNAC	Pakistan	pervez@pnac.org.pk
PIERRE, Daniel	COFRAC	France	<a href="mailto:daniel.pierre@cofrac.fr">daniel.pierre@cofrac.fr</a>
PINA, Ignacio	ENAC	Spain	ipina@enac.es
POOCHINDA, Pornpanida	NSC	Thailand	poochinda@gmail.com
PRAKARNKAMANANT, Apisit	NSC	Thailand	apisit@acfs.go.th
RAMALEY, Grant	DTA	USA	<a href="mailto:gramaley@aseptico.com">gramaley@aseptico.com</a>
RANTANEN, Varpu	FINAS	Finland	varpu.rantanen@finas.fi
RIVA E	Accredia	Italy	e.riva@accredia.it
ROMYANON, Ekanit	TISI	Thailand	ekanit@tisi.go.th
RUTTERFORD, Alan	QuEST Forum	U.K.	alan@tlf.co.uk
SAELIM, Bussaba	TISI	Thailand	bussaba@tisi.go.th
SAELZLE, Uwe	EFAC	Germany	u.saelzle@gzbb.de
SAGALE, Konny	KAN	Indonesia	konny@bsn.go.id
SAGESSER, Richard	SAS	Switzerland	richard.saegesser@sas.ch
SAITO, Tetsuya	JACO	Japan	saitou-t@jaco.co.jp
SALLE, Pierre	IAAR	USA	Pierre.salle@gmail.com
SAN GIL, Andrea	ECA	Costa Rica	a.sangil@eca.or.cr
SAVOV, Ivan	EFAC / Intertec	Bulgaria	isavov@me.com
SHAW, Philip	UKAS	UK	phil.shaw@ukas.com
SHEEHAN, Kylie	JAS-ANZ	Australia	kylie.sheehan@jas-anz.org
SHUM, Wai Leung	HKAS	Hong Kong	wlshum@itc.gov.hk
SOMMA, Liliane	OUA	Uruguay	lilianesomma@yahoo.es
SONG, Junil	Korean Quality Assurance	Korea	jisong@kqa.co.kr
STADLER, Martin	BDI / Siemens AG	Germany	martin.stadler@siemens.com
STRELKOVA, Tatyana	NCA	Kazakhstan	info@nca.kz
SUNGKAROM, Maneeporn	NSC	Thailand	msungkarom@yahoo.com
SUPRAPTO	KAN	Indonesia	suprpto@bsn.go.id
SWIFT, Roy	ANSI	USA	rswift@ansi.org
TARVARES, Paulo	IPAC	Portugal	ptavarer@ipac.pt
TAKATORI, Toshio	JIPDEC	Japan	takatori-toshio@jipdec.or.jp
THAWORNNONG, Nawakorn	NSC	Thailand	n-xiuxiu@hotmail.com

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NAME	ORGANIZATION	ECONOMY	E-MAIL ADDRESS
THUY, Vu Xuan	BoA	Vietnam	vuthuy@boa.gov.vn
TRATNIK, Natasa Vesel	SA	Slovenia	natasa.vesel-tratnik@slo-akreditacija.si
UCHIDA, Hideaki	JQA	Japan	uchida-hideaki@jqa.jp
VAN DER POEL, Jan	RvA	Netherlands	jan.vander.poel@rva.nl
VEHRING, Stefanie	BAM	Germany	Stefanie.vehring@bam.de
WICKREMASINGHE, Thilak	SLAB	Sri Lanka	director@slab.lk
WLOKA, Dr Monika	BAM	Germany	monika.wloka@bam.de
WOŹNIAK, Krzysztof	PCA	Poland	k.wozniak@pca.gov.pl
XIAO, Jianhua	CNAS	China	xiaojh@cnas.org.cn
XIAOHONG, Liu	CNAS	China	liuxh@cnas.org.cn
YAN, Li	CNAS	China	liy@cnas.org.cn
YANG, Fei	CNAS	China	feiy@cnas.org.cn
YEH, Melissa	TAF	Taiwan	melissa.teh@taftw.org.tw
YOON, Sunho	ANSI	USA	syoon@ansi.org
YOSHIDA, Kotaro	IAJapan	Japan	yoshida-kotaro@nite.go.jp
YUNHUA, Chen	CNAS	China	chenyh@cnas.org.cn