Association of British Certification Bodies

Minutes of the Management Systems Sector Committee Meeting
held on Friday 28 September 2012 at The Ascertiva Group, Warwick House,
Houghton Regis, Dunstable, Bedfordshire, LU5 5ZX

Members Present:

Mr Steve Russell	Ascertiva Group, Chairman
Ms Janet White	BSI
Mr Martin Gainey	National Measurement Office
Mr Ian Knott	SIRA
Mr Norman Charters	Certification International

In Attendance:

Mr Trevor Nash	Chief Executive

1.0   Apologies for Absence

Apologies for absence had been received David Fenn and Bernard Anderson.

2.0   Minutes of the Meeting held on 13 July 2012

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 3.1   - IAF Decision Log

The IAF Decision Log is now available on the IAF website and can be accessed via the following link:
http://www.compad.com.au/cms/iafnu/workstation/upFiles/IAFTCDecisionlog201104R1.doc

3.2   Ex Minute 3.2   - China

Steve Russell reported that he has now found someone to translate this document.

Action: Steve Russell

4.0   Liaison Reports

4.1   SBAC/CBMC

IRCA will withdraw as the auditor authentication body for all re-authentications from 1 November 2012. Any new applications have been turned away since 17 August. The new AAB is still to be announced formally but it was revealed at the CBMC that it would be APM Group. Members commented that the move to APM Group will increase costs.

All current IRCA certificate Aerospace auditors (on the OASIS database) have been reviewed and significant issues relating to missing information, qualifications and experience were revealed. Any affected auditors will be written to by IRCA from October 2012, the objective being to obtain necessary information in order to complete the review. If this is unsuccessful then the certification body will be required to provide the information. Members commented that contacting individual certification bodies would not necessarily work as many aerospace auditors work for a number of certification bodies. No details are available regarding whether auditors will lose certification, which is not the aim, but it is a possibility.

All certification bodies are expected to complete the AS9100 rev C (2009 revision) transition by 31st December 2012 deadline.

The EN9104-001 transition is underway with UKAS fixing head office visit dates as part of an extension to scope. It was noted that this is a change to the process as UKAS was originally planning for the transition to be based on a document review, but now an office visit is required. There were concerns that some certification bodies may have difficulty meeting the 13 July 2013 deadline as office visits need to be completed by the end of 2012 and UKAS only has two aerospace assessors.

4.2   DIQF

The Counterfeit Awareness Working Group (CAWG) held a meeting in July to review their progress as a group and the effectiveness of the Awareness Event held in June. The Group also developed a Programme of Work, including:

o   Development of a narrative contract clause to manage the threat of fraudulent / counterfeit materiel in the supply chain,

o   A communication plan to address who / what / how information is distributed. Including presenting at other event and non-specialist areas,

o   Training
o   Working with others, including USA departments and other UK Government Agencies.

Work is on-going work on the proposal for an MoD sector scheme. Comments on Consultation paper 01-12C have been dispositioned and will be circulated for comment.

4.3   JTISC

The constitution of the JTISC committee and its Working Groups is under to review in order to align them with other BSI committees

A further TickITplus awareness event is planned with the location probably being Milton Keynes

Some increased marketing and PR by ITG is starting to show some positive results in terms of increased interest in the TickITplus scheme but more funding is required. The three accredited Certification Bodies have reported a gradual uptake of the scheme with some interest from new customers. There have been enquiries from the French international standards body, and feedback from Sweden is positive.

The possibility of providing additional assistance on assessment durations in the form of worked examples is to be investigated.

UKAS has assessed a number of Certification Bodies and some findings have been raised.

The syllabus for the capability course is nearing completion.

The next version of the BPL is progressing with ISO 27001 mapping expected by the end of the year. The WORD version of the BPL is now available in CD format.

The Use of Logo regulations are to be published.

4.4   SES/1/1

There was no report on SES/1/1.

4.5   CAS/1

The review of ISO/IEC 17021 will commence in November.

 ISO/IEC TS 17021-2 Conformity assessment — Requirements for bodies providing audit and certification of management systems Part 2: Competence requirements for auditing and certification of environmental management systems, was published in August.

A Draft for Public Comment of ISO/IEC TS 17021-3 Conformity assessment — Requirements for bodies providing audit and certification of management systems Part 2: Competence requirements for auditing and certification of quality management systems, is available.

A further, similar, document ISO 22003 is being developed for competence requirements for auditing and certification of food quality management systems. There are proposals for further parts of ISO/IEC 17021 for competence requirements for event sustainability auditing and certification and for asset management auditing certification.

Members expressed concerns at the proliferation of these competence standards especially as there seemed to be little justification for their need. Steve Russell questioned whether there would be a need for further re-qualification of individuals in accordance with these standards as they were published.

