Association of British Certification Bodies

**Minutes of the Management Systems Sector Committee Meeting
held on Wednesday 24 September 2014 at Ascertiva Group, Warwick House,
Houghton Hall Park, Houghton Regis, Dunstable, Bedfordshire, LU5 5ZX**

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 Lampadarious	BASEC
Mr Wayne Thomas	SIRA
Ms Helen Taft	SIRA
Mr Keith Renouf	Certification International

In Attendance:

Mr Trevor Nash	Chief Executive

1.0   Apologies for absence

Apologies have been received from Elaine and Steve Monaghan (The Audit People) and from Carolyn Harris (AFNOR UK).

2.0   Minutes of the meeting held on 6 May 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 4.2 DIQF

Janet White confirmed that she had provided the report of the DIQF meeting.

4.0   Liaison reports

4.1   SBAC/CBMC

AS 9101E has been released and all AS 9100 series assessors are required to complete the IAQG training module in its use with revised PEAR documents. The cut off date for completion of the training is 1 July 2015 and clients need to be advised in advance of an assessment using the revised process. The International Aerospace Quality Group

(IAQG) Other Party Management Team (OPMT) has announced that it now has the electronic forms, aerospace auditor training and systems in place for certification body auditors to begin using the revised AS9101E/9101:2014 Quality Management Systems Audit Requirements for Aviation, Space, and Defense Organizations standard.

UKAS has reported that there has been a vast improvement in the OASIS upload report this year.

UKAS has reported that some certification bodies have issued certificates for AS 9120 with incorrect scopes of registration and it will be using the OASIS database feedback system to notify the certification bodies of the need for corrective action.

ISOQAR have withdrawn from the UK ASCS scheme.

The OASIS database is in need of being updated to meet the changing needs of stakeholders, including improved functionality and IAQG has embarked on a project to develop a new database. The requirement specification has been approved and the project is now in the bid phase. It is anticipated that the revised database will be established by July 2016.

EAQG (European Aerospace Quality Group) membership is currently seven national CBMCs however the group are developing Country Groups in Sweden, Israel and Russia.

As of 7 March 2014, all IAQG OPMT sanctioned Aerospace Auditor Transition Training (AATT) 9100, 9110, and 9120 classes and examinations were temporarily suspended due to the pending release of the AS9101E/9104 standard.

4.2   DIQF

Andrew Launn had attended a DIQF meeting on 18 September but a report is not yet available.

4.3   JTISC

The meetings that were scheduled for April, June and September were all cancelled. The next meeting is scheduled for 15 December.

The RAP – Requirements for Assessors and Practitioners is in the process of being updated

The transition deadline for TickITPlus is the end of November 2014. Organisations that have not successfully transitioned will no longer be certified under the TickIT Scheme but will be entitled to ISO 9001:2008 certification.

4.4   QS/1 – revision of ISO 9001

There was nothing to report other than to note that DIS ISO 9001:2015 was out for comment and ballot. Members were encouraged to submit their comments to BSI.

4.5   SES/1/1 – revision of ISO 14001

There was nothing to report other than to note that DIS ISO 14001:2015 was out for comment and ballot. Members were encouraged to submit their comments to BSI.

4.6   CAS/1 – revision of ISO/IEC 17021 and 17011

The second DIS 17021 has been circulated for comment and the deadline for comments is the end of November. Steve Russell reported that there had been a large number of comments on the first DIS but that it was not expected there would be any significant changes to the core requirements. It is possible that there will be no FDIS and that the standard will go to publication after this round of comments. Members should forward any comments to Trevor Nash by 25 November.

Action: Members

The next meeting of CASCO WG 21 is in January when the comments will be reviewed.

Trevor Nash reported that the proposal for the revision of ISO/IEC 17011 had been out for a re-ballot and had, on this occasion, received a positive vote. The EA accreditation bodies continue to oppose this revision with only UKAS and DANAK being in favour. Nevertheless, some European national standards bodies voted in favour despite opposition from their national accreditation bodies. Some stakeholder associations such as CEOC and Eurolab were also opposed to the revision and at the EA General Assembly the CEOC representative had reported that CEOC estimated the financial impact of the revision at €6 billion. The first meeting of the WG is in November and Rob Bettinson from UKAS is a member.

