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ABC/B/ME/738

CONFIDENTIAL

**Minutes of the ABCB Management Committee Meeting
held on 4 June 2015 at BSI, Kitemark Court, Davy Avenue,
Knowlhill, Milton Keynes, MK5 8PP**

Members present:

Mr Frank Lee	BSI – Acting Chairman
Mr Steve Russell	NQA
Mr Wayne Thomas	SIRA
Mr Kostas Lampadariou	BASEC

In attendance:

Mr Trevor Nash	Chief Executive
Mr Rob Bettinson	UKAS
Mr Nigel Overton	UKAS

1.0 Apologies for absence

Frank Lee (BSI) was nominated as acting Chairman for the meeting. He welcomed Wayne Thomas to his first Management Committee meeting. Apologies had been received from Carolyn Harris (AFNOR UK), Jeremy Hodge (BASEC) for whom Kostas Lampadariou was deputising and Matt Gantley (NQA), for whom Steve Russell was deputising. The Chairman welcomed Rob Bettinson and Nigel Overton from UKAS.

2.0 Minutes of last meeting held on 24 February 2015

The Minutes were agreed as a true record.

3.0 Matters arising not covered elsewhere in the agenda

Trevor Nash confirmed that the £2,000 employment allowance would apply again in 2015/16 and that, as agreed at the previous meeting, his salary had been increased by this amount.

4.0 Meetings

4.1 EACC

3/4 March 2015

There was a discussion session on the High Level Structure of management systems standards which considered. It was concluded that the HLS

requirements represent a big challenge for certification bodies and accreditation bodies will need to verify that their assessors fully understand the implications and how and when they raise findings on certification bodies.

The EACC is proposing revision of EA-6/03 EA Document for Recognition of Verifiers under the EU ETS Directive.

Work is continuing on the development of a document on a harmonised approach to accreditation for OHSAS 18001.

There was a proposal for a harmonised approach to the ISO 9001 transition arrangements based on the UKAS process. There was no consensus on a harmonised approach and it was agreed to submit a discussion paper, seeking a harmonised process, to the IAF Technical Committee.

A question was raised regarding whether an accredited certification body can issue non-accredited certificates in a scope for which it is accredited. There was no consensus and it was agreed to prepare a discussion paper for submission to IAF.

4.2 UKAS PAF

10 March 2015

Paul Stennett provided a review of UKAS activity in 2014/15 and a look ahead to the main objectives for 2015/16.

Main points from 2014/15 were:

- Most business objectives were met except that growth was lower than expected
- Recruitment of technical staff is becoming more difficult
- Successful transition for ISO17020:2012 (inspection bodies)
- Successful upgrade of communications equipment
- Customer portals delayed due to prospective upgrade of the Dynamics operating system
- Customer feedback indices are still improving although there is still room for improvement in dealing with extensions of scope
- Planning for operational restructuring to help with responsiveness
- Good growth in healthcare accreditation: improved relations with the Care Quality Commission and the Welsh Government including the first accreditation for social care provision
- Growth in interest in the UKAS Health and Social Care Sub-committee.

Objectives for 2015/16:

- IT system upgrade
- Upgrade of intranet and launch of new website
- Office refurbishment or relocation
- Operations restructure and review of processes
- Transition of more accreditation standards
- Maintaining links with Government through a period of change
- Customer portals

- Accreditation in financial services
- Pilot for very small inspection bodies

It was noted that a large amount of capital expenditure would be required to meet the objectives for next year and assurance was sought that this would not impact on fees. Paul Stennett advised that the costs had been fully factored in and that there would not be any higher than normal fee increases to cover the costs of these developments.

Jeff Ruddle presented a report on UKAS operations including details of a proposed reorganisation of the operations sections. The changes are based on customer feedback from survey data and focus groups indicating that dissatisfaction with UKAS service is mainly from larger, complex customers.

Michael Mainelli, a UKAS non-executive director, presented a report, Backing Market Forces – How to make voluntary standards work for financial services Regulation.

