



*Association of British Certification Bodies*

**Minutes of the Management Systems Sector Committee Meeting  
held on Thursday 11 December 2014 at BSI, Kitemark Court, Davy Avenue,  
Knowlhill, Milton Keynes, MK5 8PP**

**Members Present:**

Mr Steve Russell	Ascertiva Group, Chairman
Ms Janet White	BSI
Mr Keith Goddard	The British Assessment Bureau
Mr Bernard Anderson	Eagle Certification
Mr Kostas Lampadarios	BASEC
Mr Wayne Thomas	SIRA
Ms Helen Taff	SIRA

**In Attendance:**

Mr Trevor Nash	Chief Executive
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**1.0 Apologies for absence**

Apologies were received from Max Linneman (NMO), Emma West (Intertek), John Sexton (AFNOR UK) and Elaine Hanaghan (The Audit People).

**2.0 Minutes of the meeting held on 24 September 2014**

The minutes were agreed as a true record.

**3.0 Matters arising from the minutes not covered elsewhere on the agenda**

**3.1 Ex minute 8.0 Interpretation of Regulation EC 765**

The EA Horizontal Harmonisation Committee has produced 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.

The EA Chairman had made this document available to the IAF and ILAC Executive Committees at their meetings in October. 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

and that this could result in the suspension of EA and its members from the MLA and MRA.

## 4.0 Liaison reports

### 4.1 SBAC/CBMC

It is expected that some certification bodies will start adopting the AS 9101E standard with the revised PEAR's with their Clients from early in 2015. The cut-off date is 1 July 2015 for completion of training and clients need to be advised in advance of an assessment using the revised process.

It had been confirmed that the IAQG will continue to adopt the ISO9001 structure with the revision due in 2015.

AS9104-003 (auditor requirements) is expected to be re-published in 2015. This will affect all certification body assessors as training will be required to be completed on line, together with a test of understanding.

The IAQG's objective is to get 90% of the supply chain certified, so there is growth potential. Predictions for the future in the look very positive with an expected doubling of activity over the next ten years.

The AS9104 FAQ (frequently asked questions) on the OASIS database was recently updated. One of the main points clarified is that the AS9104-001 table relating to assessment visit durations is the minimum durations and it is expected that additional time should be added for complex and high risk clients.

It was stated that witnessed assessments visits are still being loaded at the back end of the year. One reason explained for this is in particular the difficulties with arranging visits to overseas clients. If visits are not completed by the end of the year, according to scheme requirements, the non-compliant certification body would be suspended. Janet White reported that there are problems getting accreditation reports translated which adds delays. Some accreditation bodies, for example JAB, will not translate reports.

The following revised documents are available via the ADS website:

Issue 11 of the UK CBMC Standard Operating

Issue 7 of the Document Master Index

Issue 3 of the Training Provider Approval Body Process

<https://www.adsgroup.org.uk/pages/51054984.asp>

Steve Russell requested clarification why UKAS operates differently in the aerospace sector and questioned why all activity is not coordinated by the Assessment Manager, but by Steve Randall. Trevor Nash agreed to follow this up with UKAS.

**Action: Trevor Nash**

#### 4.2 DIQF

DIQF met on 18 September and was meeting again today.

Contractual AQAPs will be amended to take account of the revision of ISO 9001. However this cannot be completed until the FDIS stage when the technical content will have been agreed.

Def Stan 05-135, Avoidance of Counterfeit Materiel was published in July 2014 and AQAP 2105, NATO Requirements for Deliverable Quality Plans is due for review in 2015.

There is a Work Group looking at the effectiveness of third party certification, of which Andrew Launn is a member. A draft paper has been developed and once agreed will be circulated to DIQF. The revision of ISO 9001 may impact on the scope of work required to increase the confidence in third party certification.

#### 4.3 JTISC

There has not been a meeting of the JTISC since the last meeting of this Committee.

#### 4.4 QS/1

DIS ISO 9001 received a 90% positive vote. The next stage will be FDIS, probably in March with publication still scheduled for the end of September.

#### 4.5 SES/1/1

DIS ISO 14001 received a 90% positive vote. The next stage will probably be FDIS. Publication of the standard is expected around the same time as ISO 9001:2015.

#### 4.6 CAS/1

CASCO WG 21 will meet in January 2015 to consider the comments received on ISO/IEC DIS 17021. It is likely to go to DIS 2 and is still on target for publication in mid 2015.

