



## **Management Systems Certification Technical Advisory Committee (MSCTAC)**

### **Meeting 4 – 10 December 2013 - Minutes**

**Present:** Trevor Nash (Chair); Kevin Belson (Secretary); Nigel Overton; Ben Keen; Steve Russell; Mike Byron; Alan Gower; John Sydall; Chris Elliott; Lucy Candlin; Rob Bettinson.

The meeting also welcomed Stefan Kukula, Technical Director of the Engineering Equipment & Materials Users' Association (EEMUA), as a potential new member.

**Apologies:** John Mortimer; Colin MacNee; David Bell;

#### **Minutes**

**Matters Arising:** The previous minutes were reviewed and approved, however some grammatical errors were highlighted for correction by the Secretary.

A quorum statement has been drafted and will be circulated with these minutes.

The EA Certification Committee question and answer regarding recognised consultant schemes has now been ratified and is appended to these minutes.

**Technical Activities:** Reports in the recent activities of the IAF Technical Committee and EA Certification Committee were presented and discussed.

A paper was presented highlighting a number of current UKAS Development activities, TAC representatives are asked to consider this document with their members and consider whether the presented list is valid, whether there are more areas that could be added, and whether there are any particular areas that should be considered priorities.

It was stated that event sustainability could be an area that would result in a lot of interest from CBs and their clients.

A question was asked regarding how Development projects were funded, this will vary on a scheme by scheme basis with funding sometimes available from scheme owners.

Some attendees indicated that it would be useful to understand the background to some of the listed schemes in terms of where the need for such a scheme originated i.e. where are the drivers?

It was stated that it is important for the accreditation process for these new schemes to be efficient and to avoid unnecessary delays that may result in CBs not wanting to be part of the pilot process.

An update was presented on the current status of standards and Guidance connected to ISO/IEC 17021 and the related certification standards.

There appears to be a growing unease at the proliferation of standards in the ISO/IEC TS 17021-xx series of standards and a concern in the TAC and in other fora that many of these standards are unnecessary, it is considered that competence requirements are sufficiently defined in ISO/IEC 17021 itself. It was also noted that when ISO/IEC 17021 is next updated there may be a follow-on need for the competence standards to be further updated.

Witnessing of certification activities was discussed. The work started by EACC developing guidance on witnessed assessments is now being included in a wider project undertaken by IAF. This is likely to still be based on clustering of scopes. In the meantime UKAS has published a technical bulletin detailing the process for planning witnessed assessments with CBs and is developing an updated internal procedure on the conduct of witnessed assessments.

There was concern raised over the interpretation of the Technical Bulletin recently issued with regard to witnessed assessment planned, especially with regard to the opening paragraph which could be misinterpreted, UKAS re asked to reconsider this wording.

The ISO Global Directory was discussed including the potential difficulty in enforcing the need for individual CBs to include their information in the directory. A steering group has been formed to move this forward but it was noted that there have been varying levels of support across the accreditation and certification community. It is proposed that ISO 50001 will be used as a pilot study.

#### Specific Topics

A discussion was undertaken regarding the processes involved in transitioning to new versions of certification standards (such as ISO 9001, ISO 14001 etc.) and in particular how the needs of the certified organisation can be taken into account.

It was noted that 3 years has been agreed by the IAF TC for ISO 9001, and that IAF TC has stated a need for CBs to work with their clients ASAP to help move through the process.

One area being considered is whether CBs can carry out advanced audits using DIS or EFDIS that could be counted as part of the transition process, It was considered that this may be acceptable for the EFDIS as at this stage only editorial changes should be possible.

It was noted that ISO 9001 and ISO 14001 likely to be issued around the same period, it was considered that if this proves to be the case it may be helpful in that it would allow combined or integrated transition audits to take place.

The needs of and process for the transition from a certified organisation's point of view depends largely on the extent and nature of the changes. General agreement is that 3 years is sensible for a significant change, noting that small companies have one visit per year. Early information on what is going to change is beneficial. There was some discussion regarding the implementation of IAF MD 12, regarding the assessment of critical activities and locations, and MD X (not yet published) that required certain indicators to be gathered from Certification Bodies.

AOB: There was a request for clarification regarding whether all CB certificates issued in technical areas for which the CB holds accreditation, be accredited. KB agreed to follow this up and clarify.

Next Meeting: 19<sup>th</sup> June 2014; UKAS Feltham; 10:30am

## Action List

Action	Responsible	Status
include quorum rules in the Terms of Reference	Kevin Belson	Circulated with these minutes
Further investigation into a further CB customer representative (Contact Mike Pearson (PAC))	Kevin Belson Trevor Nash	Ongoing action but hoped that EEMUA would be confirmed as a new member
Convene sub-group to discuss the question of witnessed assessments and actions to be take where witnessing cannot take place	Kevin Belson Trevor Nash	On hold while IAF activities are underway, situation to be monitored
Wording of the opening paragraph of the Technical Bulletin on witnessed assessment planning to be reconsidered	UKAS	New action
Clarification eryuiqred regarding whether all certificates issued by a CB within its accredited scope need to be accredited.	Kevin Belson	New action

## List of MSC TAC Representatives

<b>Representation</b>	<b>Name</b>
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