

CONFIDENTIAL

**Minutes of the ABCB Management Committee Meeting
held on 7 December 2015 at NQA, Warwick House,
Houghton Hall Park, Houghton Regis,
Dunstable, Bedfordshire, LU5 5ZX**

Members present:

Mr Matt Gantley	NQA – Acting Chairman
Ms Janet White	BSI
Mr Dave Hoare	BASEC

In attendance:

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

1.0 Apologies for absence

Apologies were received from Frank Lee for whom Janet White deputised, Jeremy Hodge for whom Dave Hoare deputised, Wayne Thomas and Carolyn Jarvis.

2.0 Minutes of last meeting held on 3 September 2015

The minutes were agreed as a true record.

3.0 Matters arising not covered elsewhere in the agenda

3.1 Ex minute 6.1 – Outstanding subscriptions

Trevor Nash reported that he had chased the outstanding turnover subscription from 2014/15 and 2015/16 basic subscription, but without success. It was agreed that a final demand should be sent to the Member in question and that failure to pay by the end of January would result in suspension of membership.

Action: Trevor Nash

4.0 Meetings

Management of the EFAC website has been transferred to ABCB and the arrangements are similar to those for the ABCB website.

The Greek association, Hellascert had still not paid any subscriptions since 2011. It was agreed that Hellascert should again be asked for a proposal to pay all outstanding fees and if an acceptable proposal had not been received by 31 December, Hellascert would be suspended from membership.

Amendments to the rules for use of the EFAC logo were agreed, the main change being to prevent its use on certificates.

There was little support for the idea of moving away from national associations towards EFAC becoming a European Association of Certification Bodies.

It was agreed that in the future there should be one physical meeting and one Webex meeting each year.

A workshop was held regarding ISO/IEC 17021-1, concentrating on the impact of two of the changes, from the perspective of accredited certification and the accreditation process. One area highlighted as being open to interpretation was the requirement around recertification when all corrective actions have not been completed within six months of certificate expiry. There were some varying views and a paper is being developed for the EA Executive meeting in January. It was also agreed that an interpretation from CASCO would be sought on this.

The other question was to consider what alternative arrangements to an impartiality committee, a certification body may use to manage impartiality. It was thought that most certification bodies that already have committees will continue with them. Otherwise accreditation bodies will have to be open minded in evaluating other arrangements whilst ensuring there is sufficient consultation with interested parties.

The question of certification bodies issuing unaccredited certificates in accredited scopes was further discussed. There was a high level of agreement, although not unanimous, that this should not be allowed and it was confirmed that a discussion paper should be submitted to the IAF Technical Committee.

The draft document on the application of ISO/IEC 17021-1 for the accreditation of OHSMS certification is ready to be circulated for comment and the intention is that it should be offered to IAF as the basis for the possible development of an IAF document.

It was agreed that AQAP documents should not be quoted in the scopes of ISO 9001 certificates.

The question of publishing the EACC FAQ's on the EA website was again discussed and whilst there is support from EACC, there is still resistance from other parts of EA.

Kevin Belson will present a paper covering how this could be controlled and monitored to the EA Executive.

EACC is seeking to develop closer ties with the Global Food Safety Initiative at a more senior level.

There is concern regarding the apparent reluctance of the European Rail Agency to seek the advice of the accreditation bodies in developing their schemes and accreditation bodies were requested to liaise with their national rail authorities.

The ETSI scheme (certification of Trust Service Providers) has been under development for some time with cooperation between ETSI and EA. This has led to the publication of ETSI standard EN 319 403 with the scheme being based on ISO/IEC 17065.

It was agreed there is a need to develop guidance to assist scheme owners in deciding between ISO/IEC 17021 and ISO/IEC 17065 as the basis for new schemes.

EACC has surveyed its members regarding the transitions to ISO/IEC 17024: 2015 and ISO/IEC 17065: 2012:

ISO/IEC 17024:2012

- 22 out of 26 NABs transitioned 100% of their accredited CBs on time;
- 16 NABs would welcome a guide on the application of ISO/IEC 17024:2012, 12 see no need.

