



Management Systems Certification Technical Advisory Committee (MSCTAC)

Meeting 2 – 11th December 2012

St Giles Hotel Feltham

Minutes

Attendees

Kevin Belson (Secretary); Mike Byron; Lucy Candlin; Linda Cavender ; Chris Elliott; Paul French; Ben Keen; Colin McNee; John Mortimer; Trevor Nash (Chair); Nigel Overton; John Sydall,

Lorraine Turner also joined the meeting for the discussions on geographical information on schedules and flexible scopes.

Apologies

David Bell; Steve Russell,

Introductions

Each member present of the TAC gave a brief introduction to themselves and their backgrounds.

Representations still to be filled

It would be advantageous to have a further CB Customer representative.

Follow up from Previous Meeting

Use of IAF Guidance ID 4 regarding Market Surveillance: the draft updated customer feedback process was presented and discussed, there was some feeling that there may be a need to further clarify the new statement using terms such as 'taking account of other factors'. KB to action

ISO 17021: 2011 Transition: Nigel Overton presented the current status of the transition process and stated that there is a confidence that the majority of Certification Bodies will achieve transition by the deadline (January 31st 2013). It is expected that any failure of a certification body to fail to achieve transition by the deadline will be due to their non-

compliance, suspension etc and not because of any failure of UKAS to process the assessment in a timely manner.

Suitability of schemes for accreditation: An updated UKAS publication identifying key considerations has now finished a 30 day public consultation with no comments received, this will be published imminently as TPS 61 - Key points to be considered when developing conformity assessment schemes suitable for accredited conformity assessment activities

New Items

Positive reporting and ISO 17022,

A detailed discussion took place regarding report content and there was general agreement on the level of information to be included as well as a perceived general improvement on audit reporting in recent years.

Kevin Belson and Trevor Nash, with Mr Jan van den Akker of RvA (Holland), are developing a paper on behalf of the EA Certification committee to feed into CASCO for the upcoming review of ISO/IEC 17021.

ISO 17021-2

This document is now published and will be a normative document. Some concern was expressed about the lack of consistency between the various standards being developed within the ISO 17021 family. Some attendees felt that the process of implementing different standards for each MS area may be the wrong way to go. It was suggested that this should be discussed with the Standards Committee (WG21).

TS Documents

The nature of TS documents was discussed and it was noted that they can contain binding requirements and can be normative documents. Kevin Belson to ascertain the official status of the TS document category and feed-back.

IAF Technical Committee activities

There was some discussion regarding the section of the IAF summary regarding provision of consultancy, the overall feeling was that what is being put forward in the paper is too close to consultancy, it was suggested that the UKAS process for assessor guidance on impartiality could be looked at by the committee. It was agreed that the question of what constitutes consultancy should be included as an agenda item for the next meeting. There was a strong feeling by the Committee that the provision of sample/generic manuals is a poor practice that should be discouraged.

It was stated that the IAF draft document on complex multi-site organisations should include reference to 'virtual offices'.

Access to overseas locations

A question was raised regarding how to deal with situations where countries or areas where certificates are issued cannot be visited for reasons of natural occurrences or for political reasons. UKAS has published a Technical Policy Statement (TPS 62 - Management of Extraordinary Events or Circumstances Affecting UKAS accredited Certification Bodies and their Certified Organisations) covering one aspect and a further TPS is being developed to cover the difficulties of access for political or safety reasons.

Development projects

A list of current development projects was presented, there was a request for this to include overall indicative timescales where possible. Kevin Belson to investigate.

Witnessing practices

A draft EA document aimed at harmonising witnessing practices was presented, the general feeling that the principle put forward by the paper is acceptable but there is no need for a specific table. The paper also needs to consider mix of witnessed assessments for coverage over the different standards.

Geographical information on Schedules

The type of geographical information currently included on accreditation schedules was discussed including the purpose for inclusion of such information.

Specific discussion took place regarding the list of countries into which certificates are issued, it was considered that possibly the header wants to be updated to clarify the reason for the table being included. The concept is that the list has to be meaningful without over-burdening the CBs. We need to consider who the list is for, one suggestion was that it is for the end user establishing confidence; i.e. has UKAS gained confidence in the CBs ability to work in that country.

It is considered that there needs to be a review of this list to decide if the current system is valid or not and if not how can we improve it. It was agreed that a smaller group would consider this Mike B, Nigel O (or an AM or SSAM), Chris E.

Flexible Scopes

The nature and application of Flexible scopes was discussed, the general feeling that the current processes for competence management mean that flexibility of scopes are more reliable. There is an argument for scopeless accreditation but we are not currently in a position to move to that. One approach may be to allow for CBs being able to extend their own scope within boundaries. The assessment process should reflect the level of change and risk from allowing the scope to be allocated un-assessed to detailed assessment of a flexible scope. It was suggested that there is a need to provide more guidance to CBs about how flexible scopes can be applied and how to make scope extension applications more efficient.

EA Mandatory document EA 2/15 covers the application of flexible scopes to the accreditation of all Conformity Assessment bodies. It does not require that all EA members apply the flexible scopes approach, but if they do it must be in accordance with EA 2/15. UKAS has a document LAB39 covering flexible scopes in laboratory accreditation and this is being revised to apply to apply to all accreditation activities. The MSC will be kept up to date.

Next Meetings

June 11th 2013 at UKAS Feltham

Discussion topics will include the use of ICT in management System Certification, and the relationship between consultancy and Management systems certification.

December 10th 2013 at UKAS Feltham

Discussion topics to be agreed at the June meeting.

Annex A: Action Tracking List

Action	Responsible	Status
include quorum rules in the Terms of Reference	Kevin Belson	ongoing
Further investigation into a further CB customer representative (Contact Mike Pearson (PAC))	Kevin Belson Trevor Nash	ongoing
Consider the possibility of using IAF ID4 to improve the effectiveness of the customer feedback process and to present a paper for circulation prior to the next meeting. – KB to include feedback from this meeting in the updated Customer Feedback process.	Kevin Belson (Jackie Burton)	Close to completion
liaise with UKAS Development to review the current criteria for new schemes for suitability regarding PAS documents	Kevin Belson	Completed
Produce prioritised work items list.	Kevin Belson Nigel Overton Lorraine Turner	completed
Ascertain the official status of the ISO TS document category and feed-back.	Kevin Belson	New action

List of TAC Members and interests

Representation	Name
UKAS External Assessor	Ben Keen
Certification Bodies – nominated by ABCB	Steve Russell - Ascertiva
Certification Bodies – nominated by IIOC	Mike Byron – SGS Deputy Steve Williams - LRQA
Certification Bodies – nominated by FCB	Alan Gower - BMTRADA Deputy Paul French - AJA
CB Customer representative	David Bell - FCILT
Private sector procurer	Linda Cavender - Trade Association Forum/CBI
Independent Specialist	Trevor Nash
Independent specialist	John Sydall
Government Regulator	Kevin Thomas Chris Elliott
Government Regulator	John Mortimer
Professional Institute	Colin MacNee
Professional Institute	Lucy Candlin
UKAS Member	Nigel Overton
Secretary	Kevin Belson
UKAS Rep	Nigel Overton