



**DRAFT**

ABCB/ME/0730

## **CONFIDENTIAL**

**Minutes of the ABCB Management Committee Meeting  
held on 4 December 2014 at BSI, Kitemark Court, Davy Avenue,  
Knowlhill, Milton Keynes, MK5 8PP**

### **Members present:**

Mr Mike Lawson	Intertek – Chairman
Mr Andrew Launn	BSI
Mr Alan Wells	Ascertiva Group
Dr Jeremy Hodge	BASEC
Mr Bernard Anderson	Eagle Certification

### **In attendance:**

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

### **1.0 Apologies for absence**

An apology for absence had been received from Carolyn Harris. The Chairman welcomed Rob Bettinson and Nigel Overton to the meeting and Jeremy Hodge who had recently agreed to become a member of the Management Committee.

### **2.0 Minutes of last meeting held on 2 September 2014**

The minutes were agreed as a true record.

### **3.0 Matters arising not covered elsewhere in the agenda**

#### **3.1 Ex Minute 3.0 ABCB AGM**

Jeremy Hodge had agreed to be co-opted onto the Management Committee.

#### **3.2 Ex Minute 5.1 Membership**

Trevor Nash circulated a proposed amendment to the Rules of the Association. As well as restricting overseas membership to certification bodies

accredited by an EA MLA signatory, the proposed revision also takes account of Regulation 765. It was agreed that this would be presented for approval at the AGM in 2015.

**Action: Trevor Nash**

#### **4.0 EFAC – ABCB's continued membership**

Trevor Nash provided the background to the establishment of EFAC and an update on the current position, following the latest meeting in November. This had been well attended and had been one of the most positive meetings over the last two years. It was noted that membership of EFAC is the only route for ABCB to have access to EA. It was agreed that the access to EA is important and that membership of EFAC should be maintained, but that the position should be reviewed again in 2015. Alan Wells raised resourcing, in particular the workload on Trevor Nash, who responded that the volume of work involved was not an issue. It was, however, proposed that there should be a deputy Chairman and Trevor Nash agreed to raise this at the next EFAC meeting.

**Action: Trevor Nash**

#### **5.0 Meetings**

##### **5.1 EA HHC**

16/17 Sept 2014

EA HHC is developing a document on outcome of surveillance activities and continued accreditation. Rob Bettinson explained that this had arisen as the majority of EA accreditation bodies have a formal independent decision process following each surveillance visit, whereas UKAS and three others maintain continued accreditation based on the assessor's recommendation. The proposed document will define the policies and processes necessary to safeguard the confirmation of continuation of accreditation following surveillance activities when no independent review is performed.

EA-2/17 on accreditation for notification has been revised and has been approved by the EA General Assembly as an informative document and is about to be published. Jeremy Hodge asked how the revised document will be applied by UKAS and Rob Bettinson replied that it would be as with the previous version.

EA-1/22 on the evaluation of sector schemes has been approved and is about to be published. This places the responsibility on the national accreditation body in the member state of the scheme owner to evaluate a sector scheme.

The HHC approved a draft policy paper EAEX (14) 18 rev 1 Recognition of accreditations issued outside the framework established by Regulation (EC) 765/2008. This states that an EA national accreditation body cannot make any statement regarding the equivalence of certificates, issued to an organisation in Europe, by a conformity assessment body established in Europe, that are accredited by a non-European accreditation body.

Much of the meeting was taken up with a strategic discussion and EA preparing for the forthcoming IAF TC meeting.

A document on harmonisation of OHSAS certification is almost ready for circulation to EACC for comment.

A large proportion of the questions raised at the EACC relate to personnel certification which indicates that a number of EA accreditation bodies are struggling with the implementation of ISO/IEC 17024:2013.

It was clarified that the answers to 'Frequently Asked Questions' are not binding on EA accreditation bodies, but represent good practice. In reality it is, however, likely that an accreditation body will follow the answer. Stakeholders have requested that the questions and answers are made publicly available on the EA website but the EA Executive has not agreed to this request.

