



Association of British Certification Bodies

**Minutes of the Management Systems Sector Committee Meeting
held on Friday 13 July 2012 at The Ascertiva Group, Warwick House,
Houghton Regis, Dunstable, Bedfordshire, LU5 5ZX**

Members Present:

Mr Steve Russell	Ascertiva Group, Chairman
Ms Janet White	BSI
Mr Dylan Parsons	BSI
Mr Martin Gainey	National Measurement Office
Mr David Fenn	The British Assessment Bureau
Mr Bernard Anderson	Eagle Certification

In Attendance:

Mr Trevor Nash	Chief Executive
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1.0 Apologies for Absence

Apologies for absence had been received from Ian Knott and Norman Charters.

2.0 Minutes of the Meeting held on 24 April 2012

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 3.1 - IAF Decision Log

The Decision Log is still not available on the IAF website. There was a proposal to publish it on the members' only web site and if possible include a search function. Since accredited certification bodies are required to comply with IAF TC decisions the Committee considered that the Decision Log should be more widely available and Trevor Nash agreed to raise this with the TC.

Action: Trevor Nash

3.2 Ex Minute 3.2 - China

Trevor Nash reported that he had received an original language version of the Chinese regulation concerning certification in the

construction sector and had passed this to Steve Russell for translation. Steve Russell agreed to chase the translation.

Action: Steve Russell

3.3 Ex Minute 5.0 - DIS ISO/IEC 17021-2

Trevor Nash reported that the CD ballot had closed on 31 May, but that no information on the outcome and the comments was available. A new project for the development of ISO/IEC 17021-3 covering competence requirements for QMS certification has been agreed.

3.3 Ex Minute 7.3 - UKAS Technical Advisory Committee

Trevor Nash reported that the first meeting of this Committee was scheduled for 19 July and that he had been asked to chair the meeting. Samantha Hicks of the British Assessment Bureau would be representing ABCB at the meeting.

The main discussion point on the agenda was the UKAS approach to implementing the IAF informative document on market surveillance visits to certification bodies' clients. Members raised concerns regarding whether UKAS had sufficient resource to conduct such visits. There were also concerns about the competence of the assessors required to perform the visits. The general view of the Committee was that ABCB should not support the introduction of market surveillance visits as part of the normal surveillance activity.

3.4 Ex Minute 8.0 - OHSAS 18001 revision

ABCB's view as agreed at the last meeting was submitted to BSI and has been acknowledged. No further information is available.

4.0 Liaison Reports

4.1 SBAC/CBMC

Dylan Parsons provided an update on the aerospace scheme (copy attached).

4.2 JTISC

UKAS have confirmed that certification bodies can offer ISO 20000-1 certification within the TickITplus scheme straight away if they are already accredited for ISO 20000-1 certification and have TickITplus accreditation. There will be a need to demonstrate that sufficient time has been allocated for combined assessments in accordance with EA 7/05, which relates to combined and integrated assessments.

The TickITplus launch was held on the 26 April and was well attended with some positive feedback. Another similar event will be held if there is sufficient interest. Take up of TickITplus certification remains slow which is thought to be partially due to the long transition period. Sales of documentation and visits to the web site have increased and there is to be more of a focus on PR and marketing of the scheme.

4.3 DIQF

Dylan Parsons provided an update on DIQF (copy attached).

4.4 SES/1/1

ISO/TC 207 SC1 had met in Bangkok in June. The objectives of the meeting were confirmed as:

the revision should be based on the ISO/TMB approved requirements and guidance on the high level structure for management system standards,

the revision should consider the report of the ISO/TC 207 SC1 'Future challenges for EMS' study group and

the revision should ensure the maintenance and improvement of the basic principles of ISO 14001:2004, and also the retention and improvement of its existing requirements.

The timescale for the revision of ISO 14001 is 36 months with the new version due for publication in 2013.

4.5 CAS/1

ISO CASCO has agreed a new project to produce ISO/IEC 17023 covering audit time, despite a negative vote from the UK on the basis that this is already adequately covered by IAF MD 5.

5.0 Meetings

5.1 Non accredited certification bodies

David Fenn reported that the Joint Working Group had met on 30 May and that a representative from the Advertising Standards Authority gave a presentation on the activities of ASA and identified areas where action may be initiated against organisations making false claims, especially on websites. ASA also now cover 'twitter' and have a relationship with 'Google' where organisations are 'named and shamed' if they fail to take appropriate action when requested by ASA. It was agreed that David Fenn and Trevor Nash would review a number of non-accredited certification body websites to see if there are any claims that can be challenged.

