Item #	Subject	Background/Discussion	Decisions	Actions
01	Welcomes, Apologies and Introduction and Voting Member Identification (Romyanon)	The IAF Technical Committee (TC) Chair, Ekanit Romyanon, welcomed everyone and reviewed the principles and practices under which the IAF TC meetings operate. There was a round of self-introductions and an attendance sheet was circulated.		
02	IAF TC Terms of Reference (Nash) IAF-TC-57-14	The IAF TC Vice Chair, Trevor Nash, reviewed the Terms of Reference and noted: • The difference between Working Groups (WG) and Task Forces (TF); and • Voting procedures.		
03	Agenda and Objectives of Meeting (Romyanon) IAF-TC-56-14	The draft agenda was reviewed and approved with no suggested amendments from the members.	Agenda approved	
04				
04.1	Minutes of Meeting held on April 20 – 21, 2014 in Frankfurt, Germany (Romyanon) IAF-TC-55-14	The IAF TC Chair explained that suggested amendments received after the circulation of the minutes of the last meeting were reviewed and that all changes indicated in red text. Members did not offer any additional amendments.	Minutes Approved	**TC Secretary:** Finalize minutes and post on TC committee page.
04.2	Log of Key IAF TC Decisions (Romyanon) IAF-TC-58-14	The IAF TC Chair explained that the decisions provided in the paper represented the consensus of the last meeting and were to be endorsed at this meeting for addition into the Decision Log.	Decision Log amendment was endorsed by the members.	**TC Secretary:** Revise decision from Frankfurt 2014 meeting as provided. Add to Decision Log and post.
05	**Working Groups/Task Force/Progress Reports (Romyanon Nash)**			
05.1	**Working Groups (Romyanon)**			

Item #	Subject	Background/Discussion	Decisions	Actions

05.1.1	WG Management System Certification (ISO/IEC 17021) (Gillespie / Savov)
	
	IAF-TC-85-14
		Lori Gillespie provided a presentation titled "IAF TC WG on Management Systems Certification".
		
		Discussion ensued on the WG MSC recommendations:
		• A 3 year transition period following publication of ISO 14001:2015
		• All initial accredited certifications issued shall be to ISO 14001:2015 eighteen months after the publication
		   o Suggestion to change 18 months to 24 months
		• All certificates issued to ISO 14001:2004 during the transition period will have an expiration corresponding with the end of the transition period
		   o Need to define how certification will be updated before the transition period
		   o The proposed 3 year transition period is a maximum
		   o The advantage of including an expiration date is that action is not required by the ABs and CBs to withdraw certificates
		   o It is necessary for the resolution being considered to align with the Standard
		   o The requirement to have the expiration date correspond with the transition period will present legal challenges
		   o The contract could be established to correspond with the transition period
		   o Need to take steps to avoid certificates that would not otherwise be legal in in the marketplace
		   o Suggestion to utilize the transition practice that was utilized during the last major revision where all certificates issued under the old certification will expire at the end of the transition period
		• All initial accredited certifications issued shall be to ISO 9001:2015 eighteen months after the publication
		• All certificates issued to ISO 9001:2008 during the transition period will have an expiration corresponding with the end of the transition period.
		
		The IAF TC Chair will formulate wording to capture the discussions regarding recommendation 3 for review by the IAF TC.
			IAF TC Chair to propose to the Executive Committee that there be a workshop at the April 2015 meeting to talk through the changes to ISO 9001:2015, 14001 and ISO/IEC 17021-1.	**IAF TC Chair:** Propose agreed resolution to the General Assembly (GA).

05.1.2	WG Product Certification Accreditation (ISO/IEC 17065) (Moliski) IAF-TC-80-14 IAF-TC-80.1-14	Paul Moliski reviewed the report titled "TC Report for IAF Product Certification Working Group Meeting, dated October 10, 2014."		

Item #	Subject	Background/Discussion	Decisions	Actions
05.1.3	WG Person Certification (ISO/IEC 17024) (Woodley) IAF-TC-79-14	Cynthia Woodley reviewed the presentation titled "IAF Working Group on Certification of Persons (ISO/IEC 17024)" and noted that there are schemes that do not comply with Clause 8 of ISO/IEC 17024. Discussion ensued on the issue of non-compliance of schemes with Clause 8 of ISO/IEC 17024: • Need for an international agreement on welders certification • Request to raise this issue with ISO to develop a solution • Need for documentation on things that must be done by CBs to comply with the schemes • Whether it is appropriate to define a solution or to accept that there are non-harmonized approaches • Suggestion to send a strong statement from the IAF to the ISO TC regarding the need to address this issue as a priority. The IAF TC endorsed Kylie Sheehan the Co-Convenor of the WG Person Certification. Randy Dougherty and Sean Mac Curtain to attempt to find a solution to the issue of compliance with Clause 8 of ISO/IEC 17024.	Kylie Sheehan endorsed as the Co-Convenor.	Withdraw GD 24. **IAF TC Chair:** Draft a letter to the ISO TC regarding the need to address the non-compliance of schemes with Clause 8 of ISO/IEC 17024. Post meeting Note: IAF EC advised that that the matter has already been taken on board and there is no need for me to provide the letter to ISO.
05.1.4	WG Forests (Rantanen) IAF-TC-89-14	Michael Berger provided a presentation titled "IAF WG Forest Certification". The IAF TC endorsed Michael Berger as the Co-Convenor of the WG Forests.	Michael Berger endorsed as the Co-Convenor.	
05.1.5	WG Food (ISO 22000) (Greenaway / Sheehan) IAF-TC-91-14	Kylie Sheehan provided a presentation titled "IAF WG on Food".		
05.1.6	WG Medical Devices (ISO 13485) (Ramaley / Nakagawa)	Grant Ramaley advised that the WG has reviewed the comments that have been received and IAF MD8 and 9 revisions for ISO 13485 have been submitted for Ballot.		
05.1.7	WG Greenhouse Gases (GHG) and Energy (ISO 14065) (Makino / Shaw)	Chikako Makino provided a presentation titled "IAF GHG and Energy Report: Discussion ensued on the WG Greenhouse Gases (GHG) and Energy requests: • Updated terms of reference • Endorse Ann Bowles as Co-Convenor	Updated Terms of Reference for the WG Greenhouse	**Co-Convener** Up date Terms of References:

