



## **CONFIDENTIAL**

**Minutes of the ABC B Management Committee Meeting  
held on 30 October 2012 at AFNOR UK, The Base,  
Darford Business Park, Victoria Road, Darford, DA1 5FS**

### **Members present:**

Mike Lawson	Intertek, Chairman
Alan Wells	The Ascertiva Group
Carolyn Harris	AFNOR UK
Ian Knott	SIRA

### **In Attendance:**

Trevor Nash	Chief Executive
Lorraine Turner	UKAS
Jeff Ruddle	UKAS
Shi Xinbo	CNAS (UKAS Guest)

### **1.0 Apologies for Absence**

Apologies had been received from Andrew Launn, Bernard Anderson and Emma Clancy for whom Alan Wells was deputising. The Chairman welcomed Shi Xinibo to the meeting. Shi Xinibo is from CNAS (China) and is spending three months with UKAS.

### **2.0 Minutes of last meeting held on 12 July 2012**

The minutes were agreed as an accurate record.

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

#### **3.1 Ex Minute 3.3 UKAS complaints policy**

Jeff Ruddle confirmed that he and Bernard Anderson had discussed this matter and that UKAS had used appropriate technical expertise in handling this complaint. Bernard Anderson and UKAS do not agree on everything but there is an ongoing discussion.

3.2 Ex Minute 4.2 IAF Decision Log

Trevor Nash reported that the IAF Decision Log is now available on the IAF website.

3.3 Ex Minute 7.0 ABCB committee representation

Trevor Nash reported that this action is still outstanding as there have been a number of changes and additions to the list recently.

**Action: Trevor Nash**

3.4 Ex Minute 7.0 EFAC representation on CASCO WG21

Trevor Nash confirmed that Steve Russell is the EFAC representative on CASCO WG 21.

#### 4.0 Meetings

4.1 EA Certification Committee 12 September 2012

Trevor Nash attended this meeting on behalf of EFAC and the main issues from the meeting were:

- There is a draft EA document on witnessing of management systems assessments which will be circulated for comment for two months. The initial reaction of accreditation bodies is that it is too prescriptive and needs to be more process oriented.
- A draft document on harmonisation of OHSAS 18001 accreditation is under development.
- EA will providing ISO/IEC17024:2012 training for accreditation body assessors, in late Sept and in late Oct, and ISO/IEC17065:2012 training in first quarter of 2013.
- 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.

4.2 EFAC 26 September 2012

Trevor Nash had attended this meeting. The main issue continues to be membership and that the fee income is not sufficient to cover reimbursement of member's expenses in representing EFAC at EA and IAF meetings. It is, however, anticipated that EFAC will end 2012 with a positive balance and that consideration will be given to paying meeting registration fees.

The decision not to continue with the establishment of EFAC as a Belgian company and not entering an agreement for CEOC to provide some administrative support was confirmed. This would not necessarily prevent EFAC cooperating with CEOC on matters of common interest.

4.3 UKAS AGM

2 October 2012

Ian Knott had represented ABCB at the UKAS AGM. There was a strategy discussion before the AGM during which UKAS outlined their strategy and business plan for the next period commencing 1 January 2013. The plan covers four areas:

- customers/stakeholders
- people
- core business
- business development

and addresses short, medium and long term issues.

One question that was considered was the fitness for purpose of UKAS services for small businesses in terms of ease of access, cost etc.

At the AGM, the new UKAS Finance Director, Georgia Alsopp was elected as an Executive Director of the company. Thanks were recorded for Jane Beaumont and Graham Talbot who would both be retiring from UKAS before the next AGM.

4.4 EA HHC

3/4 October 2012

Trevor Nash attended this meeting on behalf of EFAC and the main issues from the meeting were:

- EA 2/13 EA Cross Border Accreditation Policy and Procedure for Cross Border Cooperation between EA Members (Mandatory) had been circulated for ballot.  
Post meeting note: the ballot was successful and the document was published in October. It can be accessed on the EA website.
- The HHC agreed there is a need for guidance on how to cover the scope of accreditation during the accreditation cycle and there is a draft document EA-3/09 Surveillance and Reassessment of Accredited Conformity Assessment Bodies, which also includes some guidance on the assessment of a Conformity Assessment Body's subcontractors.
- Notified Bodies need to be re-notified for the Construction Products Regulation by 1 July 2013 and notification must be based on accreditation. This is unlikely this is achievable and part of the problem is a reluctance of Notified Bodies across Europe to apply for accreditation.

