![ABCB logo - Association of British Certification Bodies]

Minutes of the Management Systems Sector Committee
Thursday 15th August 2019
at
UKAS, 2 Pine Trees, Chertsey Lane, Staines-upon- Thames, TW18 3HR

Members present:

Steve Russell (Chair)	NQA
James Gibb	Advanced Certification
Nonn Reynolds	BSI
Karen Green	BSI
Stephen Carter	QAICL
Michael Duffield	QAICL
Mark Salt	AFNOR UK
Rachel Davidson	BESCA
Mike Tims	BAB/ACS
Mark Nutburn	BAB/ACS
Laura Fletcher	NQA
Jim Spiers	SCS
Mannie Panesar	NMO

In attendance:

Wayne Terry	ABCB Chief Executive
Kevin Belson	UKAS
Steve Randall	UKAS

1.0   Apologies for absence

Tracey Barber (BAB), Andrew Ten-Broeke (NMO), Nick Wright (NQA), Wayne Thomas (SIRA), Alan Carter (QAICL), Matt Gantley (UKAS).

2.0   Minutes of the meeting held on 17th April 2019

The minutes were agreed as a true record.

3.0   Matters arising from the minutes not covered elsewhere on the agenda

There were no matters arising from the minutes.

4.0   Liaison reports

4.1   **Aerospace - SBAC/CBMC**

KG reported on the CBMC meeting held on 11th June 2019 and covered the following topics;

- UK CBMC Structure
- Oversight WG
- UK Auditor Authentication Body
- Training Provider Authentication Body
- International Aerospace Quality Rroup (IAQG)
- European Aerospace Quality Group (EAQG) decision log

4.2   **Defence Industries Quality Forum - DIQF**

KG reported on the DIQF meeting held on 6th June 2019 and covered the following topics;

- ADS UK Quality Group

Progress on Workstreams

Workstream 1: Counterfeit Avoidance (CAWG)
- Input has gone into the annual Intellectual Property Crime and Enforcement Report 2019, providing awareness of MOD and Industry work to combat counterfeit material in the Defence supply chain.
- The annual Counterfeit Awareness event is being held on Thursday 4th July 2019 at the BAWA Club, Bristol.

Workstream 2: Improved Understanding & Implementation of Supply Chain Requirements (AQAP 2110 Rev D)
- The NATO Working Group has issued draft guidance and is scheduled to complete 'silence' by end of June 2019.

Workstream 3: Attracting and Retaining Competent People in Quality across the Defence Sector
- There had been a subtle change to the objective of this workstream where it is to improve the functional competence of Quality professionals within Defence through the definition and publication of a Defence Body of Quality Knowledge (DBOQK) that supports existing Defence competence and qualification frameworks.
- The group were now exploiting social media platforms to advertise DSIG work and articles are being published in the CQI Quality World magazine.

Workstream 4: Defence Equipment Fault Reporting and Analysis
- No progress has been made this quarter due to resource constraints and there was likely to be an impact on the next quarter's progress due to the same.

4.3   QS/1 (ISO TC 176) - WT

4.3.1   **Standing Committee 2 -** No projects currently underway.

4.3.2   **Standing Committee 3 - Supporting technologies**

ISO/AWI 10009: Quality Management -- Guidance on quality tools and techniques for ISO 9001. *New project registered.*

ISO/CD 10013: Guidelines for quality management system documentation. *Committee draft out for ballot*

ISO/DIS 10015: Quality management -- Guidelines for competence management and people development – *DIS under development*

ISO/CD 10017: Guidance on statistical techniques for ISO 9001 – *Committee draft under development*

ISO/DIS 10018: Quality management systems -- Guidelines on people engagement – *DIS under development*

4.4   SES/1/1 (ISO TC 207 - Standing Committees 1 & 2) - WT

ISO/DIS 14002-1: Environmental management systems -- Guidelines for using ISO 14001 to address environmental aspects and conditions within an environmental topic area -- Part 1: General – *DIS ballot now closed.*

ISO/DIS 14006: Environmental management systems -- Guidelines for incorporating eco design - *DIS ballot now closed*.

ISO/FDIS 14007: Environmental management -- Guidelines for determining environmental costs and benefits – *FDIS voting now closed, proof returned by secretariat.*

ISO/CD 14009: Environmental management system: Guidelines for incorporating redesign of products and components to improve material circulation – *committee draft under development*

4.5   CAS/1   (ISO/CASCO) - WT

ISO/IEC DIS 17000: Conformity assessment -- Vocabulary and general principles – *Approved by ISO – not approved by CEN – The comments will be resolved by ISO/CASCO/WG 49.*

ISO/IEC 17029: Conformity assessment - General principles and requirements for validation and verification bodies - *FDIS ballot open and closes on 4th September 2019.*

ISO 22003 Committee Draft: Food safety management systems — Requirements for bodies providing audit and certification of food safety management systems – *Approved, move to Draft International Standard (DIS).*

ISO/DTS 23406: Nuclear sector - Requirements for bodies providing audit and certification of Quality management systems for organizations supplying products

and services important to nuclear safety (ITNS) has been supported by 91% of ISO/CASCO Members.