The PAF was followed by a PAC meeting. There was feedback on the revision of the customer agreement. A sticking point has been some UKAS customers using the term accreditation for some (non-accredited) services. ~~UKAS~~The draft Agreement had proposed-wanted a requirement ~~in the agreement~~ to prevent this as this was considered to contravene EC Regulation 765. It has now been agreed that the clause in the Agreement~~this~~ should be restricted to the term in the context of Regulation 765 i.e. only apply to harmonised standards. UKAS is considering removing the requirement for overseas customers to have an agent for the service of process. There are still some other points to be clarified subject to legal advice.

4.3 IAF

9 – 16 April 2015

The following Working Groups met:

- Management Systems Certification
- Product Certification
- Personnel Certification
- Greenhouse Gases and Energy Management
- IT Management Systems
- Information Security Management Systems
- Food
- Business Continuity Management Systems
- Medical Devices

There was no consensus on a harmonised approach to the ISO 9001:2015 transition and it was accepted that individual accreditation bodies will be taking different approaches. This is partly due to the transition document being informative and, therefore, not obligatory for accreditation bodies to follow. There was a suggestion that in order to prevent a repeat of the current situation future transition documents should be mandatory. The Accreditation Auditing Practices Group (AAPG) drafted a paper on what a

certification body should demonstrate to complete the transition, but this is also only guidance. It can be expected that a similar situation will arise with the ISO 14001:2015 transition.

ISO/IEC 27006:2015 will be endorsed as a normative document and the transition period will be two years from its publication. IAF is not developing a document for this transition.

There is a joint Technical Committee/ MLA Committee Working Group looking at issues of accreditation body inconsistency. The WG was established following a paper, submitted by IIOC, which identified a number of examples of inconsistency between different accreditation bodies. A survey by the WG revealed that 21 of 42 accreditation bodies that responded have their own additional rules/requirements that go beyond ISO/IEC 17021 and IAF mandatory documents. The consensus was that it is acceptable for an accreditation body to add requirements and that this should not be considered as inconsistency. Some accreditation bodies voiced the opinion that inconsistency is inevitable and were not interested in working towards improving consistency. Others were willing to review their additional requirements. There was disappointment from the certification body associations at the lack of willingness of some accreditation bodies to acknowledge the problem of inconsistency between accreditation bodies and address the issues.

Draft mandatory documents on accreditation body assessor competence and multi-sites where sampling is not applicable are currently out for 60 day comment. The following documents are being developed:

- Control of entities acting on behalf of certification bodies (franchisees)
- Remote assessment
- Industry specific schemes (sector schemes)
- Principles for determining duration of accreditation body assessments
- OHSAS 18001 transition to ISO 45001

It was noted that there will be a need to review a number of IAF documents in line with ISO/IEC 17021-1:2015 following its publication. The AAPG will review the papers it has issued that relate to accreditation of management systems certification bodies. The Auditing Practices Group will also need to review its papers in line with ISO 9001:2015.

IAF remains supportive of the concept of a global database of management systems certificates and is developing a business case.

4.4 EA General Assembly 28/29 May 2015

EA accreditation bodies plan to meet in advance of IAF (and ILAC) meetings to agree EA consensus positions.

EA is planning a project to define objectives for the period 2017 – 2025. Work on planning the project will probably start in the Autumn.

Kevin Belson was confirmed as Chairman of EACC to take over following the next meeting. Rob Bettinson commented that Kevin will be a member of the EA Executive Committee and that this will allow UKAS to have greater input into EA.

EA has applied to IAF for extensions to its MLA status to cover food safety management systems, information security management systems and medical devices management systems.

The EA HHC has developed wording on recognition of non EA accredited certificates which has been agreed with the Commission and approved by the Executive Committee:

For CAB's established in EU: Regulation (EC) 765/2008 requires that where a conformity assessment body requests accreditation it shall do so with the national accreditation body of the Member State in which it is established (or with the national accreditation body to which recourse is had under the conditions of Article 7(1)). Hence <LOCAL AB> cannot make any statement on reports/certificates issued by a conformity assessment body established in the European Union under accreditations from different from the above mentioned National Accreditation Bodies, for activities to be carried out in the EU, or for attestations issued for the EU market as in these cases the relevant provisions of EU legislation have not been fully complied with.

This is included in EA-INF/04(rev02) June 2015 – Statement on acceptance and recognition of activities under the EA MLA.

It is not known what position IAF and ILAC will take on this statement regarding whether or not it contravenes the obligations of signatories of the MLA and MRA.