It was noted that the BIS advice has changed from 'encouraging' accredited certification to 'recommending' it. The WG is also seeking to provide BIS with a statement regarding the use of accredited certification in purchasing decisions, that BIS can provide to other Government Departments. Martin Gainey commented that Government Departments are looking to centralise purchasing.

David Fenn had attended the TSI Conference and had the opportunity to speak with a representative from OFT. He also has an opportunity to present at Trading Standards network meetings. An article has been provided to CIPS for inclusion in their journal.

BSI has written to the ISO Certification Agency regarding their use of ISO in their company name and listing ten required actions along with the consequences of not taking appropriate action. However, to date, the ISO Certification Agency website has not changed.

As most accredited certification bodies do at some time issue non-accredited certificates it is proposed to amend the ABCB Code of Practice to state that Members will operate in accordance with the appropriate accreditation standards when issuing non-accredited certificates. The proposed change this will be put to the AGM.

5.2 UKAS PAC

The UKAS PAC met on 5 July. Paul Stennett reported on the changes at Executive Director level in UKAS. It is noted that the publicly available information does not give the full story. Recruitment of replacement Divisional Directors is complete apart from the formal announcement of the successful candidates. Paul Stennett mentioned that Jeff Ruddle and Lorraine Turner would continue to be involved in ABCB meetings over the next twelve months or so and then hand over to the new Divisional Directors. However, Jeff Ruddle will be retaining direct responsibility for the certification section for the foreseeable future.

The UKAS three year strategy is nearing completion and will be submitted to the members in time for consideration at the UKAS AGM in October.

UKAS has set up a hot desk arrangement in Farnborough as part of its disaster recovery plan.

UKAS will be writing to all accredited certification bodies regarding their activities in Iran and the need to ensure compliance with FCO requirements regarding EU sanctions.

UKAS is changing its customer agreement to take account of ISO/IEC 17011 and changes at EA, IAF and ILAC. A revision has been drafted and it is hoped a final draft will be circulated to PAC in about one month. Two of the changes are inclusion of the provision for UKAS to

subcontract visits to other national accreditation bodies and giving the agreement a finite life linked to the assessment cycle.

5.3 EFAC

Trevor Nash reported on the EFAC meeting which took place in Dublin on 28 June. The meeting mostly concentrated on EFAC finances and planning for the future. The end of year accounts were agreed and showed a deficit of £5,402 over the year which resulted in a negative balance of £3,859. Included in this were bad debts including invoices payable to ABCB for expenses for attending EACC meetings and accounting and registered office costs. The ABCB Management Committee has agreed to write off these debts.

The current balance in the bank is approximately €3,500 but it is not known which members have paid and which have not. It was agreed that the EFAC bank account should be transferred back from Bulgaria to the UK.

It was agreed that for the remainder of 2012 EFAC would seek volunteers to attend all meetings at their own cost to ensure a satisfactory financial position going into 2013.

Trevor Nash had visited CEOC in Brussels to discuss the position regarding the Belgian company. Further legal costs of approximately €1,000 plus costs of translating the Statutes (M & Arts) are expected. It was agreed to hold the establishment of the Belgian company in abeyance whilst the Chairmanship is in the UK. EFAC would, however, get a quote from the Belgian lawyers for the costs of completing the process. It was also agreed not to proceed with the agreement with CEOC at this stage.

Trevor Nash had contacted about 130 individual certification bodies in 15 European countries regarding associate membership of EFAC and received only two replies. The next step is to use accreditation body contacts to identify national associations where they exist.

5.4 IAF TC - 28 April – 1 May

The IAF Technical Committee met in Frankfurt on 30 April and 1 May.

The ISO/IEC 20000 Working Group is preparing a document including auditor competence and audit time for ISMS. The WG on ISMS scoping has not reached consensus and will be surveying the different approaches by accreditation bodies around the world. It was agreed that this WG should also produce a competence matrix for accreditation personnel.

The WG for greenhouse gasses aimed to finalise a Mandatory Document on the application of ISO/IEC17011 in GHG validation and

verification on application of ISO14065 for circulation to the TC for comment.

Work is continuing regarding extending the MLA for ISO 13485.

The TC Chair is to determine the actual stage of the document development process for the certification body performance indicator document. It will then be sent out for 30 day TC member and/or 60 day IAF member to also determine whether to retain or delete the informative annex.

The Task Force on the development of a document on the competence of accreditation body assessors has produced a document on the job analysis and validation report for Accreditation Body Assessors. It was suggested this should be publicly available on the IAF website.

A draft revision of GD3, cross frontier accreditation has been agreed by the Task Force for circulation to the TC for comment. There are some important changes which recognise that key activities are not necessarily performed at discrete locations and also that accreditation bodies have a responsibility to verify compliance of a certification body with all of the requirements of the accreditation standard not only those concerning key activities. It is considered that in many instances 'non-critical' locations may pose greater threats to credibility.