Item #	Subject	Background/Discussion	Decisions	Actions

	IAF-TC-92-14	• Adopt ISO 50003
		• Proposal of a 36 month transition period for ISO 50003
		  ○ To have enough time for translation into national language
		  ○ To have enough time to revise the national EnMS scheme with ISO 50001 and ISO 50003
		  ○ To prepare technically for evaluate energy performance and its continuous improvement.Post meeting note: It was decided that this resolution could not go forward as worded as ISO 500001 had not been endorsed as a normative document.
			Gases (GHG) and Energy approved.
			
			Anne Bowles endorsed as the Co-Convenor.
			
			ISO 50003 with a 36-month transition period adopted.	

05.1.8	WG Information Technology Management Systems (ITSM) (ISO/IEC 20000) (Nonaka) IAF-TC-86-14	Takeshi Nonaka provided a presentation titled "IAF WG on ISO/IEC 20000 Service Management System"		**Co-Convenors:** Report progress on the ISO/IEC 20000-6 to the IAF TC.
05.1.9	WG Information Security Management System (ISMS) (ISO/IEC 27001) MLA Scope (Nakagawa)	Azusa Nakagawa reported that the WG had agreed to request that the IAF TC endorse Mr. Fu as the Co-Convenor.	Mr. Fu endorsed as the Co-Convenor.	
05.1.10	WG Business Continuity Management Systems (BCMS) (Dougherty / Savov) IAF-TC-60-14	Randy Dougherty reviewed the report titled "IAF Technical Committee Working Group on Business Continuity Management Systems".		
05.1.11	Auditing Practices Group and Accreditation Auditing Practices Group [APG and AAPG] ISO 9001 (Ezrakhovich / Yang)	Alex Ezrakhovich provided an update on the activities of the Auditing Practices Group and Accreditation Auditing Practices Group.		

Item #	Subject	Background/Discussion	Decisions	Actions

05.1.12	JWG to Improve Accreditation Bodies Consistency (Jauhri / Guay)
	
	IAF-TC-76-14
	
	IAF-TC-76.1-14
		Anil Jauhri provided a presentation titled "IAF JWG ABs Consistency Meetings - 2014-04-27 & 2014-10-08 Summary of discussions and recommendations to TC and MLAC".
		
		Discussion ensued on the JWG to Improve Accreditation Bodies Consistency requests:
		• Updated terms of reference
		• Support the definition proposed in the draft minutes of the October 8, 2014 JWG to Improve Accreditation Bodies Consistency regarding what constitutes inconsistent applications of ISO standards and Mandatory Documents (MDs) by ABs
		  ○ It is important that the national context under which the AB is operating is taken into account to achieve the expected outcomes of accreditation
		  ○ Application of an international standard must be consistent
		  ○ The primary focus is to serve the CBs requirements and national deviations where they are not necessary problematic
		  ○ Suggestion to accommodate regional approaches
		  ○ Suggestion that ABs and CBs address wording that fosters inconsistency at the time that standards are reviewed
		  ○ Need to ensure that there is no inconsistency in the policies and procedures of the MDs
		  ○ Suggestion to encourage task force to continue to identify and prioritize resolution of inconsistencies
		• Support the process proposed in the draft minutes of the October 8, 2014 JWG Accreditation Bodies Inconsistency meeting to raise and verity issues of inconsistency.
			Change of name to "JWG to Improve Accreditation Bodies Consistency" and updated Terms of Reference approved.
			
			Definition of "Inconsistency" proposed in the draft minutes of the October 8, 2014 JWG meeting was broadly approved with the incorporation of comments provided.
			
			The process to raise and verity issues of inconsistency proposed in the draft minutes of the October 8, 2014 JWG meeting was endorsed.
				JWG to Improve Accreditation Bodies Consistency: Continue work.

05.2	**Task Forces (Nash)**			
05.2.1	TF Indicator CB Performance (Cortez / Saelzle)	The IAF TC Vice-Chair reported that the work of the TF Indicator CB performance is complete and the MD has been published on the IAF website. The IAF TC thanked the TF Indicator CB Performance for its work.	Endorsed disbanding the TF Indicator CB Performance.	