A working draft of the standard for audit duration is available. It is a generic document which lists factors that should be taken into account in determining audit duration but does not provide a framework for calculating audit man days. Members questioned the need for this especially as IAF MD 5 and other scheme documents specify detailed requirements for audit duration. The Committee agreed that if there is a need for any guidance on audit duration it should be considered as part of the review of ISO/IEC 17021 and not published as a separate standard.

5.0   Meetings

5.1   EA Certification Committee

At the next EA General Assembly there will be an election for the post of Chair to replace Graham Talbot who is retiring one year early. One nomination for Thomas Facklam has been received so he will take over and a full election will take place next year. He is currently Chair of the MAC and the deputy Chair will take over until next year. It is also necessary to find a new Chair for the HHC and Ignacio Pina of ENAC will take over until next year.

The ETSI scheme for electronic signatures is seen as an extension to ISO 27001 certification.

It will be necessary for certification bodies to apply for a separate (to ISO 9001) accreditation for ISO 15224 Health care services. Quality management system requirements based on ISO 9001:2008.

The new contract with GFSI and accreditation bodies requires accreditation bodies to disclose confidential information on the Certification Bodies eg non-conformities, assessment reports to GFSI.

EA does not consult with stakeholders on sector schemes as it is considered unacceptable for them to comment on schemes run by other certification bodies. However, once it is endorsed as an EA sector scheme it is opened up to other certification bodies to seek accreditation.

There is debate about the acceptability of the EOQ scheme as a sector scheme centred around whether the scheme is compliant with ISO/IEC 17024. The latest version is to go out to voting members for ballot.

There is a draft document on witnessing of assessments which will be circulated for comment for two months. The initial reaction accreditation bodies is that it is too prescriptive and needs to be more process oriented.

Proposals for the text of a document on harmonisation of OHSAS 18001 accreditation have been circulated to the TF for comment.

A small Working Group of 2 people is looking at the content of assessment reports. There is some concern that the recently published ISO/IEC TS 17022 does not, apparently, address this sufficiently.

5.2   EFAC – 26 September

There continue to be concerns regarding the EFAC finances but now that EFAC members are covering their own costs for attending meetings, there should be a positive balance at the end of the year. It is important that new members are recruited or it may be necessary to increase membership fees. A number of initiatives to identify and approach potential new members were agreed.

Although it has been agreed not to proceed with the establishment of a Belgian company opportunities to cooperate with CEOC in areas of common interest will be pursued.

Steve Russell agreed to being nominated as an EFAC representative on CASCO WG 21.

Action: Trevor Nash

5.3   IAF 16-26 October

Trevor Nash would be attending the IAF meetings in Rio de Janeiro. Members considered a number of discussion papers on the Technical Committee agenda for which an ABCB position needed to be agreed.

There are two discussion papers regarding certification bodies charging different clients differing fees for the same service and whether this is acting in a discriminatory manner. It was agreed that the ABCB position is that this is not discriminatory and that the fees charged by a certification body is a commercial decision for the certification body.

There are discussion papers regarding whether ISO/IEC TS 17021-2 and ISO/IEC TS 17022 should become endorsed normative documents. It

was agreed that neither should be endorsed normative documents and that ISO/IEC 17022 should be taken into account in the review of ISO/IEC 17021.

There is a discussion paper regarding whether certified organisation's logos can be reproduced on certificates. It was agreed that the ABCB position is that this is acceptable, but there is a question of where such logos would appear on certificates.

5.4   UKAS AGM - 2 October

Ian Knott would be attending the UKAS on behalf of ABCB.

6.0   UKAS

6.1   UKAS Update

Jeff Ruddle and Lorraine Turner had attended the ABCB AGM and provided an update on developments in UKAS. A report of the discussion is attached to the minutes.

6.2   ISO/IEC 17021:2011 Transition

An update on progress on the ISO/IEC 17021 transition is included in the attached report.

6.3   Members' Issues

Norman Charters reported that Certification International had established a new Technical Panel which had responsibility for qualifying assessors. During a recent UKAS assessment there had been an expectation that assessors qualified through the previous system had to be requalified by the newly established Technical Panel. This is effectively requiring a new procedure to be applied retrospectively.

Norman Charters also raised point that where an assessor loses a particular competence there does not appear to be any requirement to review the impact of this on existing certificates. He has been unable to get an answer from UKAS on this question.

Certification International had also been expected to have a register of environmental legislation, whereas their practice is to rely on internet searches for relevant legislation. Members considered this to be an example of UKAS insisting on their preferred method being a requirement rather than evaluating the effectiveness of the certification body's chosen method.

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 held on Wednesday 26 January 2013 and Janet White agreed to see if it could be hosted by BSI at Milton Keynes.

A further meeting date of Wednesday 8 may was agreed.