The document on the assessment of certification body competence has been agreed for circulation for ballot.

The revision of MD5 has been agreed to go to ballot.

The document on audit time for combined and integrated audits has been agreed for circulation for ballot.

A Working Group is looking at EMS scoping and will survey existing practice by accreditation bodies.

A transition document for ISO/IEC 27006 is being produced.

There was consensus of the IAF Technical Committee that when applying IAF MD1 and MD5 to determine audit time for multi-site organizations the recognized methodology is to first apply IAF MD1 to select sites and then IAF MD5 to determine the audit duration for each site.

The TC members felt that issues raised by UKAS, as posing a threat to impartiality, due to a lack of separation of consulting from certification, were based on anecdotal incidents and not supported by any factual evidence. The main issue was that of major international organisations marketing consultancy and certification under the same corporate

brand. The consensus of the IAF Technical Committee was that, since the concerns related to the separation of consultancy from certification were not established as factual, this concern should be forwarded to the WG on Enhancing the Performance of Accredited Management Systems Certification who may choose to collect further factual information.

There was consensus of the IAF Technical Committee to endorse a two year (from publication) transition for the implementation of all relevant newly published ISO/CASCO conformity assessment standards unless overridden by the need to produce a specific guidance document as agreed by the IAF TC.

There was discussion regarding the timely production of guidelines to accreditation standards to coincide with the publication of the standard. The consensus of the IAF Technical Committee was that this issue be passed on to the Communications and Marketing Committee (CMC) and the Users Advisory Committee (UAC) via the Executive Committee (EC) for consideration and action as a strategic issue and to provide direction to the TC.

There was consensus of the IAF Technical Committee to endorse the proposal that interpretations of IAF documents reached by local, national or regional groups should be confirmed by the relevant IAF Working Groups and Task Forces.

There was a request for a clarification regarding the scope information needed for certification documents addressing multiple sites. There was consensus that Clause 4.4.3 of IAF MD1 is applicable and allows for a single statement including all processes in the scope.

7.0 UKAS

7.1 UKAS Update

Trevor Nash reported that he had spoken to Jeff Ruddle who had stated that UKAS performance continues to improve but is still not where they would like it. They are concentrating on external areas such as visit planning and response times and internal issues are a second priority. Members stated that generally they had seen little tangible improvement in customer service over the last two years.

A new Assessment Manager, Cary Randall with a construction industry background has been recruited from BBA and is under training.

Although the last peer evaluation of UKAS was in 2006, it was overdue and the next visit will be in week beginning 26 November 2012 to get back on schedule. The peer evaluation team will want to witness UKAS assess two examples of product, management systems and personnel certification bodies. This means that UKAS will have little flexibility in

dates for these visits and have asked for certification bodies' cooperation.

A visitor from CNAB will be at UKAS from 17 September for three months and it is hoped he will be able to attend some meetings with ABCB. He has a product certification background.

7.2 ISO/IEC 17021:2011 Transition

Martin Gainey reported that NMO had an update visit in March and despite a positive recommendation had not received a revised schedule. Trevor Nash stated that at the previous day's Management Committee meeting AFNOR UK reported they had been assessed in November 2011 and recommended for accreditation to ISO/IEC 17021:2011 but had still not received their updated schedule. The programme for their re-accreditation assessment in May had still referred to the 2006 version of the standard. AFNOR had been informed that the reason for the delay was due to non-competition. BSI and NQA had received assessments at around the same time and been told that the delay was due to the need for UKAS to benchmark. Steve Russell stated the he had to continually chase UKAS to get NQA's new schedule.

7.3 Members' Issues

Martin Gainey reported that the NMO annual visit had been delayed from June to August and that UKAS are still using an external assessor who is a contractor of NMO for the provision of training. They had raised this with UKAS and been assured that UKAS did not consider this to be a risk to their impartiality. Steve Russell reported that that NQA had a witnessed assessment cancelled as the UKAS technical expert had worked for The Ascertiva Group. Members reported continued problems with arranging witnessed assessments.

David Fenn reported that The British Assessment Bureau had been required to submit a response to UKAS by a specified date, which they had done, and were then told it would not be looked at for a week.

Janet White reported that BSI had a new Assessment Manager who was very good at keeping them informed, but that there were still problems with extensions to scope being processed in a timely manner.

8.0 Any Other Business

There were no items of other business.

9.0 Date and Venue of Next Meeting

The next Meeting will be held at The British Assessment Bureau, West Malling, Kent on a date to be agreed. Trevor Nash agreed to contact Members regarding convenient dates for the Meeting.