Item #	Subject	Background/Discussion	Decisions	Actions
05.2.2	TF Competence of AB Assessors & Experts (Shaw / Woodley) IAF-TC-75-14 IAF-TC-75.1-14	Cynthia Woodley provided a presentation titled "IAF Task Force on Competence of AB Assessors and Experts"		**IAF TC Chair:** Issue a formal invitation to ILAC to consider reviewing the draft MD. **IAF TC Chair:** IAF/ILAC to submit the draft MD to ISO/CASCO WG42 (revision of 17011) for consideration.
05.2.3	TF Complex, Multi-Site Certification without Sampling (Dalrymple)	Alister Dalrymple advised that the TF Complex, Multi-Site Certification without Sampling will be finalizing the report over the next two weeks in preparation for 60 day comments from IAF Members.		**TC Chair:** to review and approve document for ballot when submitted.
05.2.4	TF Revisions to MD5 (Bennett / Riva) IAF-TC-65-14 IAF-TC-78-14	Roger Bennett provided a presentation titled "Task Force - Determination of Audit Time of QMS and EMS Audits – MD5". The TF reviewed comments and the document will be prepared for balloting.	TF MD5 to be disbanded on completion of a successful Ballot and publication.	
05.2.5	TF Counterfeit Certificates (Schattner / Savov)	Ivan Savov provided an oral report on the activities of the TF on Counterfeit Certificates. Discussion ensued on: • Concern with the issue of transparency relative to the counterfeit certificates • Plans to hold an open discussion to consider development of a platform for effective information exchange.		**IAF TC Chair:** Invite ILAC to work jointly with the TF Counterfeit Certificates.
05.2.6	TF Witnessing (Riva / Cortez) IAF-TC-64-14 IAF-TC-81-14	Emmanuelle Riva provided a presentation titled "Task Force - Witnessing Activities for the Accreditation of Management Systems Certification Bodies". The TF reviewed comments and the document will be prepared for balloting. Discussion ensued on the speed of the process when dedicated convenors are involved.	TF Witnessing to be disbanded on completion of a successful Ballot and publication.	

Item #	Subject	Background/Discussion	Decisions	Actions
05.2.7	TF Control of Franchisees and Subcontractors (CFS) (Savov)	Ivan Savov advised that the document has been retitled and the next draft will be submitted for comments by November 2014.		
05.2.8	TF Remote Assessment (Morr)	Reinaldo Figueiredo provided an update on the activities of the TF Remote Assessment. The Remote Assessment (RA) document has been submitted for 30 day TC comments, which have been addressed. Discussion ensued on the importance of the Task Forces continuing to work on documents that go beyond the principles and define practices.		**Secretary:** Circulate the RA document to TC members for comment.
05.2.9	TF Industry Specific Certification Programs (ISCP) (Salle/Geneiatakis) IAF-TC-77-14	Pierre Salle provided a presentation titled "Industry Specific Certification Programme – AB and Scheme owner Issue" and noted the need for the development of a guidance document for scheme owners. Proposal to continue the task force to develop guidance and information documents for both Accreditation Boards (ABs) and scheme owners. Discussion ensued on: • The role of Certification Bodies (CBs) to assist scheme owners • The importance of the TF Industry Specific Certification Programs.		
05.2.10	TF Principles for Determining Duration of AB Assessments (Garner) IAF-TC-90-14	Tina Garner provided a presentation titled "IAF TC TF Principles for Determining Duration of AB Assessments".		**TC Secretary:** Distribute the survey to IAF AB members by the end of November 2014 to gather data for the document.
05.2.11	TF Transition for ISO 9001 and ISO 14000 (Ezrakhovich / Nakagawa)	Alex Ezrakhovich advised that the ISO 9001 will be published by the end of November 2014 at which time the work of the TF will be concluded. A member commented that the statement included in ISO 9001 transition document regarding the "mandate …." Is not accurate and recommended that the Task Force seek input on the accuracy of the document. Mr. Ezrakhovich commented that the document has been distributed for comment and balloted and comments on the accuracy were not submitted during the comment period. The member advised that the comment had been submitted and had not been addressed and questioned whether the defined process had been followed.	See Resolution in section 10.2 re transition of ISO 14000	

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		The IAF TC Vice Chair advised that the IAF TC Chair must approve the document prior to publication and he will consider whether the disposition of the comments was appropriate. It was questioned whether the TC is an appropriate forum to raise comments when an IAF member is unable to attend TF meetings. It was confirmed that this is not appropriate as comments should be submitted as part of the formal commenting/balloting process. If a member did not consider that their comments had been properly considered they should inform the Secretariat so that the TC Chair is aware of this when considering the disposition of comments. With respect to Paragraph 4.2.1, it was questioned whether certification bodies should be performing gap analyses.		
05.5.12	TF OHSAS 18001 transition to ISO 45001 (Dougherty / Omodeo-Zorini)	Leonardo Omodeo-Zorini reported that on the activities of the TF OHSAS 18001 transition to ISO 45001 noting that: • A transition plan for ISO 45001 will be developed prior at the next IAF TC meeting • There will not be an automatic transfer from OHSAS 18001 to ISO 45001.		
06	**Liaison Reports (Romyanon)**			
06.1	ISO TC 176 (Kotte) IAF-TC-72-14	Baskar Kotte provided a presentation titled "ISO TC 176 Liaison – Report to IAF". Discussion ensued on: • The work that has been done on the development of an application guideline for ISO 9001 • A task group has been formed to develop a DTS from the information included in the Small Business Handbook • The DTS is to be circulated before 2015 with a scheduled publication date to align with the publication of ISO 9001.		
06.2	ISO TC 207/SC1 (Makino) IAF-TC-88-14	Chikako Makino provided a presentation titled "ISO TC207/SC1 Liaison Report". Request of the ISO TC 207/SC1 to have NMBs and external liaisons to nominate members to the AHG, with a view to the membership of the AHG providing active and balanced representation between developed and developing countries. Discussion ensued on:		