BS 95009: External Providers to the Public Sector: Specification to assess the trustworthiness of organisations bidding for Government contracts.

- Standard launched on 2nd July at the British Academy
- Support & remarks by Lord Haskel (House of Lords deputy speaker) & Martin Traynor (Cabinet Office)
- Full day conference postponed until 5th December 2019

4.6 PAS (Publicly Available Specification) Development

PAS 7050: Specification bringing safe products to market – *new project, ABCB invited to participate on the Steering Group – next meeting in September.*

5.0 Meetings

5.1 UKAS MSCTAC

KB & WT reported on the MSCTAC held on 14th June 2019.

It was highlighted that the implementation of IAF MD11 is likely to be delayed by 1 year (subject to ballot) because of implementation difficulties due to the complex calculations now involved.

The GDPR requires each European member state to have a scheme for certification, UKAS is awaiting the decision of the Information Commissioners Office (ICO) on how they wish to proceed.

UKAS starting a pilot process of ISO 44001 on Collaborative Business Relationships, UKAS seeking advice from organisations involved. MOD stated that they are working in this area, although not to that particular standard, and would be happy to input.

As discussed previously at ABCB MS meeting, an IAF Task Force Group is underway with a feasibility study to rationalise the number of audit time tables. An update will be presented at the next IAF TC meeting. Also, Kevin Belson is devising an exercise whereby 3 scenarios will be sent to EACC members (and ABCB members) to calculate audit time and compare the range of results.

CertSearch Database: Discussed the recent decision that only certificates covered by the MLA signatories would be included.

CASCO Clarification: Kevin presented the EA resolution concerning their unwillingness to follow a recent CASCO clarification on ISO/IEC 17065 impartiality.

WT pointed out that EFAC (ABCB) are not in agreement with this on the grounds that EA will be working differently to the rest of the world and feel that EA should not be able to now accept something accepted already by IAF. However, at the EA General Assembly there was a close to unanimous decision to support the resolution.

Product Certification TAC: This is still being considered, currently considering whether this could in initially be set up as a "virtual" committee without physical meetings.

Supply Chain Quality: The Supply Chain Auditing guidance document was published on World Accreditation Day and feedback so far has been positive. It was agreed that Kevin will share this with the EACC and the IAF Technical Committee.

ISO 27006: There was some concern regarding the update of 27006 requiring audit time to be based on "all employees" rather than "effective employees". It was stated that this will have a negative effect on small businesses.

5.2   UKAS PAF

Not met since last ABCB Meeting.

5.3   UKAS PAC

WT reported on the PAC held on 2nd July 2019

Draft Press Release on Unaccredited Certification: The draft created by WT and Jon Murphy (UKAS) was presented and discussed. Members of PAC recommended some changes, which will be incorporated into the paper. UKAS to finalise with a view to release in September.

Targets

- Trade bodies & Associations
- QCI, BEIS, OPSS (Office of Product Safety & Standards), SBC (Small business Commissioners Office)
- Accredited CB's & UKAS

WT suggested that this needs to be more that a 'one off' and that similar press release should be issued throughout the year, especially when outside issues trigger an opportunity, such as 'what happens after BREXIT'.

Revised PAF Format: A proposal was presented by UKAS to improve the PAF meetings.

- Allow more time for discussion
- More focused agenda
- Location of meetings - rotating the PAF to non- London locations.
- Include networking opportunities
- Greater use of technology

The proposal was accepted.

Accreditation of Biobanks to ISO 20387:201: UKAS to establish a project to develop accreditation for Biobanks to ISO 20387:2018 - Biotechnology — Biobanking — General requirements for biobanking.

This standard is applicable to all organisations performing biobanking, including biobanking of biological material from multicellular organisms (e.g. human, animal, fungus and plant) and microorganisms for research and development. It does not

apply to biological material intended for food/feed production, laboratories undertaking analysis for food/feed production, and/or therapeutic use.

UKAS intends to run a pilot programme and is inviting expressions of interest from organisations that wish to seek accreditation for this activity.

BREXIT: no change

Retained Funds; UKAS are to focus on the development of the following areas:

- New services
- IT infrastructure, including the proposed database
- Sector support – subsidise or sponsor new schemes or developments

5.4 EA General Assembly   22 – 23rd May 2019

WT explained that due to time constraints he would not be reporting the details of this meeting today.

IAF   4 – 7 April 2019

Not met since April Meeting. Next meeting in Frankfurt, Germany 21st to 30th October - where we will discuss the issues raised by Wayne Thomas (SIRA) on AB interpretation.

