



DRAFT

ABC B/ME/0727

CONFIDENTIAL

**Minutes of the ABC B Management Committee Meeting
held on 2 September 2014 at Ascertiva Group, Warwick House,
Houghton Hall Park, Houghton Regis,
Dunstable, Bedfordshire, LU5 5ZX**

Members present:

Mr Mike Lawson	Intertek – Chairman
Ms Carolyn Harris	AFNOR UK
Mr Alan Wells	Ascetiva Group

In attendance:

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

1.0 Apologies for absence

Apologies for absence were received from Bernard Anderson and Andrew Launn. The Chairman welcomed Rob Bettinson and Nigel Overton from UKAS.

2.0 Minutes of last meeting held on 9 May 2014

The minutes were agreed as a true record.

3.0 Matters arising not covered elsewhere in the agenda

3.1 Ex Minute 3.1 ABC B website

Trevor Nash reported that he had been working on the Members Only section of the website to ensure it was up to date and contained all of the relevant meeting minutes. Once this is complete he will contact Members to confirm their log in details and ask for suggestions on how the website can be further improved.

The contact page has prompted a number of contacts although these are mostly from organisations wanting to sell their services. There had, however, been one from a certification body that is currently seeking UKAS

accreditation. A representative from this organisation attended the Seminar and has indicated they will join the Association once they become accredited.

3.2 Ex Minute 8.2 ISO Certification Agency

Trevor Nash had obtained a copy of the cease and desist letter from the BSI Legal Department to the ISO Certification Agency regarding their use of the ISO name. He had forwarded this to the companies that were in dispute with ISO Certification Agency.

The companies that have been taken to the small claims court have been informed that ISO Certification Agency has been closed down and that their contracts have been cancelled. Whilst they no longer have to pay anything, they are seeking ways to recover what has already been paid. However, there is another company, International Certification Agency, with the same ownership, that continues to offer the free certification scheme.

The other area being pursued is that the companies were provided with guidance documentation under the name of Approved Suppliers Scheme. This documentation reproduces the full text of the various management systems standards which may be a breach of copyright.

3.0 ABCB AGM

As agreed at the AGM, it is necessary to co-opt a Member onto the Management Committee and it was agreed that Mike Lawson should approach Jeremy Hodge of BASEC.

Action: Mike Lawson

4.0 Meetings

4.1 EA General Assembly 27/28 May 2014

The renewal of existing agreements with all existing recognised stakeholders, including EFAC, is nearing completion. The 2-year validity period of the agreements is considered too short and the Executive Committee recommended extending the period to 5 years.

Andreas Steinhorst previously of the German accreditation body, Dakks has been appointed EA Executive Secretary and took up the position on 1 June 2014.

There was discussion about the EACC list of frequently asked questions and it was clarified that the answers are not binding on EA accreditation bodies, but are intended to communicate best practice. Trevor Nash had requested that the questions and answers be made available to accredited certification bodies so they can be aware of how accreditation bodies may be applying the requirements of the standards.

It was reported that the second ballot regarding the proposed revision of ISO/IEC 17011 had resulted in a positive vote. Only two EA members support the revision. DANAK support a limited revision, limited to key aspects listed by the ILAC, whilst UKAS, believe the standard is outdated requires a full revision. Despite the opposition of their national accreditation bodies a number of European countries voted in favour of the revision. Rob Bettinson is a member of CASCO WG 42 which has been established to handle the revision and has its first meeting in November. The CEOC delegate reported that CEOC had estimated the cost to be borne by customers as a result of the revision would be €6 billion.

4.2 UKAS PAC

10 July 2014

UKAS is looking at a staged approach to accreditation initially for imaging services. Rob Bettinson added that UKAS had investigated this with respect to very small NDT inspection bodies. Paul Stennett reported that he would arrange a meeting with Trevor Nash to discuss the possibility for accreditation of a staged approach to certification and that he was also hoping to re-engage with the Chartered Quality Institute over the coming months.

John Mortimer provided information on UKAS funding requests for the international and awareness programmes for 2014/15. He advised that the international budget has been agreed as requested at £353k for the year and that confirmation of the awareness budget was still awaited. Rob Bettinson reported that the awareness funding had now been agreed at £87k.

There was a report on the work of the Better Regulation Steering Group which is an external advisory group for the Better Regulation Executive. The BRE may be focusing more on alternatives now than in the past, which could be significant for UKAS.

Paul Stennett presented a paper on reputational risk to UKAS especially in relation to its increasing activity in the health sector. Some of the traditional areas of accreditation present high reputational risks, eg health and safety, air safety and forensics, but health brings the risk of greater press scrutiny. Press relations are therefore an important element of managing risk and UKAS works closely with its PR agency to ensure they fully understand accreditation.

Paul Stennett reported that the last UKAS Board meeting focused on its strategy in the health sector. Other issues discussed by the Board included review of health and safety policy, review of HR policy with introduction of pensions auto enrolment and flexible working and review of the latest management accounts.

Mike Lawson asked if PAC had considered the output from the discussion groups at the PAF meeting. Rob Bettinson responded that Malcolm Hynd is progressing this. Mike Lawson commented that there remains some confusion in Government between accreditation and certification. It was noted that in some areas, such as the health and education sectors, the term accreditation has been traditionally used in a way which would not now be acceptable.