Item #	Subject	Background/Discussion	Decisions	Actions
		• The likelihood that the International Standard can be published in June/July 2015 • Ongoing liaison relationships between 6176 and TC 207.		
06.3	ISO/TC 207/SC 7 (Shaw)	Phil Shaw provided an update on the activities of ISO/TC 207/SC 7, noting: • That there are three working groups • There is a possibility that two working groups may be combined until the revised text is developed • ISO 14065 is a major revision.		
06.4	ISO/IEC JTC1/ SC27 WG1 (Nonaka)	Takeshi Nonaka provided an update on the activities of ISO/IEC JTC1/ SC27 WG1.		
06.5	ISO/TC 242 (Kotte / Makino) IAF-TC-70-14 IAF-TC-87-14	Baskar Kotte provided a presentation titled "ISO /TC 242 Liaison Report". Chikako Makino reviewed a presentation titled "ISO TC242 liaison Report".		
06.6	ISO-CASCO (Mac Curtain) IAF-TC-63-14	Sean Mac Curtain provided a presentation titled "ISO/CASCO and Conformity Assessment". Discussion ensued on: • The lack of support from CBs for the ISO Director pilot project • Consideration is being given to developing a validation and verification document in the 17000 series.		
06.8	ILAC Inspection (Hernandez / Colotla)	Fabian Hernandez provided a presentation titled "ILAC Inspection Bodies Committee (IC)"		
06.9	Interpol - Counterfeit Certificates (Savov)	Ivan Savov advised that there is no report.		
07	**Sector Liaison Reports (Nash)**			

Item #	Subject	Background/Discussion	Decisions	Actions
07.1	Aerospace – IAQG (Borzek / Gordon)	Norbert Borzek advised that the Aerospace meeting has been scheduled October 13, 2014.		
07.2	Forestry – PEFC (Berger) IAF-TC-84-14	Michael Berger provided a presentation titled "PEFC update".		
07.3	Telecoms – QuEST Forum (Jeffries) IAF-TC-66-14	Sheronda Jeffries referred meeting attendees to the presentation titled "QuEST Forum – October 2014 – Update for IAF TC". Appreciation was expressed for the Forum's support for the ISO 9001 revision.		
07.4	Food – GFSI (Swoffer)	No report was provided.		
07.5	Global G.A.P (Fekete)	No report was provided.		
08	**Regional Accreditation Group Liaison Reports (Romyanon)**			
08.1	EA (Cortez) IAF-TC-96-14	Leopoldo Cortez provided a presentation titled "EA/CC Report". The EA CC will propose to the next GA the following resolutions: • Adoption of IAF MD13, MD14, MD15 and MD16 • Adoption of a migration plan for the ETSI scheme • Revised EA/CC Work Plan for 2015. The EA offered proposals for improving TC operations to be discussed under Agenda Item 13.2: • Focus and structure of the work • Control of the work • Enhance the democracy and transparency. Discussion ensued on: • Whether any members of other regional bodies participate in the work of the TC • Need to find a process to engage other regions.		
08.2	PAC (Yang)	Chikako Makino reviewed the report titled "Report from PAC TC". Discussion ensued on:		

Item #	Subject	Background/Discussion	Decisions	Actions
	IAF-TC-61-14	• The role of PAC in the substitution of the new IAF MDs on accreditation in the fields of FSMS, ISMS and GHG for the current PAC-TECH-003 (FSMS), PAC-TECH-004 (ISMS) and PAC-TECH-005 (ISMS) • Whether the PAC guidance document on application of ISO/IEC 17065 to organic certification is still in draft.		
08.3	IAAC (Melo) IAF-TC-74-14	Andrea Melo provided a presentation titled "IAAC Report CBSC". Discussion ensued on: • Whether any training has been done with respect to ISO/IEC 17065.		
08.4	ARAC IAF-TC-73-14	Moslem Barrak reviewed the report titled "ARAC Accreditation Program ".		
08.5	AFRAC IAF-TC-97-14	Sammy Milgo provided a presentation titled "Summary Report to IAF TC Meeting".		
09	**Any Other Business**			
09.1	IAF Strategic Plan IAF-TC-71-14	The IAF TC Chair advised that the Strategic Plan can be downloaded from the IAF website. The mandate for cooperation between the Regional bodies and the IAF TC was noted. Discussion ensued on: • The need to receive correct information and the focal contact points in each region for effective communication exchange and cooperation • MOUs for cooperation have been signed between regional bodies and are considered beneficial • Need to achieve linkages in the technical work amongst the regional bodies • Importance of sharing information and knowledge while acknowledging the overarching authority of the IAF • Suggestion for IAF to create sharing tools such as SharePoint to encourage regional cooperation and knowledge sharing.		
10	**Meeting Conclusion and Results (Romyanon)**			

