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Minutes of the ABCB Management Committee Meeting
held on 6 March 2018 at NQA, Warwick House, Houghton Hall Park,
Houghton Regis, Dunstable, Bedfordshire, LU5 5ZX

Members present:

Mr Matt Gantley	NQA, Chairman
Ms Nonn Reynolds	BSI
Mr Keith Goddard	BAB

In attendance:

Mr Trevor Nash	Chief Executive
Mr Kevin Belson	UKAS
Mr Steve Randall	UKAS

1.0 Apologies for absence

Apologies were received from Wayne Thomas and Jeremy Hodge.

2.0 Minutes of last meeting held on 7 December 2017

The minutes were confirmed as a true record.

3.0 Matters arising not covered elsewhere in the agenda

Matt Gantley provided an update on discussions regarding cooperation with the Federation of Certification Bodies. There was no support from FCB members for closer links and little support for a liaison committee. The content of FCB meetings is more technical than ABCB meetings and very much focussed on UKAS. FCB would like access to the minutes of IAF and EA meetings but Members did not think these should be provided free of charge as ABCB incurs the costs of membership and participation in these meetings.

Matt Gantley proposed that in the future the Management Committee meeting and the Management Systems Sector Committee meeting should be held on the same day as the opportunity to meet with UKAS would attract more Members and this was agreed.

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4.0   Meetings

4.1   UKAS PAF/PAC   13 March 2018

Matt Gantley and Trevor Nash would be attending the Policy Advisory Forum meeting. During the meeting Paul Stennett will report on:

> 2017/2018 UKAS performance;
> the UKAS 2018 – 2021 strategy;
> the UKAS 2018/2019 business plan.

There will be a presentation from Sarah Smith, Deputy Director of the Office for Product Safety and Standards of BEIS and Lorraine Turner of UKAS will give a presentation on the possible outcomes of Brexit and the impact on UKAS.

The PAF meeting will be followed by a Policy Advisory Forum meeting. There will be the normal reports covering the last UKAS Board meeting, international, operations and development and technical activities. A proposed cooperation agreement between UKAS and SSIP regarding the recognition of UKAS accreditation for OHSAS 18001 (and subsequently ISO 45001) for the SSIP scheme will be considered. This is supported by all 21 SSIP certification body members that are accredited by UKAS.

4.2   EACC   14/15 March 2018

UKAS is hosting the forthcoming EACC meeting in Windsor. There will be a workshop session looking, in relation to ISO/IEC 17065, at which parts of ISO/IEC 17020, 17021 and 17025 are relevant to the product certification process. The Chair of the Notified Body Group for Construction Products will be a guest speaker.

During a previous workshop concerning consultancy and certification, there was no consensus on the question of whether a certification body can provide a list of consultants to prospective clients. Matt Gantley proposed that ABCB should make a statement regarding its position on consultancy and that this could be incorporated into the Code of Practice. Trevor Nash agreed to draft this in time for consideration at the AGM later in the year.

Action: Trevor Nash

It was also noted that the EA General Assembly had passed a resolution concerning consultancy and notified bodies stating that a notified body cannot provide consultancy to manufacturers, of the types of product for which they are notified, who are not their clients. Stakeholders had written to the Secretary General of EA objecting to this as ISO/IEC 17065 only restricts a CAB providing these services to its clients.

There will be discussion regarding the arrangements for GDPR certification. EA is in favour of a European scheme but some states may opt for certification to be managed by their competent authority rather than by using accreditation.

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There is a proposal to establish a sub-committee of EACC for security and data protection.

The question of whether OHSAS 18001 accredited certification bodies can issue non-accredited ISO 45001 certificates before they complete the migration from OHSAS 18001 to ISO 45001 will be discussed.

Some EA members had expressed concerns regarding the way in which comments on draft documents were handled by IAF, in particular those relating to the draft document on control of entities acting on behalf of management systems certification bodies.

There is still some concern in EA about the American Food Safety Modernisation Act. EA has made its concerns known but there has been no response.

4.3   IAF   4-7 April 2018

A major item of discussion will be the transition rates for ISO 9001:2015 and ISO 14001:2015. IAF conducted a survey, asking its AB members to collect information on progress from their accredited certification bodies, up to 31 December 2017. Submissions were received from the vast majority of IAF ABs and gave transition rates covering a total of over 1 million ISO 9001 and 350,000 ISO 14001 accredited certificates. The transition rates were 36.94% for ISO 9001 and 39.73% for ISO 14001. IAF is now collecting data up to 28 February 2018 in preparation for the next meeting at the beginning of April.