6.0 UKAS

6.1   KB gave a presentation on developments activities at UKAS, including;

Cross Frontier Cooperation

KB explained that the United States have several Accreditation Bodies, which differs from EU/UK policy which has just the one, UKAS.

KB highlighted issue of an AB from the US setting up in the UK and raised concerns over their policy on overseas activities.

EU Regulation 765/2008, Article 7, requires that a European Conformity Assessment Body (CAB) is obliged to use the accreditation services of its local Accreditation Body (AB) (i.e. the AB in the country in which the CAB is established), therefore, seeking accreditation from a foreign AB are in breach of European Law.

The AB in question are not in keeping with the principles of the ILAC cross-border policy with a concerted marketing offensive in the UK, deliberately competing with UKAS, offering ISO/IEC 17025 training courses in the UK and deliberately targeting UKAS customers through an email and telephone campaign. Anyone wishing to learn more should contact KB directly.

EACC Meeting September 2019

- 20 technical Questions Submitted for consideration
- New EACC web forum
- Accreditation of Trust Service Providers – experience so far.
- EA-6/02 Revision Progress

- Guidance document for ABMS – progress update
- Certification scheme for persons when certification is performed according to ISO 9606-x or ISO 9712 (discussion initiated by another EA AB)
- ISO 44001 (Collaborative Business Relationships MS) experience
- ISO 22301 (BCM) transition

Audit Day Calculations – ISO/IEC 17021-1

Continues to be a source of many questions and discussions. IAF TFG underway regarding feasibility of rationalising time on site requirements across standards and guidance.

Prior to the EACC Workshop members have been sent 2 scenarios and will be asked to calculate the relevant audit time.

- Results will be analysed to see the spread and variation
- Results will be discussed at the meeting and fed into IAF

Actions form Previous Workshops:

TFG work completed on guidance for selecting best standard for schemes between 17021-1 and 17065.

- CC Chair discussing with HHC Chair on how to incorporate this.

Harmonisation of MS scoping project underway

- First conclusions presented at meeting
- Survey underway conducted among EA ABs.

Other key discussions

- Revision of EA-6/02 (process underway)
- Presentation from the WGs and NG
- Use of technical experts for persons certification
- Certification under the GDPR
- Need for guidance for Anti-bribery MS: ISO 37001
  - Some ABs already developing guidance
  - Agreed it would be better to have an EA document
  - NWIP submitted
  - Will share results with IAF

EA Documents

EA-2/17 - Comments collated and final draft circulated for a further 60 day comment period.

- Circulation incudes the European Commission
- Comment deadline 23 September

IAF

ISO/IEC 17029 - Following a paper submitted by UKAS there was some discussion regarding how the new standard would be introduced: -

- Will be a level 3 document
- Open question regarding the status of ISO 14065 (expected to become level 4)
- Responsible committee at IAF will be the WG GHG
- Will change name to WG Validation and Verification
- WG will present conclusions at next IAF meeting
- Need to ensure EA input to WG
- EACC will continue to discus in the meantime

IAF CertSearch Database

There was some discussion regarding what level of IAF member can be included but this has now clarified that only IAF signatory member ABs can be included. There are other discussions on contractual/process issues.

WT commented that these are being addressed by IAF DMC (Database Management Committee).

AB Competence

ISO/IEC 17024 competence document drafted, which is to be published as an Annex to MD20 - now at final editing stage.

IAF Documents

MD 11 - application postponed by 1 year due to large number of questions and issues identified.

MD 4 - Following the update of MD4 a survey will be conducted regarding the use of ASRP to decide future of MD3.

Transitions process document - well in hand, a workshop was help to gain views on the process and related aspects.

MD 7 - Harmonisation of sanctions and fraudulent behaviour – Technical Committee draft out for comment until 19 August.

EA General Assembly Resolutions

EA Resolution 2019 (43) 01

The General Assembly elects the following officers to the EA Executive Committee for a two-year mandate starting on 1 January 2020:

- EA Chair: Ignacio Pina, ENAC
- EA Vice-Chair: Cecilie Laake, NA
- EA Multilateral Agreement Council Chair: Paulo Tavares, IPAC
- EA Horizontal Harmonization Committee Chair: Gabriel Zrenner, DAkkS
- EA Laboratory Committee Chair: Laurent Vinson, COFRAC

- EA Certification Committee Chair: Kevin Belson, UKAS
- EA Inspection Committee Chair: Orbay Evrensevdi, TURKAK
- EA Communications & Publications Committee Chair: Lucyna Olborska, PCA

EA Resolution 2019 (43) 27

EA disagrees with the answer of ISO CASCO to the CASCO clarification request (dated 07 December 2018) to ISO/IEC 17065:2012 clause 4.2.6 dealing with impartiality requirements.

