**Minutes of the Management Systems Sector Committee Meeting
held on Thursday 25 February 2015 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 Kostas Lampadarios	BASEC
Ms Helen Taft	SIRA
Mr Richard Colwell	BASEC

In Attendance:

Mr Trevor Nash	Chief Executive

1.0   Apologies for absence

The Chairman commenced by commenting on the sad news of the death of Bernard Anderson and paying tribute to his contribution to the work of ABCB over many years.

Apologies had been received from Wayne Thomas (SIRA), Max Linnemann (NMO) and Tanya Kuchukova (TuV). The Chairman welcomed Richard Colwell from BASEC who was attending his first meeting.

2.0   Minutes of the meeting held on 11 December 2014

With the exception that Kostas Lampadarios' name was spelled incorrectly, 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 4.1   UKAS – Aerospace

Trevor Nash reported that Members should have received an email from Tony Vernal of UKAS on 7 January regarding UKAS service delivery. Prior to this being circulated he had received a call from Jeff Ruddle explaining that one of the changes concerns how UKAS manages its 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.

3.2   Ex minute 5.2   Revision of IAF MD 5

ABCB had recorded a positive vote and the ballot resulted in a positive vote. As MD 5 takes account of ISO/IEC 17021:2015 its publication is being delayed until the standard is published.

4.0   Liaison reports

4.1   SBAC/CBMC

The A.3 9100 - aerospace industry specific training course is being run by TPT Training & Consultancy at the Orbit Business Centre, Merthyr Tydfil who are offering a 10% discount to candidates who book before 28 February.

The updated 9101E/9101:2014 training course and exam is now available in the UK. The IAQG AS9100 training has been mandated and sanctioned by the IAQG. All aerospace auditors must successfully complete this course to meet the foundation training requirement of AS9100. The cut off date for completion of assessor training is 1 July 2015.

4.2   DIQF

Janet White reported that there had not been a DIQF meeting since the last Committee meeting and that it would be meeting next week. The Third Party Certification Working Group would be holding a teleconference this week.

4.3   JTISC

The meeting scheduled for December was cancelled. A new draft version of the BPL (Base Process Library) has been circulated for review but other than that there is nothing to report.

DIS ISO 27006 Requirements for bodies providing audit and certification of information security management systems is out for comment and will be voted on at an international meeting on 20th April.

4.4   QS/1

ISO 9001:2015 is now at the FDIS stage and is expected to be published in September. There will be a three year transition period and guidance on the transition was published in IAF ID 9 in January.

4.5   SES/1/1

ISO 14001:2015 is still at the DIS stage. The ISO 14001:2015 international working group met in Tokyo in the first week of February to address the comments on the DIS and produce final text for the FDIS. Due to the number and nature of the comments received, the working group was not able to finish a final draft and will meet again in April in London to conclude its work. By speeding up the subsequent editing process, publication is expected to be September.

4.6   CAS/1

Steve Russell reported that there will now be an FDIS version of ISO/IEC 17021-1:2015 which will be circulated for a two month ballot on 5 March. It was originally intended to go from the second DIS directly to publication and although this is permitted by ISO procedures, there is an IEC requirement for there to be an FDIS.

Trevor Nash reported that the development of ISO/IEC17021-8 for security management systems has been approved. It was noted that the transition for ISO/IEC 17021-3 ends in May and Members experience is that it adds nothing to ISO/IEC 17021-1.

The Working Group revising ISO/IEC 17011 had met for the second time earlier in the month. The next meeting is in May following which a Committee Draft should be circulated. It is expected that a UK mirror committee will be established once the Committee Draft is available.

5.0   Meetings

5.1   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. Members thought that there is a requirement for all certificates to be accredited but cannot find it documented. It was noted that the requirement works in the aerospace and automotive sectors and considered issuing non-accredited certificates could be to avoid witnessed assessments.

5.2   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.

5.3   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.

5.4   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.

6.0   UKAS

6.1   UKAS update

Trevor Nash and Janet White had attended a meeting between UKAS and stakeholders regarding the ISO 9001:2015 transition. UKAS is planning to manage the transition based on the principles of IAF ID 9. Transition assessments will take place at scheduled surveillance or reassessment visits, however, additional visits can be requested but will be dependant on resource availability and will incur additional costs.