Trevor Nash reported that Kent Trading Standards had agreed to review the content of non-accredited certification bodies' websites to see if there were any examples which merited bringing to the attention of the Advertising Standards Authority.

There had been a presentation from Global Business Register who have a software package which can offer protection of brands and logos. This company has also been in discussion with IAF and would be making presentations at the forthcoming IAF meeting in Rio de Janeiro.

It was noted that the ISO Certification Agency has now changed its name to the International Certification Agency. It was also noted that QMS UK no longer makes reference to holding accreditation from the International Accreditation Council on its website. QMS International does, however, make reference to this accreditation on its website.

## 4.6 IAF

16 – 26 October 2012

The main points for m the IAF meetings were:

- There were two issues concerning potential conflicts of interest regarding consultancy. The first concerned branding of consultancy under the same corporate brand as certification, where it is felt that potential customers could be misled into thinking that here is a benefit in using what appears to be the same organisation for both consultancy and certification. IAF will be supporting making a two year period between the provision of consultancy and certification a requirement of ISO/IEC 17021 in the revision of the standard.
- The second issue concerned certification bodies providing of templates, sample manuals etc. It was agreed these documents are generic and not specific to a client and if they do not provide a specific solution then providing them clients should not be regarded as consultancy.
- It was agreed that where an accreditation body cannot provide oversight in a particular country (either directly or by using a subcontractor), for whatever reason eg security concerns, then they should not allow their accredited certification bodies to issue accredited certificates in that country.
- It was agreed to establish a Task Force to address counterfeit and misleading organisations claiming to be certification bodies, accreditation bodies, IAF etc.
- There is growing support for the establishment of a global database of accredited certificates to protect against fraudulent activities.

- ISO reported that the ISO survey this year will show some significant declines in certificate numbers. ISO has asked accreditation bodies to provide a list of their accredited certification bodies and 10 did not respond. Also many accredited certification bodies did not respond.
- There was consensus that certification bodies charging variable fees to different clients for the same service is a commercial issue for the certification body and is not discriminatory.
- It was agreed that ISO/IEC TS 17021 - 2 will be a normative document for accreditation of EMS with a transition period of two years from its date of publication (deadline 15 August 2014).
- The Technical Committee encourages the use of ISO/IEC TS 17023 but agreed it will not be a normative document for accreditation and will propose that it is taken into account in the revision of ISO/IEC 17021.

#### 4.7 UKAS PAC

8 November 2012

It was noted that Trevor Nash would be representing certification and inspection body interests at this meeting. Lorraine Turner commented that one item on the Agenda was the revision of the agreement between UKAS and its customers to bring it into line with current requirements. It is planned that UKAS will meet with customer representatives, such as ABCB, as part of the revision process.

#### 4.8 EA General Assembly

21/22 November 2012

It was noted that Trevor Nash would be representing EFAC at this meeting.

### 5.0 Chief Executives Report

#### 5.1 Management Accounts – September 2012

The management accounts for September were tabled at the meeting. There was still one subscription outstanding which was being actively chased. There are no major concerns with the finances and it is expected that there will be a small loss at the year end as planned.

### 6.0 UKAS

#### 6.1 UKAS customer service

Jeff Ruddle reported that UKAS has two new Assessment Managers joining on 5 November, but that Ian Folland has resigned and will not now be returning to UKAS from EAQG. A review of workload has been completed and three further Assessment Managers will be recruited; one with an agricultural background and the others with a more generic skills. UKAS is looking for new Assessment Managers to have project management and customer service

skills. One Assessment Manager is on maternity leave. Twenty Technical Experts are being trained as assessors with about 50% of them being ready to be signed off shortly.

