



Management Systems Certification Technical Advisory Committee (MSCTAC)

Meeting 3 – 11th June 2013

UKAS Feltham

Minutes

Attendees

Trevor Nash (Chair); Kevin Belson (Secretary); Nigel Overton; Ben Keen; Steve Russell; Mike Byron; Alan Gower; David Bell; John Sydall; Chris Elliott; John Mortimer; Colin MacNee; Lucy Candlin; Rob Bettinson.

Previous Minutes

The previous minutes were accepted with no amendments tabled

Actions Arising

Quorum rules still to be added to terms of reference.

A further customer representative is still desirable; actions are in hand to try to find a suitable person.

The status if ISO TS document was discussed, these are intended to be temporary requirements documents, adoption by IAF gives them the same status as IAF Mandatory Documents i.e. they are required to be used by accreditation bodies when accrediting certification/registration bodies to assure that they operate their programs in a consistent and equivalent manner.

Discussion on Current Activities

Rob Bettinson provided an updated on the peer evaluation status, UKAS's status as an MLA signatory has now been renewed and confirmed by the relevant EA Committee (EAMAC). On behalf of the TAC, the chair congratulated UKAS on this achievement.

Relevant issues from the EA Certification Committee and the IAF Technical Committee were presented by Kevin Belson and Trevor Nash respectively.

There was some discussion on the EA draft guidance document for witnessing. It was considered that clustering was a reasonable approach but that actions required

if a witness in a particular cluster could not take place during the 4 year cycle need to be carefully defined. There was some objection to the idea of suspending where a witnessed assessment cannot take place, as the competence can be assessed through other means. It was considered that a sub-working group can consider this issue in more detail KB and TN to progress.

UKAS also presented the concept of all witnessed assessments in one year being scheduled to take place in the first 3 quarters of the accreditation year, leaving the final quarter for “loose ends”; this appeared to be well accepted.

Counterfeited certificates – Chris Elliott raised point that a prevention approach should be used rather than just a policing one. A register of accredited certificates is being considered internationally, there are concerns by the CBs regarding this being used to poach clients. **There was a request for a more detailed report on this at the next meeting.**

An MOD sector scheme is in development, concentrating on auditor competence and transparency, it had been intended to launch a pilot programme in June, this pilot has been delayed to enable use of the CQI body of knowledge that is being developed concurrently. New pilot launch date to be announced.

Rob Bettinson highlighted the requirements around the use of marks, and particularly the incorrect use of management system certification marks on test reports, the issue having been raised as a peer evaluation finding. These requirements were subject to thorough discussion and there was a clear understanding in the meeting.

KB presented an update on recent additions to standards and guidance covering ISO 17021-2; ISO 17021-3; IAFMD5 (updated); IAFMD10 and IAF MD11. Communications will be issued shortly to all CBs regarding these.

Specific Topics for Discussion

Use of ICT in Management Systems Certification

There was detailed discussion around how accreditation bodies and certification bodies could make better use IT and modern technology in the assessment process. This included discussion on the relevance of the term ‘site’ in standards. CB representatives highlighted that many CBs are already using technology and UKAS stated that it is open to applications including innovative methodologies as long as they meet the requirements of the conformity assessment standards. It was agreed that this will be an ongoing subject; TN will ensure that it is raised at IAF and KB will also do so at EACC. Approved consultants, include text from the EACC question/answer.

Relationship between consultancy and Management Systems Certification.

KB presented a draft question and answer from the EACC regarding the use of lists of approved consultants by CBs. The EACC consensus being that there are circumstances where CBs may provide a list of consultants providing the certification body does not endorse the competence of the consultant, informs the client that it is their responsibility to choose the most suitable consultant from the list and makes it clear that certification would not be simpler, easier, faster or less expensive if one of these consultants was used, then is acceptable.

AOB

ISO 50001, pilot programme has been delayed due to resourcing issues with technical assessors. A communication is in hand.

A question was raised regarding transition times for the new ISO 14001, 9001 and 27001. Transition requirements will be defined by IAF but UKAS is monitoring the status of these and other such revisions.

Next meeting 10th December 2013 at UKAS Feltham

Action	Responsible	Status
include quorum rules in the Terms of Reference	Kevin Belson	Complete by next meeting
Further investigation into a further CB customer representative (Contact Mike Pearson (PAC))	Kevin Belson Trevor Nash	ongoing
Ascertain the official status of the ISO TS document category and feed-back.	Kevin Belson	Completed
Convene sub-group to discuss the question of witnessed assessments and actions to be take where witnessing cannot take place	Kevin Belson Trevor Nash	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