During the FDIS stage UKAS will be conducting internal training, updating its documentation and updating its systems to provide certification bodies the opportunity for early transition where required.

In summary the transition process will be:

- Review of the CB's gap analysis
- Head Office assessment
- Witness assessment

In addition to identifying the gaps in the CB's processes, the gap analysis is expected to cover client communications, training materials, implementation plan, readiness dates and any activities performed at the FDIS stage.

At least one witnessed assessment is required to demonstrate the CB's competence and processes to assess to the revised standard, especially the risk based approach and organisational context, plus audit planning and reporting. This should be a visit already in the

programme that is nominated as a transition assessment. If problems are found, additional witnessed assessments will be necessary. UKAS would prefer not to do witnessed assessments at the FDIS stage.

There are two proposals for issuing update accreditation and to ensure that the transition process is validated and uniform:

1) Complete the first decisions (to the end of 2015) in blocks
2) To run the first few as a pilot project, with all decisions at the end of the pilot.

It was emphasised by stakeholders that, whichever proposal is agreed, the period between assessment and decision should be as short as possible as clients will not want to wait for an ISO 9001:2015 certificate once they have been assessed.

As far as certification bodies are concerned:

- Training can start at the FDIS stage
- Any work done at the FDIS stage must be subject to validation once the standard is published
- Any new or reissued certificates to ISO 9001;2008 must have an expiry no later than three years after publication of ISO 9001:2015 (September 2018)
- ISO 9001:2008 certificates will cease to be valid after the end of the transition period
- Clients failing to complete the transition within three years will need to be treated as new clients.

UKAS is planning to communicate its transition arrangements to its accredited management systems certification bodies before the end of February. It will then be asking each certification body for its preferred timing for its transition assessment.

UKAS is liaising with Scheme Owners eg PAS 43, Highways Agency regarding its transition arrangements.

UKAS will conduct a combined Head Office assessment covering the transitions to both ISO 9001 and ISO 14001 if requested and is developing processes for this.

It was stressed by stakeholders that it is important there is a uniform approach between accreditation bodies, for example the acceptance that a single witnessed assessment is sufficient. The situation has already been complicated as ANAB has published its transition arrangements and there are significant differences between this and the UKAS arrangements. In particular ANAB will allow certification bodies to transition using the FDIS, based on a document review, without an office assessment. This will enable certification bodies to issue ISO 9001:2015 certification from the date of its

publication. ANAB will then confirm full implementation at the next scheduled Head Office assessment.

Janet White had contacted UKAS about taking a similar approach but UKAS will not consider this. IIOC is lobbying UKAS and it was agreed that ABCB should do the same. It is expected that EA member accreditation bodies will be pressed to follow the UKAS process at the forthcoming EACC meeting.

Trevor Nash reported on the update given to the Management Committee by UKAS the previous day:

- Transitions for ISO/IEC 17020, ISO/IEC 17024 and ISO/IEC 17065 are progressing well;

- UKAS is now beginning to plan its transition arrangements for ISO/IEC 17021-1:2015;

- UKAS is revising its customer satisfaction survey.

- UKAS has been receiving a number of complaints regarding use of the UKAS symbol by certified organisations. These are mainly laboratories that are ISO 9001 certified, but not accredited, using the UKAS symbol on test reports. There have also been some similar complaints regarding ISO 9001 certified calibration laboratories.

- The new UKAS telephone system was launched at the end of January. UKAS staff can be contacted wherever they are as calls can be diverted to mobiles. All calls will be automatically recorded.

- UKAS has accepted the majority of comments on the draft revised customer agreement. 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.

6.2   Members' issues

Keith Goddard raised an issue concerning the IAF MLA. BAB is expanding internationally and has encountered a problem with the acceptance of UKAS accredited certificates in Singapore. As SAC is only an MLA signatory for ISO 9001 it will not recognise UKAS accredited certificates for other management systems standards such as ISO 14001. Trevor Nash agreed to raise this at the IAF meetings in Frankfurt.

Action: Trevor Nash

7.0   Any other business

There were no items of other business.

8.0   Date and venue of next meeting

The next meeting will be on Thursday 21 May at BSI, Milton Keynes..