Mike Lawson supported these initiatives to increase staffing as Intertek had experienced delays in clearing corrective actions. Jeff Ruddle added that two changes in Assessment Manager had contributed to the problem.

Alan Wells reported that the Ascertiva Group has been waiting for nine months for an extension of scope in the Micro Generation Scheme where UKAS apparently did not have technically competent resource to complete the assessment. Jeff Ruddle agreed to investigate this.

**Action: Jeff Ruddle**

Alan Wells commented that Jackie Burton had been very helpful in resolving some issues with fraudulent certificates in India.

Ian Knott commented that SIRA was very happy with their new Assessment Manager and that they were working well together. There had also been no duplication of effort in their last assessment.

There is one new member of the Liaison Team and one further vacancy. This will increase the Team from four to six members. Carolyn Harris welcomed this as AFNOR UK has been having to continually chase actions.

At the last meeting Jeff Ruddle had reported that forward bookings of visits were at 50% and that the aim was for this to increase to 75% but there had been little improvement in the situation.

There is still a backlog on decisions. Not many are very old but they are taking longer than the target timescale. The need for decisions in relation to the ISO/IEC 17021:2011 transition has not helped the situation. UKAS is looking to train one further Assessment Manager as a decision maker.

The average time to complete extensions to scope is reducing and is eighty days although there are still some that are long standing. The difficulty is to balance extensions for scope with routine work. There is, however, more internal awareness of the commercial pressures regarding extensions and customer expectations are being better managed.

Mike Lawson asked about the possibility of allowing certification bodies to extend their scopes through the 'flexible scopes' approach. Lorraine Turner responded that UKAS would need to assess the certification body's ability to apply flexible scopes and that it would be necessary to agree the boundaries to where scopes could be extended using this approach. It would also be necessary to develop the skills of Assessment Managers to be able to manage flexible scopes. Trevor Nash added that the issue of flexible scopes is an item on the Agenda for the newly established Management Systems Technical Advisory Committee.

Mike Lawson concluded by thanking UKAS for their frankness and commented that the dialogue is positive and something which many other accreditation bodies would not enter into with customer interests. Lorraine Turner responded that she and Jeff Ruddle had experience of other areas of UKAS and had been able to bring a new perspective to the Certification Section. They are aware of the issues and want to see continuing improvement.

#### 6.2 ISO/IEC 17021:2011 transition

All assessments are booked, with most having been completed by the end of September. There are a small number of certification bodies who are suspended or are moving premises who are being looked at separately. UKAS is doing everything to ensure that they are not the reason for any certification body failing to complete the transition within the timescale. The main issue at present is processing decisions.

#### 6.3 ISO/IEC 17024:2012 transition

The ISO/IEC 17020 (inspection bodies) transition is ahead of ISO/IEC 17024 and ISO/IEC 17065 in UKAS' priorities. The comments from the ABCB AGM regarding new transitions have been considered and the timetable for provision of information by certification bodies will be linked more closely to the assessment programme. Where assessments are conducted to the old standard UKAS will record improvement opportunities against the new standard.

EA training of accreditation assessors is currently taking place and this will be rolled out in UKAS in January/February 2013. Assessments to the new standard will start 1 April 2013 and no assessments will be to the old standard after 1 April 2014. Certification bodies must complete the transition by 30 June 2015.

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

UKAS is waiting for EA training dates which are expected to be January/February 2013. UKAS will be providing one of the trainers. The plan is for the training to be rolled out in UKAS in April/May 2013.

Assessments to ISO/IEC 17065 will commence 1 July 2013 and there will be no assessments to Guide 65 after 1 July 2014. Lorraine Turner agreed to provide ABCB with a draft of the letter to be sent to accredited product certification bodies for comment.

**Action: Lorraine Turner**

#### 6.5 Other UKAS matters

Lorraine Turner reported that following the letter regarding certification activities in Iran there had been an initial flurry of questions but that this has now subsided. Lorraine also commented that UKAS has an obligation to

827/02/2013

assess some critical locations in some countries where there are significant security risks.

7.0 **Any Other Business**

There were no items of other business.

8.0 **Date and Venue of Next Meeting**