EAAB confirmed that legally binding requirements of European or national legislation must take precedence over and need to be met before the requirements of harmonized standards or ILAC/IAF application documents are met.

EAAB considered that Article 7 in Regulation (EC) 765 is sufficiently clear and that there is no need for the HHC draft policy document EAEX(14) 18 rev 1.

Some smaller accreditation bodies have a lack of resources that could jeopardise their ability to meet their obligations under Regulation (EC) 765/2008. Although EA is aware of the issue there were concerns that no action is being taken to address the problem.

EAAB had contacted ISO CASCO regarding neither of the co-convenors of WG 42, dealing with the revision of ISO/IEC 17011, being from an accreditation body and requesting that one of them be replaced. The CASCO response was that the co-convenors were appointed due to their skills as convenors rather than their background. Members that attend CASCO meetings were asked to raise the matter and advocate a more transparent process for the appointment of WG convenors.

Trevor Nash had been unable to attend the EA General Assembly and as the minutes were not yet available was unable to provide a report.

**Post meeting note:** The GA had discussed the draft policy paper, EAEX(14) 18 rev 1. It was believed that the paper had been misinterpreted and required

redrafting. It was also considered that it had been made available to IAF and ILAC prematurely.

5.5 IAF

8 – 16 Oct 2014

A strategic plan for 2015 – 2019 has been agreed and can be viewed via the following link:

[http://www.iaf.nu/upFiles/IAF Strategic Plan 20152019 Final 20140828 EC 39 4.1.pdf](http://www.iaf.nu/upFiles/IAF_Strategic_Plan_20152019_Final_20140828_EC_39_4.1.pdf)

Resolutions were agreed for:

- a three year transition period for ISO 14001:2015
- a two year transition period for ISO/IEC 17021:2015
- a three year transition period for ISO 50003:2014 for the accreditation of energy management systems certification
- extension of the IAF MLA to include the accreditation of GHG validation and verification bodies.

Following the ISO decision to cancel the project for a global database of management systems certificates IAF continues to support the concept and will now look at developing a business case.

There was a great deal of discussion about a draft EA document EAEX(14)18 rev1 and the opinion of IAF and ILAC was that if this policy were to be implemented EA would be in breach of its obligations under the IAF MLA and ILAC MRA. This could result in the suspension of EA and its members from the MLA and MRA.

Task Forces developing the following documents met:

- accreditation body assessor competence
- assessment of multi site organisations where sampling is not permitted
- review of IAF MD 5
- accreditation body inconsistency
- ISO 9001:2015 and ISO 14001:2015 transitions
- industry specific (sector) certification schemes
- witnessed assessments
- principles for determining duration of AB assessments

- control of entities operating on behalf of accredited certification bodies (franchisees, agencies, subcontractors etc)

The draft mandatory document on witnessed assessments was circulated for ballot on 27 October and received a positive vote. The implementation period is three years.

The revision of IAF MD 5 is currently out for ballot which closes on 13 December.

IAF MD 16:2014 Application of ISO/IEC 17011 for the Accreditation of Food Safety Management Systems (FSMS) Certification Bodies was published 8 October 2014, with a one year transition.

The Accreditation Assessor Practices Group/Assessor Practices Group acknowledged the need to revise its papers to take account of the impending revisions to standards.

## 5.6 UKAS PAC

13 Nov 2014

There was an update on the revision of the UKAS customer agreement. Customers had raised an issue with the requirement that UKAS customers cannot provide services called accreditation, even though these services are outside of their accredited scope. By accrediting these organisations UKAS could be in breach of Regulation (EC) 765/2008

FSB had produced a paper which identified a number of issues regarding the certification of small organisations, for example that assessors are more geared towards dealing with large organisations and don't necessarily understand how small organisations work, too rigid application of IAF MD5. The possibility of a staged approach was considered along with some other ideas such as conducting a number of stage one assessments on the same day off site at a hotel. Andrew Launn commented that a drawback of a staged approach is that some organisations commence the process in order to get on a tender list but never see it through to completion. UKAS would support these initiatives provided it is in accordance with the appropriate standard. One thought was that a 'scheme' could be agreed between UKAS and interested certification bodies.

