



Association of British Certification Bodies

**Minutes of the Management Systems Sector Committee meeting
held on Tuesday 2 October 2018 at NQA, Warwick House,
Houghton Hall Park, Houghton Regis,
Dunstable, Bedfordshire, LU5 5ZX**

Members present:

Mr Steve Russell	NQA
Ms Nonn Reynolds	BSI
Ms Karen Green	BSI
Mr Jim Speirs	System Certification
Mr Gary Charlesworth	Avalon Certification
Mr David Hill	Avalon Certification
Mr James Gibb	Advanced Certification
Mr Andrew Ten-Broeke	NMO

In attendance:

Mr Trevor Nash	Chief Executive
Mr Wayne Terry	Chief Executive Designate
Mr Matt Gantley	UKAS
Mr Kevin Belson	UKAS

1.0 Apologies for absence

Apologies had been received from Krystina Stephens (AFNOR UK), Tracey Barber (BAB) Wayne Thomas (SIRA/CSA) and Tracie Hunter (BASEC).

2.0 Minutes of the meeting held on 4 June 2018

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 SBAC/CBMC

Overall, the transition seems to have been successful, although there are several hundred organisations globally that now have expired certification. Some may have had an on-site audit started, so certification may yet be restored. 808 sites have been removed from

the OASIS database. 308 audits have been started but not completed, so these sites will be restored to the database providing they successfully complete their transition by 15 March 2019.

Revision of AS 9104-001 and AS 9104-003 is progressing on schedule. AS 9104-002 is due it's 5-year review as per IAQG rules. The review will determine whether revision is required (highly likely with all the other normative document revisions, especially ISO/IEC 17011). There would be limited direct effect on CBs.

4.2 DIQF

DIQF is working on four work streams :

- Counterfeit avoidance the objectives of which are supporting tier 2 and 3 suppliers with advice and guidance, raising awareness on the counterfeit avoidance issue to the CQI and engaging with other functional areas to raise awareness;
- Improved understanding and implementation of AQAP 2110 Rev D Supply chain requirements, the objectives of which are ensuring effective flow down of contractual requirements and appropriate assurance in the supply chain;
- Attracting and retaining people in quality in defence, the objectives of which are making quality an attractive career of choice and a recognised framework for learning, development and accreditation;
- Defence equipment fault reporting and analysis, the objectives of which are industry's ability to standardise best practice fault reporting, re-energising the value of fault reporting of defence equipment by the front line commands and communicating improvements as a result of analysis.

4.3 QS/1

Paul Simpson is the new Chairman of ISO TC 176 from the beginning of 2019.

ISO/IEC/IEEE FDIS 90003 Software engineering – guidelines for the application of ISO 9001:2015 to computer software is under preparation.

The new version of ISO 19011 was published in July.

ISO 22001 was published in June and there is a three year transition period. Work has started on the revision of ISO TS 22003.

4.4 SES/1/1

ISO 50001 was published in August and there is a three year transition period.

4.5 CAS/1

The revision of ISO/IEC 17000 Conformity assessment -- Vocabulary and general principles is at the committee vote stage.

ISO/IEC TS 17021-8 Conformity assessment -- Requirements for bodies providing audit and certification of management systems -- Part 8: Competence requirements for auditing and certification of management systems for sustainable development in communities is at the committee vote stage.

ISO/IEC TS 17021-11 Conformity assessment -- Requirements for bodies providing audit and certification of management systems -- Part 11: Competence requirements for auditing and certification of facility management (FM) management systems is about to be published.

ISO/IEC 17029 Conformity Assessment -- General principles and requirements for validation and verification bodies is at the DIS stage and the comment period ends 10 December.

Work has recently started on the development of ISO/IEC TR 17032 Conformity assessment -- Guidelines and examples of a certification scheme for processes.

A new work item has been approved to revise ISO TS 22003 Food safety management systems -- Requirements for bodies providing audit and certification of food safety management systems.

5.0 Meetings

5.1 UKAS MSCTAC

8 June 2018

Kevin Belson reported that there were some problems with membership of the MSCTAC. BEIS had dropped out and there was no representation for small businesses since FSB stopped attending. However, CQI has expressed interest in participating.

There were reports from the latest EACC and IAF meetings. The decision from the IAF Technical Committee concerning the situation affecting certified organisations that had commenced, but not completed, their transition by 15 September 2018, was discussed at length. It was confirmed, that as far as UKAS is concerned, the start of the audit process means that some auditing activity has taken place ie a document review as a minimum. It was clarified that for any organisations in this position, their certificate(s) would lapse on 15

September, but could be reinstated providing they successfully complete the transition by 15 March 2019.

Some concern was expressed at the proliferation of man-day tables in different IAF Mandatory Documents and that there were some anomalies. This will be on the agenda for the next meeting of the IAF Management Systems Working Group at the end of October.

5.2 UKAS PAC

4 July 2018

There was an update on the position of UKAS remaining a member of EA post Brexit. EA has agreed that UKAS will continue to be a member during the transitional period (currently until December 2020) and that a further two years' grace period should be allowed for any member body that no longer meets the membership criteria. There is also a commitment to consider changes to the EA membership criteria to ensure that that UKAS can continue as a member body beyond that time. EA members are very positive about UKAS remaining. In answer to a question on whether this was being fed into the Commission, it was confirmed that it was, but that membership decisions are not made by the Commission. BEIS reported that the Government was preparing for day one post Brexit and that the intention was to continue as before subject to possible legislative change by Parliament.