The IAF database project is progressing and a provider has been appointed. The contract is close to being finalised. The provider is Australian and currently operates a similar database for JAS-ANZ. The aim is for the database to be free for CB's and their clients and will be funded through a business to business service. This will be voluntary for certified organisations and will allow certified organisation to search the database for certified suppliers. There will be a fee for certification bodies participating in this service.

The draft IAF MD on control of entities and multi-sites received a positive vote, however, it attracted more than the normal level of comment and there was a suggestion that earlier comments had not been adequately considered. MD 1 Issue 2 covering the assessment of multi-site organisations, which is a merger of the previous MD1 and MD 19, was published as on 29 January, with immediate implementation.

A number of IAF executive committee positions will expire following the next General Assembly in October and elections are taking place. The current Chair of the MLA Committee, Norman Brunner from the Austrian accreditation body AA has been elected for a second three year term; Steve Keeling from JAS-ANZ has been elected as the new Chair of the Technical Committee and Brahim Houla of the Gulf Accreditation Centre, GAC, has been elected as the new Chair of the Communications and Marketing Committee.

5.0   Chief Executive's report

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5.1   Management accounts – December 2017

Trevor Nash explained that there were no management accounts for January due to his holiday and that he was awaiting the February accounts from the accountants. There are still two basic subscriptions and two turnover subscriptions outstanding, which are being chased. Once these are collected, subscriptions income should be on budget. Income has, however, been affected by changes by HMRC to the flat rate VAT scheme. This has seen the flat rate VAT increase from 8% to 16.5% which has resulted in there being no savings on flat rate VAT for the year. Expenditure is below budget and the end of year position should be on budget.

Trevor Nash reported that the annual IAF subscription of $5,643 had been paid in January and that he had also needed to purchase a new computer.

5.2   2018/2019 budget

The draft 2018/2019 budget is based on the same level of membership as 2017/2018, with a 2% increase in fees. There are no significant changes proposed to expenditure.

At this point Trevor Nash announced his intention to retire from the position of Chief Executive at the end of 2018. There is no provision in the budget for recruitment costs or for an additional salary for an overlap period with the new Chief Executive. The budget was approved, with an additional provision of a maximum of £15,000 agreed to cover these costs.

It was agreed that the recruitment process for a new Chief Executive should begin in April and that Trevor Nash would draft a person specification for the position. Members should be asked if they know of any potential candidates and, if possible, Linked In should also be used to advertise the position.

Action: Trevor Nash/ Matt Gantley

6.0   UKAS update

Kevin Belson informed the committee that Paul Stennett would be retiring from UKAS in the autumn. Recruitment of a new Chief Executive is in progress. In addition, Phil Shaw will be retiring at the end of March, although he will continue to work part time to complete some projects. Phil's position is not being replaced and his responsibilities will be split.

Revision of the EA membership criteria, to allow UKAS to remain a member post Brexit, will be presented to the next EA General Assembly in May. It is not believed the European Commission has a problem with the proposed changes. As a non-EU accreditation body UKAS may have to pay higher fees to EA in the future.

UKAS is implementing ISO 17011:2017 and has requested a transition peer evaluation in June to coincide with its evaluation for an extension to scope for proficiency testing providers.

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The current UKAS position concerning certification to ISO 45001 is that certification bodies accredited for OHSAS 18001 cannot issue non-accredited certificates for ISO 45001 as this would be contrary to IAF Resolution 2015-14. UKAS is, however, aware that there are differing views on this matter and a number of stakeholders have questioned their position. Kevin Belson will be raising this at the forthcoming EA Certification Committee meeting to ascertain the views of other EA accreditation bodies. Trevor Nash reported that he had submitted a discussion paper to the IAF Technical Committee seeking confirmation that as ISO 45001 is a new standard, OHSAS 18001 accredited certification bodies can issue non-accredited certification to ISO 45001 prior to completing their migration.

All certification bodies now have at least a provisional decision for their ISO 9001:2015 and ISO 14001:2015 transition. All head office assessments have been completed and there are just a small number of witness assessments remaining to be done. There have been four certification bodies that have dropped their accreditation for ISO 9001 and two for ISO 14001. These are mainly product certification bodies that have only very small numbers of management systems certificates.

Work is continuing combining management systems scopes of accreditation into a single schedule. QMS and EMS scopes are being reviewed for consistency and to ensure they refer to NACE 2. Some sub-scopes have moved between EA codes and this may result in some scopes being added to schedules. The new schedules will use descriptions for exclusions and limited scopes instead of NACE codes. The aim is for this exercise to be completed by the end of July ready for the merging of schedules.

7.0   Any other business

Matt Gantley informed the committee that he is now a member of the SSIP Board.

8.0   Date of next meeting

The next meeting will be held on Monday 4 June at BSI Milton Keynes and will be combined with the Management Systems Committee meeting.

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