The EA peer evaluation of UKAS was completed in March. The main activity was witnessing the assessment of two medical laboratories, but it also included a follow up on assessment of management systems certification bodies' overseas critical locations. Both aspects were successful and UKAS's signatory status of the EA MLA was confirmed at the EA MAC meeting in October.

There was some discussion on the format of PAF meetings with particular emphasis on the need for presentations to be shorter to allow more time for the discussion session.

Paul Stennett presented the UKAS Board report. The main items were:

- finance is on target
- the strategic objectives for 2017/18 have been brought forward to 2015/16
- UKAS is pressing its landlord for a refurbishment of its offices as there are a number of issues

## **6.0 Chief Executive's report**

### **6.1 Management accounts – October 2014**

Trevor Nash reported that all basic subscriptions have been paid and that there are three turnover subscriptions still to be paid.

Expenditure is under control. Meeting expenses are currently ahead of budget but should end the year on budget as there is only one more EA meeting in the financial year. This should also result in travel costs ending the year below budget. Computer costs are ahead of budget due to a combination of the revision of the website and the renewal of domain names.

There has been no expenditure on subscriptions so far this year but the IAF subscription of \$6423 is due on 1 January. An EFAC subscription has not been paid for the last two years as ABCB is owed more for accountancy charges and meeting fees over the same period. This will be resolved at the end of the year and will result in a net income of approximately £500.

## **7.0 UKAS**

### **7.1 UKAS update**

Nigel Overton reported that by January the Certification Section would be at budgeted establishment. UKAS does, however, continue to struggle to recruit Technical Assessors in some sectors.

Rob Bettinson provided details of the current transitions affecting certification bodies. Of 24 accredited personnel certification bodies 15 have been assessed, of which 7 have been upgraded to ISO/IEC 17024:2013. Of 109 accredited product certification bodies, 66 have been assessed, of which 22 have been upgraded to ISO/IEC 17065:2013. UKAS expects that both transitions will be completed on time, but is urging certification bodies not to leave it too late.

UKAS is beginning to plan for the ISO 9001 and ISO 14001 transitions which will commence in 2015. A major training event is scheduled for May 2015 and will provide the opportunity for training Assessment managers and Technical Assessors in the revised standards.

There had been a delay in the launch of the new UKAS telephone system as problems were identified before implementation. It is now scheduled to be implemented from mid January.

Rob Bettinson reported on the first meeting of CASCO WG 42. The scope was discussed as the current standard excludes verification and reference material producers. The WG also looked at what needs to be included in the revision taking note of the ISO Common Elements, relevant IAF and ILAC documents and also the paper on AB inconsistency produced by IIOC. The next meeting will be in February.

With respect to the Draft UKAS Customer Agreement, as raised in the update from the UKAS PAC, Rob Bettinson confirmed that the feedback regarding accredited CABs also providing 'accreditation' services was being taken seriously and that guidance was being sought from BIS as the issues relate to a requirement placed upon Member States by Regulation (EC) 765/08. A meeting between UKAS and BIS is to be scheduled to discuss this.

It was also confirmed that in addition to the extension of UKAS's EA MLA status to include Verification Bodies under ISO 14065, its IAF MLA status had also been extended to include GlobalG.A.P. (this is new to the IAF MLA).

It was noted that Carolyn Harris will represent ABCB on the UKAS customer portal project.

#### 7.2 Other UKAS matters

There were no other UKAS matters.

### **8.0 Any other business**

There were no items of other business.

### **9.0 Date of next meeting**

The next meeting will be held on Tuesday 24 February 2015 at the Ascertiva Group, Dunstable.

Dates of other meetings for 2015 are:

Thursday 4 June at Intertek  
Thursday 3 September  
Thursday 3 December