The recent reply from Lord Henley to a Parliamentary Question about Notified Bodies was reported. This concerned whether UK Notified Bodies will be able to continue to work with UK manufacturers, checking their products conform to the essential requirements of European directives which have also been transposed into UK law, until the end of the anticipated Brexit implementation period. Lord Henley replied that the Government recognises the valuable work undertaken by UK Notified Bodies in ensuring that products placed on the market have been through suitable assessment to ensure they comply with the relevant requirements. During the implementation period the UK will no longer be a Member State of the European Union, but market access will continue on current terms. For UK Notified Bodies this means that they will continue to be able to conduct third-party conformity assessments for both the UK and the EU markets as they do now.

Trevor Nash commented that this appeared contrary to information recently circulated by the Government which stated that in the event of no deal, after 29 March 2019, the results of conformity assessment carried out by UK notified bodies will no longer be recognised in the EU. This means that products tested by a UK notified body will no longer be able to be placed on the EU market without retesting and re-marking by an EU recognised conformity assessment body.

Kevin Belson provided a report of the EACC meeting. There had been many discussion papers, a number of which have subsequently been passed on to the IAF Technical Committee. One question related to clause 9.1.3.2 of ISO/IEC 17021 which allows the 3 year certification cycle to be adjusted for specific schemes if defined in the scheme requirements. Some have the view that this is only acceptable if the certification cycle duration is reduced although there are some schemes in existence with a certification cycle of more than 3 years. This was passed to ISO CASCO for clarification.

There is an ongoing debate about whether the scope of ISO 20000-1 relates only to IT service management or whether it relates to service management in general.

The Workshop session addressed the concept of risk based thinking which is now included in conformity assessment standards, for both certification bodies and certified organisations. It is therefore expected that certification bodies and certified organisations employ risk based thinking within their management systems.

Groups considered the following four questions:

1. In terms of the assessment process, what risk-based approach might a certification body employ when developing the audit programme for a client organisation?
2. What factors would the CB need to take into account when developing this approach?
3. What evidence might a certification body seek to show that the certified client is applying risk-based thinking in a suitable way and in accordance with the certification standards.?
4. Are there limits to this risk-based thinking, e.g. what would make a risk unacceptable?

Progress on transitions globally at 30 June 2017 was

ISO 9001: 68.22%, up from 47.24% at 28 February 2018 and 36.94% at 31 December 2017,

69.94%, up from to 51.55% at 28 February and 39.73% at 31 December 2018.

Members were reminded that this information should not be shared publicly.

A further survey of progress, as at 30 September, is being conducted and the results are expected to be available at the IAF meetings at the end of October.

Development of the Global Database of Management Systems Certificates is progressing. The content of a communication from IAF to accreditation bodies regarding the submission of their data has been agreed and sent to IAF member accreditation bodies.

In addition, the content a communication for accreditation bodies to send to their accredited certification bodies to update them on progress on the development of the database has been agreed. It should be noted that at this time certification bodies are not being asked to provide any data.

Work will begin shortly on populating the database with certified organization data using the existing national databases from Australia/New Zealand, China, Italy and Japan. The plan is to have a working model for demonstration at the IAF meeting at the end of October.

6.0 UKAS

6.1 UKAS update

The ISO 9001 and ISO 14001 transitions have been completed and all certification bodies that wished to transition completed by the deadline.

The approach for the ISO 45001 migration has worked well with 21 certification bodies having completed their migration based on a document review. There are a further 26 certification bodies still to complete the migration.

The ISO 20000-6 transition is in progress, the deadline being May 2019. There are only seven certification bodies involved and the aim is for UKAS to have completed all transitions by February 2019. just starting are for ISO 22000 (published June) and ISO 50001 (published August). There is a three year transition period for both of these standards. For ISO 50001 accreditation bodies must be in a position to assess certification bodies six months after publication of the revised standard and certification bodies must conduct all audits to the revised standard eighteen months after its publication. There are no IAF guidelines for the ISO 22000 transition.

James Gibb asked if UKAS has the capacity to deal with peaks and troughs on decisions for future transitions. Kevin Belson responded that UKAS has learned from the experience of previous transitions. More decision makers are now in place and the introduction of the two stage decision process has helped speed up the process.

UKAS has issued all of its accredited management systems certification bodies with single schedule of accreditation incorporating all of the management systems for which they provide certification.

Steve Randall is no longer the UKAS focal point for aerospace and this role has been taken over by Mark Rogers.

UKAS is actively supporting the Hackitt Report following the Grenfell tragedy and has met with Dame Judith Hackitt.

A draft document has been prepared on quality in the supply chain and UKAS will meet with the three main industry stakeholders to revise it before it is circulated for further comment. The aim is for the document to be published with endorsements by numerous interested parties.

UKAS is continuing to talk with HSE regarding their 'Blue Tape' project which is aimed at reducing the bureaucracy of health and safety requirements imposed at the business to business level. There is a particular concern that small companies may be being expected to meet unrealistic and unnecessary requirements. HSE is also looking at how accredited ISO 45001 certification could be used to reduce the overall burden on industry.

UKAS is surveying all of its accredited Notified Bodies to obtain their views on possible scenarios following a no deal Brexit, including the introduction of a UK mark.

UKAS has been peer assessed to ISO/IEC 17011:2017 by EA. There were a small number of findings, none of which were significant. UKAS has responded to the findings and is awaiting EA's decision.

6.2 Members' issues

There were no UKAS related issues raised by Members.

7.0 Any other business

There was no other business.

8.0 Date and venue of next meeting

The next meeting will be on Tuesday 15 January 2019 at the UKAS offices in Staines-upon-Thames.