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ABCB/ME/734

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**Minutes of the ABCB Management Committee Meeting
held on 24 February 2015 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
Dr Jeremy Hodge	BASEC
Mr Alan Wells	Ascertiva Group

In attendance:

Mr Trevor Nash	Chief Executive
Mr Rob Bettinson	UKAS
Mr Matt Gantley	Ascertiva Group

1.0 Apologies for absence

The Chairman commenced by commenting on the sad news of the death of Bernard Anderson. Bernard had been involved in ABCB for over 20 years and had always been an active member of the Association. He will be greatly missed and the Committee sends its condolences to his family. Trevor Nash stated that he had spoken with Bernard's wife and was attempting to find some assistance to ensure that she could keep the business running through this difficult period.

The Chairman welcomed Rob Bettinson to the meeting. Apologies had been received from Andrew Launn and Nigel Overton. Alan Wells stated that this would be his last Management Committee meeting and that Matt Gantley would be replacing him and was, therefore, attending this meeting.

2.0 Minutes of last meeting held on 4 December 2014

The minutes were agreed as a true record.

3.0 Matters arising not covered elsewhere in the agenda

There were two actions from the previous meeting. One relates to a change in the Rules which will be considered at the AGM. The other relates to EFAC and there has not been an EFAC meeting since the last Management Committee.

4.0 Meetings

4.1 EACC 3/4 March 2015

Trevor Nash will be attending this meeting on behalf of EFAC. In addition to the normal business there will be a discussion on the high level structure of conformity assessment standards.

There is an item on the Agenda, raised by UKAS, following a question raised at the Management Systems Certification Technical Advisory Committee, regarding whether accredited certification bodies can issue non-accredited certificates in scopes for which they hold accreditation.

4.2 UKAS PAF 10 March 2015

Trevor Nash and Mike Lawson will be attending. The format of the PAF meeting has changed and there is not a separate discussion session on the Agenda. There will be a number of short presentations, followed by facilitated discussion using the BIS Meeting Sphere technology that allows participants to provide comments in real time via laptops that will be provided for each table. There will be the normal presentations from the PAF/PAC Chair, Jeff Ruddle and Paul Stennett plus a presentation on Financial Services, Standards and Regulation by Michael Mainelli, who is a UKAS Director. Trevor Nash will be attending the PAC meeting that follows the PAF meeting.

4.3 IAF 9 – 16 April 2015

Trevor Nash will be attending the IAF meetings in Frankfurt. As part of the Technical Committee meeting there will be a training session, primarily aimed at accreditation bodies, covering the revisions to ISO 9001, ISO 14001 and ISO/IEC 17021.

4.4 EA General Assembly 28/29 May 2015

Trevor Nash will be attending the EA GA on behalf of EFAC. No papers for the meeting are currently available.

5.0 Chief Executive's report

5.1 Management accounts – January 2015

Trevor Nash presented the January management accounts and an end of year forecast. Income is on target and expenditure is under control. The

forecast end of year loss is approximately £6200 compared to a budgeted loss of £8500.

5.2 2015/2016 Budget

Before discussion on the 2015/2016 budget, Mike Lawson announced that Intertek was resigning its membership of the Association from 1 April. This would mean that he would be stepping down from the position of Chairman at the end of March. TuV are, however, rejoining in 2015/2016. Trevor Nash stated that these changes had been taken into account in the preparation of the budget.

The budget includes a 2% increase in subscriptions. There has been no increase in subscriptions since 2008/2009 and in the intervening period there has been a substantial reduction in subscription rates. It was agreed at a previous meeting that although there is a need to reduce the balance some increase in fees would be necessary to prevent a substantial increase once the desired position on the balance has been reached. A 2% subscription increase over each of the next five years should achieve this.

Mike Lawson commented that there was no increase in salary for the Chief Executive. It was the salary should be increased by an amount equivalent to the employment allowance of £2000 if that is applicable in 2015/2016. If not the increase should be 2%.

The budget was agreed.

7.0 UKAS

7.1 UKAS update

Staffing in the Certification Section is at budgeted establishment except that one Assessment Manager has left and is being replaced.

