



*Association of British Certification Bodies*

**ABCB/ME/0707**

## **CONFIDENTIAL**

**Minutes of the ABCB Management Committee Meeting  
held on 25 January 2013 at Intertek, LSAS Building,  
Imperial Park, Randalls Way, Leatherhead, Surrey, KT22 7TS**

### **Members present:**

Mike Lawson	Intertek, Chairman
Bernard Anderson	Eagle Certification
Andrew Launn	BSI
Ian Knott	SIRA

### **In Attendance:**

Trevor Nash	Chief Executive
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### **1.0 Apologies for Absence**

Apologies have been received from Emma Clancy and Carolyn Harris. Jeff Ruddle and Lorraine Turner were also unable to attend.

### **2.0 Minutes of last meeting held on 30 October 2012**

The minutes were agreed as an accurate record. Bernard Anderson commented that the complaint referred to in Minute 3.1 had been taken up again by UKAS and had not been closed out.

### **3.0 Matters arising not covered elsewhere in the agenda**

#### **3.1 Ex Minute 3.3 ABCB Committee Representation**

Trevor Nash reported that a draft update of the committee representation list has been circulated to Members for comment/agreement.

#### **3.3 Ex Minute 6.1 Micro Generation Scheme**

Jeff Ruddle had informed Trevor Nash that this matter has been resolved.

## 4.0 Meetings

### 4.1 UKAS PAC – 8 November 2012

Lorraine Turner reported that the new UKAS customer agreement was almost ready to go out to customers. She proposed to arrange a meeting with major customer stakeholders, including ABCB, to explain the changes being made. Mike Lawson asked what the changes were and Trevor Nash replied that they were mainly to take account of changes to conformity assessment standards and to cover the situation of UKAS sub-contracting assessments under cross frontier arrangements.

Paul Stennett reported that there had not been a Board meeting since the last PAC and that the next meeting was planned for 13 November. The main items would include:

- The streamlining of finance data through the new IT system
- Report from the Chair of the pension trustees
- Strategy for the next 3 years
- Health and safety report
- Finance report

UKAS was currently 25% up on the number of assessment days carried out compared to the previous year. There is an element of catching up but there is at least 5% underlying growth in the business.

With the departure of Graham Talbot, UKAS would be looking to diversify its international representation by seeking representation on more specialist committees, rather than looking for Chair or Vice Chair positions.

BIS funding for the UKAS international programme has been agreed.

The following additions to the list of management system standards covered by UKAS accreditation were agreed:

- ISO 50001:2011 Energy management systems
- Private security management systems – this standard is intended for security services offered in complex environments (e.g. war zones) only and this will be made very clear in the standards and the accompanying certification information.
- EU Skills Gas safety competence management systems – this is a management system standard to enable larger organisations manage the competence of their gas operatives.

Paul Stennett reported on the strategy discussion at the UKAS AGM. The main issues being considered were the need to develop a more refined pricing strategy and a pathway into accreditation for small businesses. The proposal is that the first year of the plan should concentrate on consolidation given the exceptional growth encountered in recent years.

The next meeting is the Policy Advisory Forum on 5 March where Mike Lawson and Trevor Nash would be representing ABCB. Trevor Nash agreed to circulate a list of PAF members with the minutes.

## 4.2 EA General Assembly

IIOC and PEFC have been granted recognised stakeholder status.

The various transition periods for the new standards agreed by IAF were endorsed by EA.

Graham Talbot has now stood down from his position as EA Chairman. This has resulted in EA having to elect a new Chairman for an interim period of one year until the next three yearly elections are due to November 2013. Thomas Facklam of DAkkS – Germany was elected Chairman. This had a knock on effect to other positions and the following were also elected:

Multilateral Agreement Committee Chair:	Nicole Van Laethem BELAC Belgium
Horizontal Harmonisation Committee Chair:	Ignacio Pina ENAC Spain
Additional Executive Committee Members:	Lucyna Olborska PCA Poland
	Peter Kronvall SWEDAC Sweden

## 4.3 UKAS MSCTAC

A detailed discussion took place regarding audit report content and there was general agreement on the level of information to be included as well as a perceived general improvement in the standard of reporting in recent years. It was noted that the EA Certification committee is to submit a proposal for audit report content CASCO WG 21 for the review of ISO/IEC 17021.