Item #	Subject	Background/Discussion	Decisions	Actions
10.1	Update of the Work Program	**Continuing Task Force Projects:** • Log of key IAF Technical Committee Decisions (Brough-Kerrebyn) • IAF Task Force Competence of Accreditation Assessors and Experts (Shaw & Woodley) • IAF Task Force Complex, Multi-site Certification without Sampling (Dalrymple) • IAF Task Force Counterfeit Certificates (Schattner & Savov) • IAF Task Force Remote Assessment (Morr) • IAF Task Force Control Franchisees and Subcontractors (CFS) (Savov & Schattner) • IAF Task Force Industry Specific Certification Programs (ISCP) (Salle & Geneiatakis) • IAF Task Force Principles for determining Duration of AB Assessments (Sagala & Garner) • IAF Task Force Transition for ISO 9001 and ISO 14001 (Ezrakhovich & Azusa) • IAF Task Force OHSAS 18001 transition to ISO 45001 (Dougherty and Omodeo-Zorini) • **Task Forces Terminated:**IAF Task Force Indicators of Certification Body Performance (Cortez & Saelzle) • IAF Task Force Revisions to MD5 (Bennett & Riva) – subject to a successful ballot • IAF Task Force Witnessing (Riva & Cortez) – subject to a successful ballot **Working Groups:** • IEC-IAF-ILAC Steering Committee (Dougherty) • IAF Working Group on Person Certification (ISO/IEC 17024) (Woodley & Sheehan) • IAF Working Group on Forests (Rantanen & Berger) • IAF Working Group on Product Certification Accreditation (ISO/IEC 17065) (Moliski) • IAF Working Group on Medical Devices (ISO 13485) (Ramaley & Nakagawa) • IAF Working Group on Food (ISO 22000) (Sheehan & Greenaway) • IAF Working Group on Greenhouse Gases and Energy [GHG] (ISO 14065) (Makino & Bowles) • ISO 9001 Auditing Practices Group and Accreditation Auditing Practices Group [APG and AAPG] (Ezrakhovich & Yang) • IAF Working Group on Management System Certification (ISO/IEC 17021) (Scheid-Gillespie & Savov)		

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		• 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) **Joint Working Groups:** • IAF JWG to Improve Accreditation Bodies Consistency (Jauhri, [TC] & Guay [MLAC]) **New (Joint) Working Groups:** • None **Working Groups Terminated:** • None		
10.2	IAF TC Resolutions for the IAF General Assembly (Romyanon)	The IAF TC Chair will be proposing the following resolutions to the IAF General Assembly, on behalf of the IAF TC: **ISO 14001:2015 – Environmental Management Systems – Requirements with guidance for use** The General Assembly, acting on the recommendation of the Technical Committee, resolved to endorse ISO 14001:2015 as a normative document. The General Assembly further agreed that the transition period for the implementation of ISO 14001:2015 will be three years from the date of publication. **ISO/IEC 17021-1:2015 – Conformity Assessment – Requirements for Bodies Providing Audit and Certificate of Management System** The General Assembly, acting on the recommendation of the Technical Committee, resolved to endorse ISO/IEC 17021-1:2015, as a normative document. The General Assembly further agreed that the transition period for the implementation of ISO/IEC 17021-1:2015 will be two years from the date of publication. **ISO 50003:2014 – Energy Management Systems – Requirements for bodies providing audit and certification of energy management systems** The General Assembly, acting on the recommendation of the Technical Committee, resolved to endorse ISO 50003:2014, as a normative document. The General Assembly further agreed that the transition period for the implementation of ISO 50003:2014 will be three years from the date of publication.		

Item #	Subject	Background/Discussion	Decisions	Actions
		Post meeting note: this resolution was subsequently withdrawn, see note to minute 05.1.7		
11	**Next Meetings (Romyanon)**			
11.1		9 – 16 April 2015, Frankfurt, Germany		
11.2		28 October – 6 November 2015, Milan, Italy		
12	**Discussion papers for action by the TC (Nash)**			
12.1	Temporary Sites ABCB *MSCWG* IAF-TC-62-14	Consensus of the IAF TC: **Decision Log**: **14/10/01** Temporary Sites Agree with the position, the situation as outlined in this discussion paper is not considered a temporary site under IAF MD 1. ***Post Meeting Revision:*** *Where an organization has personnel performing services, such as cleaning and security, at its customer's premises, these are not temporary sites as defined by MD 1 and, therefore, not subject to the sampling regime defined in MD 1.*		
12.2	ISO/IEC 17065:2012, Item 6.2.1 – Internal Resources CGCRE *WG Product* IAF-TC-67-14	Consensus of the IAF TC: **Decision Log**: **14/10/02** Content of ISO/IEC 17065:2012, Item 6.2.1 – Internal Resources Confirmation that If the product certification scheme requires QMS or EMS audits, the applicable requirements of ISO/IEC 17021-2 and 17021-3 shall apply. ***Post Meeting Revision:****If the product certification scheme requires QMS or EMS audits, the applicable requirements of ISO/IEC 17021-2 and 17021-3 shall apply.*		
12.3	ISO/IEC 17021:2011 Clause 9.1.3 OAA *MSCWG* IAF-TC-68-14	Consensus of the IAF TC: **Decision Log**: **14/10/03** Point 9.1.3 ISO 17021:2011 The auditor must be competent for the areas they are auditing. The situation described in the discussion paper would be considered a non-conformity against ISO/IEC 17021 section 9.1.3.5, "The audit team leader…shall assign to each team member responsibility for auditing specific processes, functions, sites, areas or		