5.0 Chief Executive's report

5.1 Membership

Trevor Nash reported that Certification Europe had resigned its membership. IT Deltapas, the Indonesian Certification body that had applied for membership had its accreditation with KAN (the Indonesian national accreditation body) withdrawn so no longer met the membership criteria. They had, therefore, been informed they could not join and had their subscription refunded. There was discussion regarding their motivation for applying, which could have been prompted by knowledge of the impending loss of accreditation. Trevor Nash suggested that it may be worth considering a revision of the membership rules to restrict overseas membership to certification bodies accredited by UKAS and other signatories to the EA MLA.

Action: Trevor Nash

5.2 Management accounts – July 2014

Trevor Nash presented the July management accounts and there were no significant issues. It was noted that there will be some significant expenditure on travel and meeting costs over the next few months due to attendance at EA and IAF meetings.

There were still a small number of subscriptions outstanding, which were being chased and invoicing of the turnover subscriptions will begin shortly.

The Seminar and Lunch had been well received. Trevor Nash reported that after all expenses there had been a loss of approximately £800. This was considered acceptable as the Seminar was free to Members, who only paid for lunch. He was, however, a little disappointed at the number of non members attending.

5.3 Bank account

The issues with the bank account have been resolved. Once another Director of the Association is appointed the bank will need to be notified and the individual required to take identification to a local branch.

6.0 UKAS

6.1 UKAS update

Nigel Overton reported that UKAS is still receiving a steady stream of applications which are predominately from overseas certification bodies, although there are also a few from UK certification bodies. The normal approach is for UKAS to suggest overseas certification bodies approach their national accreditation bodies as the preferred option. It was noted that, due to the recognition of the UKAS name and reputation, there are some European certification bodies that are considering relocating their head offices to the UK in order to obtain UKAS accreditation.

Staffing in the Certification Section had levelled off at 26. However, one Assessment Manager had recently resigned to move to academia but will remain as a Technical Assessor. Two Assessment Managers are being recruited and UKAS is attracting a high standard of applicants.

Rob Bettinson commented that use of the multiple UKAS management systems symbols ceased on 1 September and accredited certification bodies and their clients were now required to use the generic symbol.

Kevin Belson has been appointed as vice Chairman of EACC and is also project manager of an EU funded project on the accreditation of notified bodies.

Preparatory work is continuing on the ISO 9001 and ISO 14001 transitions and a Working Group has been set up. UKAS is also liaising with HS/1 regarding ISO 45001 (health and safety management systems), which is due for publication in 2016.

The draft revision of the UKAS customer agreement has been circulated for comment. There are still one or two minor issues requiring resolution with the UKAS solicitors.

The Bulgarian national accreditation body has been suspended from the EA MLA for six months.

6.2 Transitions

There are 111 UKAS accredited product certification bodies, of which approximately 10% have completed the ISO/IEC 17065 transition and 50% have yet to have a transition assessment visit.

There are 26 UKAS accredited personnel certification bodies of which 4 have completed the ISO/IEC 17024:2012 transition and approximately 50% have yet to have a transition assessment visit booked.

ISO/IEC TS 22003 (food safety management system accreditation) was published in December 2013 with a three year transition period. Transition guidance is contained in IAF ID 8 and UKAS has published its transition policy.

The transition for ISO 27001 (ISMS) ends in October 2015, however, all new certificates must be to the new standard from October 2014. There are 25 UKAS accredited ISMS certification bodies of which 18 have completed the transition. The remaining seven, which are mostly overseas, will be unable to issue new accredited ISO 27001 certificates if they have not completed the transition by October 2014.

Five certification bodies have completed the transition for TickIT Plus. There are five others but two have already resigned from TickIT accreditation. The remainder need to complete the transition by December 2015.

UKAS is monitoring the revision of ISO/IEC 17021 which is due for publication in mid 2015. Transition arrangements have not yet been discussed at IAF.

6.3 Other UKAS matters

In response to customer feedback, UKAS will be implementing a new telephone system which will enable customers to contact UKAS staff anywhere, for example via their mobile or laptop, through a single number. Staff will be keeping their existing numbers.

Carolyn Harris reported that AFNOR UK had positive experience with new Assessment Managers, one of whom had been a temporary assignment and the other permanent.

Mike Lawson asked whether the issues raised by Bernard Anderson in relation to the PAS 43 scheme had been resolved. Rob Bettinson responded that the complaints had been investigated and Bernard Anderson had been informed of the outcome. A UKAS meeting with SURVIVE had taken place as planned and was productive. SURVIVE want market surveillance visits and more witnessed assessments but this will increase costs for certification bodies which will be presumable be passed onto their clients.

7.0 ISO global directory of organisations certified to MS standards

Trevor Nash reported that the project to establish the global directory was being closed down by ISO due to the withdrawal of support from IIOC and IQNet.

8.0 Any other business

8.1 EFAC

Carolyn Harris suggested that the ABCB website should more actively promote EFAC. This raised the question of the benefit of ABCB participating in EFAC. Trevor Nash reported that it was becoming increasingly difficult to engender enthusiasm from the EFAC members and that it only continued due to the interest of three or four of the founding members. It was agreed include ABCB's continued membership of EFAC on the agenda for the next meeting.

Action: Trevor Nash

8.2 IAF

Trevor Nash reported that he had been nominated for the position of Director representing conformity assessment body associations. As there were two nominations, the other being from IIOC, there was a ballot which would close on 11 September.

10.0 Date of next meeting

The next meeting is Thursday 4 December at BSI, Milton Keynes.