There was discussion regarding certification bodies providing clients with generic guidance documentation. The IAF Technical Committee had agreed that this should not be considered consultancy provided the information is in the public domain, generic and does not provide specific solutions. The overall feeling of the Committee was, however, that this is too close to consultancy. There was a strong feeling by the Committee that the provision of sample/generic manuals is a poor practice that should be discouraged.

It was agreed that there needs to be a review of procedure for including geographical information on accreditation schedules as it is not clear what it means and who it is aimed at.

The application of Flexible scopes in the accreditation of management systems certification was discussed. UKAS adopts a flexible scopes approach in other areas of accreditation and has a document LAB39 covering flexible scopes in laboratory accreditation which is being revised to cover accreditation of all conformity assessment activities. It was agreed that there is a need apply flexible scopes to management systems certification to make scope extension applications more efficient.

## **5.0 Chief Executives Report**

### **5.1 Management Accounts – December 2012**

Trevor Nash presented the management accounts for December 2012. There were no particular issues although he pointed out that there would be significant expenditure of approximately £6k on the IAF and EFAC subscriptions in the final quarter. It was also noted that travel costs were ahead of budget, largely due to ABCB having to fund Trevor Nash's attendance at EA meetings on behalf of EFAC.

### **5.2 2013/2014 Budget**

Trevor Nash presented the draft 2013/2014 budget, document ABCB/ME/0706. He explained that the budget had been developed taking account of the Management Committee's decision on 3 April 2012 to progressively reduce the Association's reserves over the next few years. The budget was based on the current level of membership with no increase in subscriptions and a 3% increase in the Chief Executive's salary. The budget was agreed.

## **6.0 UKAS**

### **6.1 UKAS Customer Service**

Jeff Ruddle had provided Trevor Nash with an update on UKAS resourcing. Three new Assessment Managers will be joining UKAS in the next three months; one for EMS, one for QMS (service industries) and one for product certification in agriculture sector. This will bring the establishment up to 23, including those with supervisory responsibilities, and will represent 19 full time equivalents.

UKAS has also employed Lisa McKay who will be responsible for projects in the Certification Section.

UKAS is currently focusing on catching up with witnessed assessments. Trevor Nash noted that this was apparent from the recent Management Systems Sector Committee Meeting where a number of Members had noted that UKAS was arranging 2012 witnessed assessments in the first quarter of 2013. Jeff Ruddle had commented that witnessed assessments for the larger certification bodies tended to be up to date, but that they were overdue visits for smaller organisations.

### **6.2 ISO/IEC 17021:2011 Transition**

As of 24 January 86 out of 93 management systems certification bodies had successfully completed the transition. Of the remaining seven, five were expected to complete by the deadline. There is one that is unlikely to complete and one borderline case where the certification body may complete but possibly with a reduced scope.

Post Meeting Note: All 93 accredited management systems certification bodies completed the transition by 31 January.

UKAS had blocked out the diaries of all five decision makers for the last two weeks of January so they could concentrate on the transition. Although only a small number still have to complete the transition, decision makers diaries will continue to be blocked out so that they can address the backlog on decisions.

#### 6.3 ISO/IEC 17024:2011 transition

Kevin Belson has written to accredited personnel certification bodies regarding the ISO/IEC 17024:2012 transition. The deadline for the transition is 1 July 2015. Trevor Nash did not receive a copy of this letter and was unable to provide timescales, other than that UKAS will be in a position to start assessing to the revised standard from June 2013. The general procedure will follow that described below for ISO/IEC 17065.

#### 6.4 ISO/IEC 17065:2012 transition

Kevin Belson had written to UKAS accredited product certification bodies on 14 January regarding the ISO/IEC 17065 transition. The deadline for the transition is 1 September 2015. UKAS will be in a position to assess to the new standard from August 2013. From September 2013 to June 2014 certification bodies can opt to have their transition assessment or to defer this until their next scheduled assessment. Should a certification body opt to defer UKAS will, for information only, identify where they do not comply with ISO/IEC 17065. From 1 July 2014 all assessments will be to ISO/IEC 17065. Applications for extensions to scope to EN 45011 will not be accepted after 30 November 2013. Shortly before their transition assessment certification bodies will be asked to submit a gap analysis.