EAAB continues to raise the issue of AB resourcing. It was originally thought that this was particularly an issue for smaller AB's but it now appears that it may also be a problem for some of the larger more established AB's.

It has been noted in the accreditation for notification project that ISO/IEC 17065 is generally the most suitable standard for assessment of notified bodies.

There has been no change to the EA Executive Committee position on making the answers to the EACC frequently asked questions publicly available. EA HHC also now plans to maintain a list of FAQ's and presumably these will also not be made publicly available.

5.0 EFAC

There was a meeting arranged in April, but it was cancelled due to lack of interest. The plan is to arrange a meeting near a hub airport in the Autumn where it will be proposed there should be one physical meeting and one web

meeting each year. The EFAC finances are now under control and the outstanding ABCB invoices/subscriptions will be sorted out this year.

The overall lack of interest continues to be a concern and it is normally down to four or five members to keep things going.

6.0 Chief Executive's report

6.1 Management accounts – March 2015

The end of year situation is satisfactory and the loss less than budgeted. Income is slightly ahead of budget and expenditure is slightly below budget. There is still one turnover subscription outstanding and this is being chased. Expenditure on subscriptions is below budget as no subscription to EFAC was paid. This is due to ABCB having paid for preparation of the EFAC accounts and registration fees for meetings Trevor Nash attended on behalf of EFAC. The net effect is that these should more or less cancel each other out.

6.2 Management accounts – April 2015

There is nothing significant to report other than that collection of subscriptions has been good in the first month of the year. One new Member, Avalon Certification has been gained.

7.0 UKAS

7.1 UKAS update

Rob Bettinson provided an update on transitions.

- ISO/IEC 17024 – this is due to be completed by the end of June. Only two certification bodies have not completed the transition and they are both expected to do so by the deadline.
- ISO/IEC 17065 – this is due to be completed by the beginning of September. Approximately 55% of UKAS accredited product certification bodies have completed the transition. There are seven still to be assessed of which six are booked.
- ISO/IEC 17021-1 – the standard is due to be published on 15 June and there is a two year transition period. UKAS is aiming to issue a letter outlining the transition arrangements on 5 June.
- ISO 9001 – 16 certification bodies have been identified for early transition but only ten are likely to be ready. UKAS assessor training is in progress and should be completed within the next week. The FDIS is due for publication on 9 July.
- ISO 14001 - . UKAS is aiming to issue a letter outlining the transition arrangements on 5 June.

CASCO WG 42 which is revising ISO/IEC 17011 has met ~~three~~four times and is close to circulating a Committee Draft. Issues that have arisen include whether an independent formal decision is required to confirm continued accreditation and whether accredited certification bodies' clients can use the accreditation body symbol in conjunction with the certification mark. CAS/1 has set up a UK mirror committee.

UKAS has applied for extensions of its IAF MLA status for food management systems, information security management systems and medical devices management systems: This is being led by EA.

EA is currently being peer evaluated by IAF/ILAC.

UKAS is keeping an open mind regarding the proposal for a global database of management systems certificates, but ~~considers~~believes that the only way it could work would be, if it does proceed, it should be made mandatory for all accredited certification bodies to submit their client information.

The new UKAS telephone system was implemented for office based staff in January and has been rolled out for remote staff more recently. Some problems are being experienced, mainly of not being able to hear or not being heard. UKAS is working closely with telecoms provider to address this.

Most of ABCB's comments on the revision of the UKAS customer agreement have been accepted. The limit on liability for UKAS of £100k does not cover professional indemnity for which there is no limit. It covers losses, for example, due to visit arrangements. UKAS is waiting to hear back from its lawyers and that will hopefully complete the revision of the agreement.

Tuesday 9 June is World Accreditation Day which is focusing on health care. UKAS is holding a House of Lords event in conjunction with BSI.

Nigel Overton reported that the certification section is fully staffed but there will be recruitment due to the retirement of a long serving member of staff.

7.2 Other UKAS matters

Members had no other UKAS related matters they wished to raise.

8.0 Any other business

There were no items of other business.

9.0 Date of next meeting

The next meeting is scheduled for Thursday 3 September at BSI, Hemel Hempstead.