Rob Bettinson provided a report on the ISO/IEC 17024 and ISO/IEC 17065 transitions. There are 24 UKAS accredited personnel certification bodies of which 15 have completed the transition. Five others have been assessed and a further three assessments are booked. The deadline is 1 July.

There are 109 UKAS accredited product certification bodies. 89 of these have been assessed and 38 of those have completed the transition. 15 further assessments are booked. The deadline is 1 September.

UKAS is also working on the transition of inspection bodies to ISO/IEC 17020:2012 which is due for completion at the end of February. Only three of 309 accredited inspection bodies still have to complete the transition.

A meeting had been held with certification body associations, including ABCB, to discuss UKAS arrangements for the transition for ISO 9001:2015. UKAS would be sending a letter outlining the arrangements to management

systems certification bodies in the next few days. It is planned that transition assessments will take place at scheduled surveillance or re-accreditation visits, but additional visits can be arranged on request, at additional cost, subject to the availability of resource. Assessments will begin at the FDIS stage but accredited certification to ISO 9001:2015 cannot be issued until the standard is published. In addition to the head office assessment there will be at least one witnessed assessment. UKAS plans to circulate an on-line survey of certification bodies in March to ascertain their requirements regarding the timing of their transition assessment. UKAS will conduct ISO 9001:2015 training of its staff and subcontract assessors in May.

UKAS also has to plan the ISO 17021:2015 transition which will commence later in the year. The standard is now at the FDIS stage. It was originally planned to go straight to publication following the second DIS and although ISO procedures would have allowed this IEC procedures require an FDIS.

Rob Bettinson reported that the second meeting of the Working Group revising ISO/IEC 17011 had met earlier in the month. The next meeting is in May following which a Committee Draft should be circulated.

UKAS is working on a revision of its satisfaction survey and Rob Bettinson asked members to provide any comments or feed back to Jackie Burton. UAKS has been receiving numerous complaints regarding use of the UKAS symbol by certified organisations. These are mainly laboratories that are ISO 9001 certified, but not accredited, using the symbol on test reports. There have also been some similar complaints regarding ISO 9001 certified calibration laboratories.

The new UKAS telephone system was rolled out to office staff at the end of January. There are no handsets and calls are routed through laptops ear pieces. With the new system UKAS staff can be contacted wherever they are and calls can be diverted to mobiles. There were a few teething problems and these have now been resolved. All calls will be automatically recorded.

UKAS had circulated an email to its customers regarding some changes to how it manages the more complex customers. The aim is to provide complex customers with a single contact point for all of their dealings with UKAS. It is planned to start implementation in the late summer and to complete implementation over one to two years.

Rob Bettinson reported that UKAS had considered the comments submitted on the draft revised customer agreement and that the majority had been accepted. The biggest issue had been that of accredited organisations providing services, outside of their accredited scope, which they refer to as accreditation. It was originally intended that this should not be allowed but it is now being restricted to not allowing it where these organisations use the term accreditation within the meaning of Regulation EC 765.

7.2 Other UKAS matters

Carolyn Harris commented that UKAS had circulated notice of its fee increase for 2015/2016 and sought an assurance that these were not related to the plan to bring forward the strategic objectives. Rob Bettinson replied that finances for the strategic objectives had already been allocated and that the issue had been raised at the previous year's PAF meeting where it was agreed that acceleration of the strategic plan should not result in additional charges to customers. The fee increases are approximately 2%.

Matt Gantley raised the issue of travel costs, especially business class air travel. Rob Bettinson replied that business class travel is only for intercontinental flights and that all other flights are economy. Carolyn Harris commented that the flat rate travel and subsistence cost of £193 per day was high. Rob Bettinson replied that this is an accurate reflection of UKAS travel costs evened out across the board. It was accepted that in the beginning there would be some winners and losers but that over time it would even out.

8.0 Any other business

Trevor Nash raised the question of what action to take to replace Bernard Anderson and Mike Lawson as directors of the Association. It was agreed that this should be left until the AGM.

9.0 Date of next meeting

The next meeting is on Thursday 4 June at AFNOR UK.