Members were pleased that UKAS had taken note of ABCB's suggestion that the provision of the gap analysis should be tied to the certification body's assessment programme, rather all being required at the same time as occurred with the ISO/IEC 17021 transition.

#### 6.5 Other UKAS Matters

Trevor Nash reported that Lorraine Turner had provided him with feedback on the EA peer evaluation of UKAS which took place at the end of November

2012. A total of four non-conformities had been raised and the overall outcome was very positive. Three of the non-conformities related to ISO 14065 (greenhouse gas verification) which is a new area of accreditation. The other related to UKAS not picking up, during an assessment, that one of its accredited inspection bodies, that is also certified to ISO 9001, was displaying the UKAS CB symbol alongside the ISO 9001 certification logo on its inspection reports.

Twelve concerns were raised relating to minor issues of not following procedures or not complying with ISO/IEC 17011. One of these related to overdue work, however, the peer evaluation team noted that the issues that had existed at the previous evaluation had been addressed and that there had been a significant improvement.

There was a concern that the process for clearing non-conformities for visits sub-contracted to overseas accreditation bodies varies and that the accredited body is not always aware of the process. The process will not necessarily always be the same but it is necessary for UKAS to clarify what the process will be in each instance.

UKAS has not yet been informed of the recommendation of the peer evaluation team but it would be difficult for it to be anything but positive. There is a need for the team to witness a UKAS assessment of a medical laboratory which may delay confirmation of UKAS's MLA status but the team leader is pushing for confirmation of UKAS's signatory status before the outstanding witness visit is performed.

Mike Lawson reported that the Regional Director of Intertek had written to Paul Stennett expressing concerns about UKAS customer service and that it had deteriorated. Andrew Launn stated that BSI shares these concerns and that BSI had an extension to scope outstanding since 2011. The main issues are with communication and decisions.

Bernard Anderson raised the question of the proposed MoD sector scheme. He considered that as all accredited certification bodies had been assessed to ISO/IEC 17021: 2011 there should be no need for the sector scheme if this assessment had been effective. The general view was that it was premature to launch the sector scheme without allowing time to see if the introduction of ISO/IEC 17021 had addressed the concerns raised by MoD.

## **7.0 Any Other Business**

### **7.1 The British Assessment Bureau**

Trevor Nash informed the Committee that it was necessary to review the position of the British Assessment Bureau's Membership. BAB had their UKAS accreditation suspended in April 2012 and in November 2012 BAB resigned their accreditation. Full Membership of ABCB is open to UK based UKAS accredited certification bodies and Associate Membership is open to UK based certification bodies actively seeking accreditation.

As BAB is no longer UKAS accredited the Committee agreed that BAB's Membership should be suspended. Mike Lawson commented that the ABCB Rules make no provision for how to deal with Members who lose their accreditation for whatever reason. It was agreed that the Rules should be revised to include a provision for this.

**Action: Trevor Nash**

Members commented on the statement on the BAB website that ABCB is supporting their case against UKAS. Whilst they were happy that Trevor Nash had provided assistance to BAB in their attempt to get their suspension lifted, they were not prepared for ABCB to be seen as supporting BAB's dispute with UKAS. It was agreed that BAB should be asked to remove this reference from their website.

**Action: Trevor Nash**

## 7.2 ABCB website

Trevor Nash informed the Committee that it would be necessary to change ABCB's website and email address in the next three months. The domain name abcb.org.uk had been registered in Tim Inman's name and only he could renew it. It is due for renewal in May and it will be necessary to move to one of the other registered domain names prior to the expiry of the current domain registration.

**Action : Trevor Nash**

## 8.0 Date and Venue of Next Meeting

The next Meeting is scheduled for Wednesday 17 April at Intertek, Leatherhead.