EA and its members will not take into account the CASCO answer on the request.

The EA GA requests the EA Executive Secretary supported by the CC-Chair to approach IAF to discuss this matter in line with the resolution IAF/ILAC JGA(16) Delhi Resolution no 2 – ISO/CASCO Clarification of Intent.

Again, WT pointed out that this was an issue for EFAC and other CB representatives and a course of action is currently being finalised.

6.2 **UKAS Operations** – Steve Randall gave an update on UKAS Operations.

Current Transition Status

- ISO 20000-1: 2018 – 8 CBs - 50% Transitioned
- ISO 20000-6: 2017 – 8 CBs - All CBs Transitioned
- ISO 22000: 2018 FSMS – 17 CBs – 35% Transitioned
- FSSC Version 5 – 12 CBs – None Transitioned
- ISO 45001: 2017 - 47 CBs – 66% Transitioned
- ISO 50000-1: 2018 – 15 CBs – 40% Transitioned

Witnessed Assessment Programme Update

Completed and ongoing Actions following previous UKAS update at ABCB:

- Communication with CBs
- More active management – Dedicated CLO support
- Internal Audit for IAF MD17 etc. implementation.
- Witnessed Assessment Programmes being reconfirmed by AMs
- Escalation process being re-enforced

SR thanked members for their co-operation.

UKAS Appointments

- Nick Gibbons - Resources Manager reporting to Operations Director
- Hugh Taylor - External Affairs Director reporting to Business Development Director
- Mark Bohun - Commercial Director reporting to CEO

New Work Areas

- ISO44001 – Pilot Project in Progress (6 CBs)
- ISO29000 – Initial Discussions, what is the level of interest?
- BS95009 – Current UKAS consideration is that a "scheme" would be needed.

- ISO19443 – Development Project

6.3 **Members' issues:** No specific member issues were raised.

6.4 **Database update**: LF gave an overview of the meeting held on 5th July.

- Provided a high level context to UKAS' ambitions in creating an accredited certification database
- Engaged with industry stakeholders present – CB representation from ABCB, IIOC, FCB
- Engaged with industry stakeholders present – ICO, MOD, Environment Agency, Department for Business, Energy & Industrial Strategy, Gazette
- Trying to understand concerns, deliverables and needs of a variety of stakeholders
- UKAS senior leadership team present
- Early conception stages
- Anticipated as a 1 year project
- UKAS are engaging with Accredia to see if there are any possible learnings/collaborations on this project as they have been operating a similar system for many years
- Self funded by UKAS through retained earnings, no plans to charge CBs or end users
- Potential for UKAS to use the database to focus its oversight activity by geography, risk etc – allowing a more educated risk based assessment method to emerge
- Suggested that the database will be integrated with the IAF Certsearch system
- Will be mandatory for all UKAS accreditation certification bodies. Starting with ISO 17021 management systems
- UKAS explored providing data and analytics to certification industry on trends, market position etc
- Discussed data upload/management approaches for CBs. Concerns about adding extra work for CBs. It was suggested that API links would be good but a lot of CBs will not link directly to third party sites therefore CSV upload capability would also be needed. A preference was given to overwrite rather than amend.
- Data upload frequency was discussed and a frequency of 1 week was mooted
- Concerns were raised around GDPR, UKAS do not envisage having personal data on the system
- Concerns raised around data scraping/unscrupulous competitive activity, UKAS will be working on ways to address this
- Information security was raised as a concern

Next steps – UKAS are collating all the feedback from the stakeholder group and will provide further information as to how they intend to proceed.

7.0   Business Opportunity

Presentation by WT on behalf of Jon McColl – Oil & Gas UK.

Action: OGUK presentation to be sent to all members.   **WT**

8.0   Any other business

WT – A couple of development projects to support CB's:

8.1   Information Commissionaires Office (ICO)
  a. ABCB are the CB representative to ICO.
  b. ICO will 'approve' schemes.
  c. Looking for 'scheme owners' to propose schemes.
  d. Schemes will be accredited to ISO 17065.

8.2   The Gazette
  WT to work with the Gazette to promote business with accredited certification as part of the company profiles.

8.3   KG enquired if anyone had any experience in auditing 'virtual' sites. KB commented that this may be similar to auditing remote sites but would investigate further via IAF.

Action: Investigate any existing protocol for auditing virtual sites via IAF.   **KB**

8.4   MP suggested that it would be helpful if the subject matters within the Liaison Reports could be sent in advance to allow members attending the meeting time to consult colleagues prior to attendance.

Action: Set a system/format to include matter content ahead of the next meeting.   **WT**

9.0   Date and venue of next meeting

The next meeting will be held at 10.30 on 14th November at UKAS, 2 Pine Trees, Chertsey Lane, Staines-upon- Thames, TW18 3HR