Item #	Subject	Background/Discussion	Decisions	Actions
		activities. Such assignments shall take into account the need for competence…"***Post Meeting Revision:*** *Scheduling an audit team where each auditor does not have all necessary code/technical area (e.g. one auditor has one code and another auditor has another code), is acceptable as long as the auditor is competent for the areas they are auditing. Operative processes being audited by personal not having the corresponding IAF code would be considered a non-conformity against ISO/IEC 17021 section 9.1.3.5, "The audit team leader…shall assign to each team member responsibility for auditing specific processes, functions, sites, areas or activities. Such assignments shall take into account the need for competence…"*		
12.4	Definition of the term 'malpractice' KAB *MSCWG* IAF-TC-69-14	There was extensive discussion of the proposal by the Korean Accreditation Board (KAB) to revise MD7 and the consensus was of the TC was not to revise it.		
12.5	Competence of CAB auditors and AB assessors IAF-TC-93-14	Consensus of the IAF TC: **Decision Log**: **14/10/04** Competence of CAB auditors and AB assessors in ISO/IEC 17025 and ISO/IEC 17043 in relation to product certification. Confirmation that the competence required for CAB auditors and AB assessors depends on the scheme requirements but have to take into account the following: If a Product Certification Body is performing evaluation activities that include testing, auditing and/or inspection and these activities are carried out by a CAB (internal or external) accredited by a signatory of the ILAC MRA or IAF MLA, competence in 17025, 17021 and 17020 is not required. Except when required by the product certification scheme AB assessors for ISO/IEC 17065 are not expected to be competent in ISO/IEC 17043. In cases where the Product Certification Body is using its own non-accredited resources or outsourcing to non-accredited laboratories, management system certification bodies and/or inspection bodies, the AB has to ensure that the Product Certification Body has competence in the applicable relevant parts of 17025, 17021 and 17020 as defined in ISO 17065 as appropriate. It follows that the AB assessment team must also have competence in these same standards as appropriate. ***Post Meeting Revision:***		