ISO/IEC 17065:2012

- 23 out of 31 NABs transitioned 100% of their accredited CBs on time
- 17 NABs would welcome a guide on the application of ISO/IEC 17065:2012, 14 see no need

4.3 IAF

28 Oct – 6 Nov 2015

The following resolutions were agreed:

- A two year transition period for ISO/IEC 27006:2015 Information technology -- Security techniques -- Requirements for bodies providing audit and certification of information security management systems.
- The three year transition period for the next revision of ISO 13485:2003 Medical devices - Quality management systems - Requirements for regulatory purposes.
- IAF Accreditation Body members shall have legally enforceable arrangements with their accredited conformity assessment bodies that prevent them from issuing non-accredited management systems certificates in scopes for which they are accredited. The transition period will be one year.

- References to ISO/IEC 17021 in IAF documents shall be understood to refer to ISO/IEC 17021-1:2015. However, account will need to be taken of the changes in ISO/IEC 17021-1 when using IAF documents which may not be revised until after the transition period to reference ISO/IEC 17021-1.

IAF is proposing to establish a global database of accredited management systems certificates following the failure of the ISO project. A series of principles has been developed and these have been circulated for ballot. If there is a positive result the next stage will be to develop a business case for the database.

There was discussion regarding the statement in EA-INF/04 concerning the non acceptance of certificates issued by EU based certification bodies to organizations in the EU, under a non-European national accreditation. The view of the IAF MLA Management Committee is that, should any EU national accreditation body refuse to recognise the equivalence of such certificates, then it would be a breach of their obligations under the IAF MLA. This could result in the suspension of the accreditation body from the IAF MLA. The MLA Management Committee also considers that in making this statement EA is encouraging its members not to meet their obligations in this respect. In response, the EA Chairman stated that EA would reconsider its position and revise the statement as necessary.

The Management Systems WG reviewed IAF Mandatory Documents to determine which needed revision. It was agreed that IAF MD2 Transfer of Accredited Certification of Management Systems and IAF MD4 Use of Computer Assisted Auditing Techniques for Accredited Certification of Management Systems should be revised. Other Mandatory Documents will be reviewed for references to ISO/IEC 17021-1:2015 as a minimum.

It was agreed that IAF MD6 Application of ISO 14065:2013 needs up-dating. It was proposed that the scopes of IAF ID 1 Certification of Multi Sites based on Sampling and IAF MD 17 Witnessing Activities for the Accreditation of Management Systems Certification Bodies should be extended to include greenhouse gas verification and energy management systems.

Seven IAF members are offering and three planning to offer accreditation for certification of business continuity management systems. Drafting of a mandatory document for BCMS has commenced but progress is limited by there being little practical experience at present.

There is a proposal to establish a web forum, for IAF members, as a mechanism to resolve issues of potential inconsistency between accreditation bodies, without having to resort to discussion papers, appeals or complaints.

It was agreed to develop a Mandatory Document that can be applied to all transitions.

The Audit Practices Group reviewed 12 papers in light of ISO/IEC 17021-1:2015, and agreed to revise seven. The Group agreed to develop a paper on the application of the new clause 8.3.3 regarding the placement of a statement, on product packaging or in accompanying information, that the manufacturer has a certified management system.

The following Task Forces met:

- Accreditation body assessor competence – a final draft informative document will be circulated for ballot;
- Multi-sites where sampling is not applicable – a final draft mandatory document will be circulated for ballot. It was agreed to start work on reviewing IAF MD 1 and merging it with the new document;
- Control of entities acting on behalf of accredited certification bodies – a draft informative document is being developed;
- Remote assessment (by accreditation bodies) – a draft informative document has passed ballot and is awaiting publication;
- Conformity assessment schemes (formerly industry specific certification programmes) – a draft document is being developed;
- Principles for determining duration of accreditation body assessments – a draft document is being developed;
- OHSAS 18001 transition to ISO 45001 - the outline for a Mandatory Document for migration of accredited OHSAS 18001 certification to ISO 45001 has been developed.
- Counterfeit certificates – it was agreed to proceed with the development of an informative document.

4.4 UKAS PAC

12 Nov 2015

The aim is for the new UKAS customer agreement to be available at the beginning of 2016.

There was discussion about a possible staged approach to ISO 9001 certification for small organisations, similar to the Acorn scheme.

There was a report on the Better Regulation Strategy Group and how accreditation can contribute to reducing regulation.