5.0   Meetings

5.1   UKAS PAC

UKAS is looking at a staged approach to accreditation, for small organisations, initially for imaging services and in the longer term how this could be applied in other areas. There is also some discussion about whether UKAS could accredit a staged approach to certification for small organisations.

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 on alternatives to regulation more 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. However, it was noted that some of the traditional areas of accreditation also present high reputational risks, eg health and safety, air safety and forensics, but health brings the risk of greater press scrutiny.

5.2   EAGA

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.

5.3   EACC

Trevor Nash had circulated the questions concerning management systems, along with the draft answers, that would be discussed at the EACC meeting. Members had no comments.

5.4   IAF TC

The transition period for the implementation of ISO/IEC 17021 will be on the agenda of the forthcoming IAF Technical Committee meeting and Trevor Nash asked Members' views. It was agreed that a three year transition period would be appropriate.

Janet White raised concerns regarding the availability of sufficient UKAS resource and the risk of a rush at the end of the transition period. It was suggested that the transition arrangements should encourage early training of accreditation body assessors.

Trevor Nash asked Members' opinions on three discussion papers that were on the agenda of the IAF Technical Committee:

- Members agreed that where a service organization has contracts that require its personnel to be present at its customers' premises, for example, cleaning, security, these should not be classed as

temporary sites and should not be subject to sampling in accordance with MD 1,

- Members agreed that where a member of an audit team is allocated a task to audit a process and does not have the competence for that process, it should result in a non-conformity with ISO/IEC 17021 and

- Members did not believe it possible to provide a standard definition of the term 'malpractice' that would result in suspension or withdrawal of accreditation as sanctions should be included in the accreditation body's terms and conditions and would need to take account of local laws and other local conditions.

6.0   Draft IAF Documents

6.1   Revision of IAF MD 5

The draft revision of IAF MD 5 had been circulated for comment with a deadline for submission of comments of 28 September. Comments would be reviewed at the forthcoming IAF meeting, following which the draft revision will be circulated for ballot.

6.2   Transition Planning Guidance for ISO 9001:2015

The draft Informative Document for the ISO 9001:2015 transition has been circulated for ballot with a deadline of 2 October. Assuming there is a positive vote, any final comments will be reviewed at the IAF meeting, following which the document will proceed to publication.

6.3   Transition Planning Guidance for ISO 14001:2015

The draft Informative document for the ISO 14001:2015 transition has been circulated for comment. It is closely following the format of the ISO 9001:2015 document and should be circulated for ballot following the IAF meeting.

7.0   UKAS

7.1   UKAS update

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. 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, but will remain as a Technical Assessor. Two Assessment Managers are being recruited.

Use of the multiple UKAS management systems symbols ceased on 1 September and accredited certification bodies and their clients are 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 90001 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 form the EA MLA for six months.

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 UAKS 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 2014.

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.

UKAS has signed the EA MLA for ISO 14065.

Items discussed at the UKAS Management Systems Certification Technical Advisory Committee included:

- whether all certificates issued by accredited certification bodies should be accredited if they are within the accredited scope,

- a potential change to combine all management systems into one schedule of accreditation and

- removal of the list of countries, in which certificates have been issued, from schedules of accreditation.

7.2 Members' issues

Bernard Anderson reported that he had still not heard the outcome of the investigation into the complaints he had raised in connection with the PAS 43 scheme. Trevor Nash responded that, at the Management Committee meeting, Rob Bettinson had reported that the complaints had been investigated and that Bernard Anderson had been informed of the outcome.

Keith Goddard asked if any other Members had experienced telephone interviews of assessors in addition to witnessed assessments. Steve Russell replied that he had experienced this, but only for extensions of scope and not as part of a normal surveillance.

Keith Goddard also queried the requirement for an accredited certificate to be withdrawn if a client refuses a witnessed assessment. Trevor Nash confirmed that this is the case and that it is included in the draft IAF Mandatory Document on witnessing. Steve Russell reported that he had received conflicting information from Kevin Belson and Nigel Overton regarding the UKAS policy for sampling for witnessing in clusters.

8.0 ISO proposal for a global directory of MS certified organisations

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

Janet White reported that there was a new interpretation of Regulation EC 765, that EU based certification bodies cannot issue certification, accredited by a non European accreditation body, to clients in Europe.

9.0 Date and venue of next meeting

The next meeting will be on Thursday 11 December at BSI, Milton Keynes.