CASCO WG 42, which is revising ISO/IEC 17011 held its first meeting in November and is looking at what needs to be included in the revision. The aim is for a DIS in two years with publication in three years. Rob Bettinson from UKAS is a member of WG.

## 5.0 Meetings

5.1 EACC 29 Sept/1 Oct 2014

Much of the meeting was taken up with a strategic discussion on working more closely with regulators and scheme owners and preparing for the forthcoming IAF TC meeting.

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

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 EA accreditation bodies will follow the answer. The EA Executive has been requested to make the answers publicly available on the EA website but has declined to do so. Stakeholders, with the support of the EA Chairman and Vice Chairman have stressed the importance of this information being publicly available.

5.2 IAFT C 10/11 Oct 2014

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 has been circulated for ballot 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. It was agreed that ABCB should record a positive vote.

**Action: Trevor Nash**

[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.

A three year transition for ISO 14001:2015 was agreed; a three year transition for ISO 9001:2015 had been agreed at a previous meeting. The ISO 9001 transition Informative Document has been out for ballot and is now ready for publication. The ISO 14001 Informative Document has been out for comment and is now ready to be circulated for ballot. It very closely follows the ISO 9001 ID.

A two year transition period for ISO/IEC 17021:2015 was agreed and an Informative Document on the transition is being developed. This will be very much based on the transition document for the previous revision of ISO/IEC 17021.

A three year transition period was agreed for ISO 50003:2014 Energy management systems - Requirements for bodies providing audit and certification of energy management systems.

The IAF MLA has been extended to include accreditation of GHG validation and verification bodies.

It was noted that IAF MD 12:2013 Assessment of Certification Activities for Cross Frontier Accreditation was implemented on 4 September 2014 following a one year implementation period.

IAF has published a strategic plan for 2015 – 2019 which can be viewed via the following link:

[http://www.iaf.nu/upFiles/IAF\\_Strategic\\_Plan\\_20152019\\_Final\\_20140828\\_EC\\_394.1.pdf](http://www.iaf.nu/upFiles/IAF_Strategic_Plan_20152019_Final_20140828_EC_394.1.pdf)

There is continued support from IAF for the establishment of a global database of management systems certificates and now that ISO has cancelled the project, IAF will look at developing a business case.

5.3 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. 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.

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

5.4 EA General Assembly 20/21 Nov 2014

The General Assembly 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 UKAS MSCTAC 5 Dec 2014

There was discussion on the PAC paper on certification of small organisations. There was no support from customer representatives for a 'scheme' although there was support for a flexible approach. It was felt that it was more a question of working within the current rules and understanding what is possible. For example, a CB can be flexible in not performing an on site Stage 1 if it can be justified. It was also noted that there would be some merit in talking with CQA/IRCA about including something in assessor training courses to cover aspects of assessing small organisations.

UKAS raised a proposal for changing management systems schedules of accreditation. The plan is to produce a single schedule covering all management systems standards. There was general support but it was

emphasised that there would be a need for clients and customers to be able to easily identify for which standards a certification body is accredited. The other proposed change is to remove the list of countries and to just identify whether or not a CB is accredited to provide certification outside of the UK.

There was discussion on the issue of flexible scopes. It was noted that some large CB's effectively have flexible scopes as they have accreditation for everything but do not necessarily provide certification across the full breadth of every scope. UKAS raised the point that they have some difficulty in persuading CB's to apply for extensions to cover a full scope rather than just part of a scope. It was felt a published statement to encourage CB's to broaden their approach to extensions would assist.

## **6.0 UKAS**

### **6.1 UKAS update**

By January the Certification Section will be at budgeted establishment. UKAS does, however, continue to struggle to recruit Technical Assessors in some sectors.

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.

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.

### **6.2 Members' issues**

Bernard Anderson informed the Committee that the Highways Agency will be commencing work on updating its schemes when FDIS ISO 9001 is published. He has been nominated as a member of a group looking at what needs to be done. The aim is to complete the update by June/July 2015.

Keith Goddard sought the views of other Members regarding the UKAS approach to witnessed assessments and telephone interviews with assessors as BAB has been subject to both for the same scope, despite

60% of their assessors having been witnessed. Other Members' experience was that witnessing is based on scopes rather than number of assessors and that the normal procedure is witnessed assessment or telephone interview and not both.

#### **7.0 Any other business**

Bernard Anderson reported that the revision of PAS 43 has been out for public review which has recently closed. Publication is expected in March 2015.

#### **8.0 Date and venue of next meeting**

The next meeting will be on Wednesday 25 February at the Ascertiva Group, Dunstable.