As a result of the Government spending review in BIS will need to reduce expenditure by 30%. This will inevitably affect UKAS but there is no indication, of how, at present.

It was agreed to resurrect the non-accredited certification working group.

The UKAS 2016/2017 business plan has been drafted and is being costed. Key for this period are:

- Completion of the re-structure
- The effect of any changes in BIS funding
- A review of the customer satisfaction survey
- Revamping part of the IT system

- Celebrating 50years of accreditation in the UK and the 21st anniversary of UKAS
- The EA peer evaluation

Paul Stennett provided a summary report of the last UKAS Board meeting:

- UKAS is relocating to Staines-upon-Thames. The Feltham office will close on 24 December and the new office will open on 4 January;
- Finance is ahead of budget;
- Requests for accreditation up by 6% on billable days.

4.5 EA General Assembly

25/26 Nov 2015

Following comments from IAF, EA will revise EA-INF/04 to ensure there is no conflict with the IAF MLA.

EA is well established in the leadership of IAF (Vice Chair, Chair of the MLAC, Chair of the CMC) and believes that should be used to promote the European way of doing accreditation.

The Hungarian national accreditation body, NAT, will be terminated at the end of the year and will be replaced by a new accreditation body which will be part of government. EA has cancelled NAT's peer evaluation which was planned for November. It is not clear whether the new accreditation body will be NAT in another guise or a completely new organisation. Hungary's continued participation in the EA MLA is, therefore, not clear.

EA has signed an MoU with ETSI for cooperation in standardisation and conformity assessment in the Trust Service Provider sector.

EA is applying to IAF for an extension of its MLA status to include greenhouse gas verification.

It was agreed to revise EA-1/22 (evaluation of sector schemes) and EA-7/04 (legal compliance for EMS certification).

5.0 Chief Executive's report

5.1 Management accounts – October 2015

Trevor Nash reported that all basic subscriptions, bar that from the Member mentioned under matters arising had been received. There are still some turnover related subscriptions to be invoiced.

Action: Trevor Nash

Expenditure is within budget and there are no significant variations. Trevor Nash reported that his laptop needed replacement and this was agreed.

6.0 UKAS

6.1 UKAS update

Kevin Belson provided an update on the UKAS reorganisation. It will mean many changes in Assessment Managers and UKAS is currently working on case handovers. Once the case handovers have been completed the new Assessment Managers will make contact with their customers. The aim will be for the new and old Assessment Managers to be on the team for the next visit, but this may not always be possible. Matt Gantley reported that NQA had a surveillance visit in November and it went as described. A new organisation chart should be available in the New Year. The aim is for the reorganisation to be completed by the end of the third quarter of 2016.

There were initially seventeen certification bodies interested in being early adopters for ISO 9001:2015 and ISO 14001:2015 transitions but eight dropped out. The remaining nine were accredited on 4 November with four being accredited for both ISO 9001:2015 and ISO 14001:2015.

UKAS will begin assessing to ISO/IEC 17021-1:2015 from 1 March 2016 and will take account of the new IAF MD 5 and ISO/IEC 27006:2015 at the same time. Assessment Managers have been trained but there is a need to clarify some of the issues that were raised by the EACC. UKAS is intending to run an ISO/IEC 17021-1:2015 webinar for its customers in the New Year.

UKAS is finalising its thinking regarding implementation of IAF MD 17 Witnessing Activities for the Accreditation of Management Systems Certification Bodies and will share this with stakeholders. The implementation of MD 17 has to be completed by 7 January 2018.

The implementation of a single schedule of accreditation for ISO/IEC 17021 has been delayed by a query regarding the proposal for a statement of whether a certification body can provide UKAS accredited certification anywhere in the world or is restricted to the UK. There are concerns whether, particularly smaller certification bodies, would have the necessary infrastructure to be granted accreditation for the whole world.

A minor change to schedules for accreditation to ISO/IEC 17065 is planned to differentiate between products, processes and services.

6.2 Other UKAS matters

There were no other UKAS related matters raised by Members.

7.0 Any other business

There were no items of other business.

8.0 Dates for 2016 meetings

The next meeting will be on 3 March 2016 at the new UKAS office in Staines-upon-Thames.

The following meeting will be on 9 June 2016 at BSI, Milton Keynes.