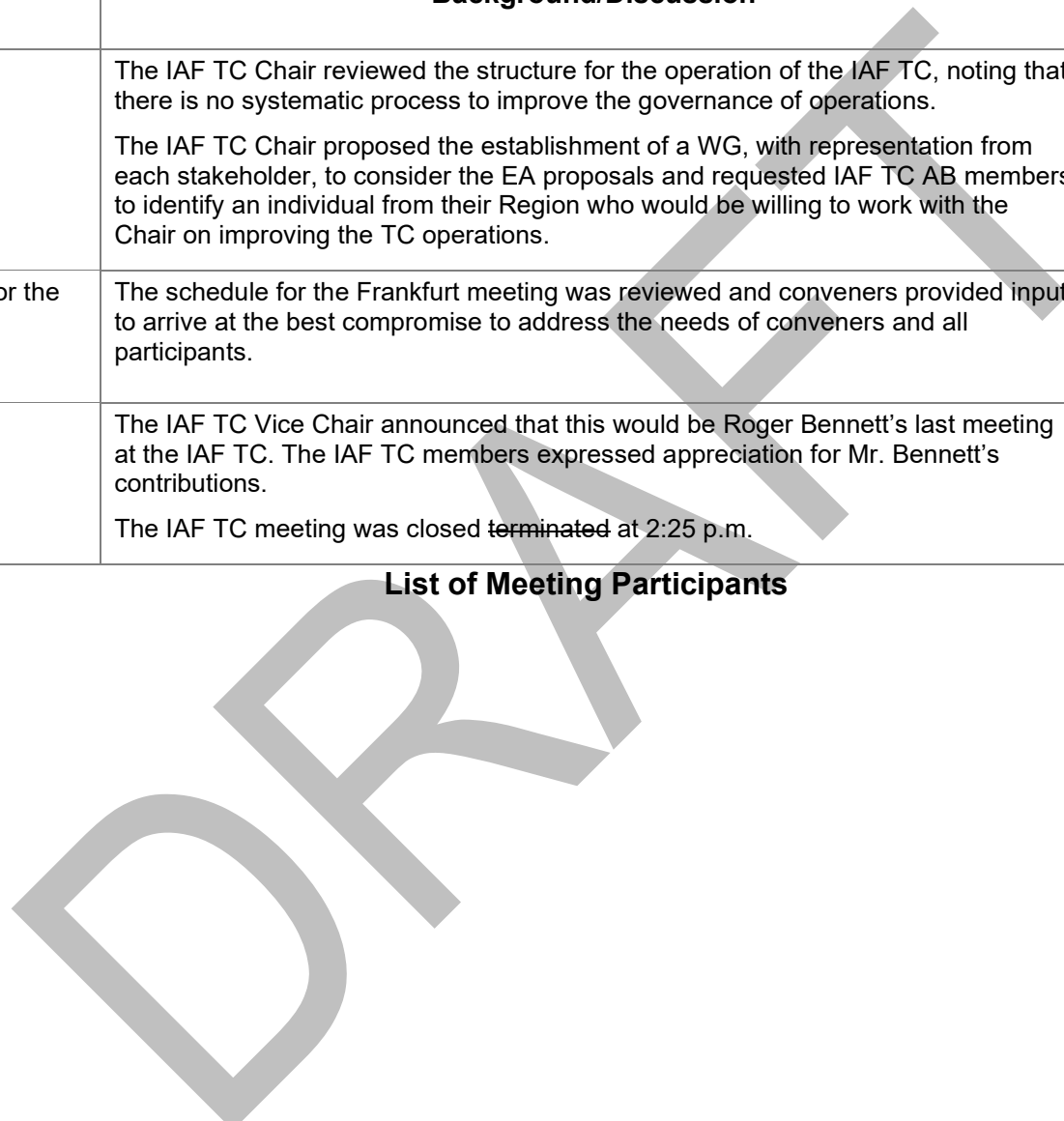| Item #	Subject	Background/Discussion	Decisions	Actions
		The competence required for CAB auditors and AB assessors depends on the scheme requirements but have to take into account the following: *If a Product Certification Body is performing evaluation activities that include testing, auditing and/or inspection and these activities are carried out by a CAB (internal or external) accredited by a signatory of the ILAC MRA or IAF MLA, competence in 17025, 17021 and 17020 is not required. Except when required by the product certification scheme AB assessors for ISO/IEC 17065 are not expected to be competent in ISO/IEC 17043.In cases where the Product Certification Body is using its own non-accredited resources or outsourcing to non-accredited laboratories, management system certification bodies and/or inspection bodies, the AB has to ensure that the Product Certification Body has competence in the applicable relevant parts of ISO/IEC 17025, 17021 and 17020 as defined in ISO/IEC 17065 as appropriate.* *It follows that the AB assessment team must also have competence in these same standards as appropriate. and 17020 as defined in ISO/IEC 17065 as appropriate.* *It follows that the AB assessment team must also have competence in these same standards as appropriate.* ***Post Meeting Revision: (COFRAC)*** *The competence required for CAB auditors depends on the scheme requirements but have to take into account the following:* *If a Product Certification Body is performing evaluation activities that include testing, auditing and/or inspection and these activities are carried out by a CAB (internal or external) accredited by a signatory of the ILAC MRA or IAF MLA, competence in 17025, 17021 and 17020 is not required. In cases where the Product Certification Body is using its own non-accredited resources or outsourcing to non-accredited laboratories, management system certification bodies and/or inspection bodies, the AB has to ensure that the Product Certification Body has competence in the applicable relevant parts of 17025, 17021 and 17020 as defined in ISO/IEC 17065 as appropriate.* *Except when required by the product certification scheme CAB assessors for ISO/IEC 17065 are not expected to be competent in ISO/IEC 17043.* *It follows that the AB assessment team must also have competence in these same standards.*		
12.6	Proficiency testing ISO/IEC 17011 Clause 7.15 Application to Product Certification	Consensus of the IAF TC: **Decision Log**: **14/10/05** Proficiency testing ISO/IEC 17011 Clause 7.15 Application to Product Certification Agreement that the answer is not mandatory, but could be applicable, considering:		

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	IAF-TC-94-14	• Since product CBs use test results as the basis or to support certification decisions; and • ISO/IEC 17065 (s.6.2) requires that when product CBs perform or outsource testing as part of their evaluation activities, this activity shall meet the applicable requirements of ISO/IEC 17025. Where testing is involved by non-accredited laboratories, it is expected that AB staff, involved in the assessment and decision-making of product CBs, are competent in ISO/IEC 17025 in order to confirm that the product CB complies with ISO/IEC 17065 clause.6.2. Consequently, it should be expected that the peer-evaluation system checks and confirms that ABs possess and apply such competencies while accrediting product CBs when testing by non-accredited laboratories is involved. ***Post Meeting Revision:*** *ISO/IEC 17011 Clause 7.15 (proficiency testing) is not mandatory to accreditation bodies that provide management system and product certification.* *However, it could be applicable, considering:* • *Since product CBs use test results as the basis or to support certification decisions; and* • *ISO/IEC 17065 (s.6.2) requires that when product CBs perform or outsource testing as part of their evaluation activities, this activity shall meet the applicable requirements of ISO/IEC 17025.* *Where testing is involved by non-accredited laboratories, it is expected that AB staff, involved in the assessment and decision-making of product CBs, are competent in ISO/IEC 17025 in order to confirm that the product CB complies with ISO/IEC 17065 clause.6.2.* *Consequently, it should be expected that the peer-evaluation system checks and confirms that ABs possess and apply such competencies while accrediting product CBs when testing by non-accredited laboratories is involved.* ***Post Meeting Revision: COFRAC*** *ISO/IEC 17011 Clause 7.15 (proficiency testing) is not mandatory to accreditation bodies that provide accreditation for Management Systems and Product Certification Bodies.* *However, it could be applicable, considering:* • *Since product CBs use test results as the basis or to support certification decisions; and* • *ISO/IEC 17065 (s.6.2) requires that when product CBs perform or outsource testing as part of their evaluation activities, this activity shall meet the applicable requirements of ISO/IEC 17025.*		

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		Where testing is involved by non-accredited laboratories, it is expected that AB staff, involved in the assessment and decision-making of product CBs, are competent in ISO/IEC 17025 in order to confirm that the product CB complies with ISO/IEC 17065 clause.6.2. *Consequently, it should be expected that the peer-evaluation system checks and confirms that ABs possess and apply such competencies while accrediting product CBs when testing by non-accredited laboratories is involved.*		
12.7	Integrated MS-SAC Recognition of an IMS covering a non-accredited certification scheme IAF-TC-95-14	Consensus of the IAF TC: **Decision Log**: **14/10/06** Confirmation that it is acceptable if the CB has demonstrated that it correctly applied ISO/IEC 17021 and applicable IAF mandatory documents to the standards under accreditation. **Post Meeting Revision:***It is acceptable for an Integrated Management System (IMS) audit to include a non-accredited certification scheme if the CB has demonstrated that it correctly applied ISO/IEC 17021 and applicable IAF mandatory documents to the standards under accreditation. It is also acceptable for an AB to witness such an Integrated audit.*		
13	**Improvement for TC activities (Romyanon)**			

13.1	Progress on the Identified Improvement Initiatives
	
	IAF-TC-83-14
		The IAF TC Chair provided an update on the status of previously identified improvement initiatives and welcomed comments from the IAF TC members:
		• Convenor handbooks
		• TC document development process
		  o Concern with the time required to produce a TC document
		  o Suggestion that the documents be circulated for comments to all IAF members at one time, rather than the current two phase process
		  o Suggestion to reduce implementation periods
		  o Some countries may be unable to provide comments in fewer than the current 30 and 60 day periods
		  o CASCO documents that have been finalized in a short time frame have been narrow in scope
		  o The diligence of the TF Convenors in disposing of comments impacts the time required to develop a document
		  o Reducing the comment period may discourage an organization to comment and ultimately to vote against the document
		  o EA decides on a case-by-case basis whether to utilize one or two commenting periods for a document
		• TC document systematic reviews		

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		○ Concern with the increased workload as a result of implementing systematic reviews • Formation of the IAF WGs/TFs.		
13.2	Governance of Operation (Workload Sharing/Regional Cooperation for the Technical Activities/ Formation of WGs/TFs, etc.) IAF-TC-82-14	Leopoldo Cortez presented the proposals contained in the report titled "Proposal for Enhancement of IAF TC Operation": • Restrict the number of active WGs, trying to concentrate matters on those that have a more general scope • Restrict the number of active TFs, so that TFs do not linger for more than 2 years • Creation of WGs should be balloted by the IAF TC members, upon written proposal stating the convener(s), members, objectives/tasks to be accomplished and a justification of the need and lack of other options • Creation of TFs should also be balloted by the IAF TC members, upon written proposal stating the convener(s), members, task to be accomplished and a justification of the need and lack of other options • Require a TC vote approval (not consensus, but a ballot) system for starting new work items for developing new documents, revising existing ones and withdrawing existing ones. Discussion ensued on: • Concern with the balloting as the IAF TC is a consensus based organization, not a balloting, organization • The administrative burden created by the balloting requirement • Historically, a discussion paper was utilized to establish TFs • Agreement with the suggestion of a two year lifespan for TFs • Agreement with the concept of convening virtual meetings to augment physical meetings • Need to recognize that the current arrangement of convening up to three meetings per day during an Annual Meeting is not effective • Consider changing the structure of meetings to save the time required in each meeting i.e. responding to questions on liaison reports rather than having reports presented • Need to recognize that not all issues require the involvement of a TF • The use of a tool such as SharePoint will improve the sharing of information and reduce the amount of time required to review documents during meetings. The IAF TC Chair expressed appreciation for the proposals.		**IAF TC Members:** Identify an individual from each Region who would be willing to work with the Chair on improving the IAF TC operations.

Item #	Subject	Background/Discussion	Decisions	Actions
		The IAF TC Chair reviewed the structure for the operation of the IAF TC, noting that there is no systematic process to improve the governance of operations. The IAF TC Chair proposed the establishment of a WG, with representation from each stakeholder, to consider the EA proposals and requested IAF TC AB members to identify an individual from their Region who would be willing to work with the Chair on improving the TC operations.		
13.3	Draft IAF TC program for the next meeting IAF-TC-59-14	The schedule for the Frankfurt meeting was reviewed and conveners provided input to arrive at the best compromise to address the needs of conveners and all participants.		
13.4	Closure ~~Termination~~	The IAF TC Vice Chair announced that this would be Roger Bennett's last meeting at the IAF TC. The IAF TC members expressed appreciation for Mr. Bennett's contributions. The IAF TC meeting was closed ~~terminated~~ at 2:25 p.m.		

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