



## **CONFIDENTIAL**

**Minutes of the ABCB Management Committee Meeting  
held on 9 May 2014 at BSI, Kitemark Court, Davy Avenue,  
Knowlhill, Milton Keynes, MK5 8PP**

### **Members present:**

Mr Mike Lawson	Intertek – Chairman
Ms Carolyn Harris	AFNOR UK
Mr Ian Knott	SIRA
Mr Andrew Launn	BSI
Mr Alan Wells	Ascertiva Group

### **In attendance:**

Mr Trevor Nash	Chief Executive
Mr Rob Bettinson	UKAS

### **1.0 Apologies for absence**

Apologies for absence were received from Bernard Anderson and Nigel Overton.

### **2.0 Minutes of last meeting held on 14 February 2014**

The Minutes were agreed as a true record.

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

#### **3.1 Ex Minute 3.2 ABCB website**

The redesigned website was transferred to the new hosting arrangement on 1 May. Initially the existing content has been transferred and the next stage is to update the content. Mike Lawson suggested Members should be asked for their feedback, at the AGM, on what they would like to see on the website.

**Action: Trevor Nash**

### 3.2 Ex Minute 5.2 CQI Conference

Andrew Launn reported that the CQI Conference was well attended and there were good speakers including the ex Chief Executive of Chelsea FC and the Customer Services Director of Marks and Spencer.

One of two concurrent afternoon sessions focussed on the revision of ISO 9001, where Andrew was one of four speakers each given two minutes, prior to a question and answer session. Andrew reported that there was a high level of agreement between the speakers and that the attendees were mostly consultants.

There was good visibility of the ABCB logo at the Conference and in the programme, but other sponsors had stands.

### 3.3 Ex Minute 8.1 ABCB AGM

Mike Lawson confirmed that he is willing to stand for another term as Chairman. Ian Knott stated that he would stand down as a member of the Management Committee and Carolyn Harris stated that she would need to think about whether to stand again. Trevor Nash agreed to circulate invitations for nominations for Chairman and positions on the Management Committee.

**Action: Trevor Nash**

## 4.0 Meetings

### 4.1 UKAS PAF/PAC

6 March 2014

Mike Lawson and Trevor Nash had attended the UKAS PAF meeting. Trevor Nash was re-elected to represent certification and inspection bodies on the PAC for a further three year period.

Paul Stennett provided a review of 2013/14, the main points being:

- There was growth in all areas of the business,
- Progress had been made on all objectives except for the customer portal which has been delayed by IT difficulties,
- 32 new members of staff were recruited in 2013 and the total headcount is now 207,
- On activities with Government Paul Stennett highlighted the Handbook for Ministers and discussions with the Scottish Government which indicated that in the event of a 'yes' vote on independence the Scottish Government would continue to recognise UKAS,

- Customer satisfaction survey results are good but there is still room for improvement. Some positive customer feedback has also been received,
- Improvements have been made to the website, including a search function for partner websites, video content, mobile friendly website and apps, social media and electronic delivery of UKAS Update,
- Priorities for 2014/15 which is Year 2 of a 5 year plan are for UKAS to be recognised as employer of choice, improve customer focus of assessment teams, simplify the pricing model, widen stakeholder engagement, improve IT, adopt best practice tools, update the website, develop products for small businesses and develop a growth strategy for new sectors.

Rob Bettinson emphasised the need for UKAS to be proactive internationally as that is where much accreditation policy is set. UKAS also needs to provide peer assessors and be involved in standards making activities where they are relevant to accreditation. UKAS is proposing that this work should continue at a level of approximately £600k per year over the next three years. BIS has traditionally funded this work, but Government funding is reducing and now amounts to around 60% of total costs.

The current budget for accreditation awareness is approximately £320k, split 50/50 between business and Government activities, with BIS providing 25%.

The remainder of the PAF meeting was table discussion covering the following:

- SME access to accreditation
- International funding
- Effectiveness of PAC and PAF
- Government awareness
- KPI's for non direct customers

The PAF was followed by a PAC meeting. Rob Bettinson confirmed that he had met with the main customer organisations on the new customer agreement. Amendments had been made following the meeting which were being discussed with lawyers. Disclosure arrangements for the Department of Health were also being considered. The new agreement should be ready in the summer.

There is consideration being given to a staged approach to accreditation for small organisations, initially in the clinical sector for imaging.

Members confirmed their support for the UKAS international programme and the proposed levels of funding by BIS and UKAS

4.2 EA Horizontal Harmonisation Committee 19/20 March 2014

A paper is being produced on the outcome of surveillance activities and continuation of accreditation and will be circulated to HHC for comment. It will be a Members' procedural document, with a mandatory status, which means that it should be mandatory for use for NABs implementing the proposed route but that the policy is not mandatory for implementation by all EA NABs. Rob Bettinson stated that he did not expect this to impact on the current UKAS approach.

A paper will be published on surveillance and reassessment, which will define how to cover the full scope and what should be assessed during the accreditation (reassessment) cycle.

HHC has established a task force group to develop a paper on accreditation of sampling as a standalone activity and Rob Bettinson is a member.

HHC agreed that the TFG should finalise the draft Revision of EA-1/22 Procedure and Criteria for the Evaluation of Conformity Assessment Schemes so that it can be circulated for EA comments. It confirmed the change of responsibility so that home AB's evaluate and approve schemes and that it is not the intention to maintain and publish a list of schemes.

HHC agreed that the draft Revision of EA-2/17 presented to the meeting is ready to be distributed to EA comments for a 60-days comment period.

4.3 EACC 26 March 2014

Kevin Belson was elected vice chairman of EACC. Most of the meeting was concerned with reviewing and agreeing the responses to frequently asked questions and a strategic discussion on the future of EACC to consider:

- What members currently expect from the CC meetings?
- What the CC should be doing in 3 years time?
- What contents of the agenda are more relevant or needed?
- How to improve the input from EA members into IAF work?

There was a question about whether the responses to the FAQ's would be publicly accessible.

4.3 IAF TC 26/27 April 2014

Trevor Nash reported that he had been approached about putting his name forward to replace Roger Bennett as the certification body representative on the IAF Executive Committee. Members supported this.

The following Task Forces met:

Remote Assessments - producing an ID applicable to AB and CB assessments

CB Performance Indicators – an MD is now ready for circulation for ballot.

Complex Multi-sites without sampling – a draft document had been circulated for comments and the TF reviewed the comments.

Environmental Scoping – an ID is now ready for publication.

Audit Duration (revision of MD 5) – a draft is awaiting approval by the TF for circulation for comment.

Witnessing – a draft MD is ready for circulation for comment

Franchises and Subcontractors – the structure of new MD was developed and a draft document is to be developed by a core team for the next meeting.

ISO 9001 Transition – a draft ID is to be developed by a core team for the next meeting. The possibility of CB's assessing to the DIS or FDIS is being considered.

Duration of AB assessments – the principles and framework for an ID were agreed.

The Task Forces on Accreditation Body Assessor Competence and on Sector Schemes did not meet as the convenors were unavailable due to illness.

A new task Force was established for the transition from OHSAS 18001 to ISO 45001.

A three year transition period for implementation of the revised ISO 14001 was agreed. There was a proposal for a combined document for ISO 9001 and ISO 14001 to provide for a coordinated transition process for both certification bodies and their clients.

CASCO reported that although the proposal for a systematic review of ISO/IEC 17011 had resulted in a negative vote, the CASCO Chairman's Policy and Coordination Group (CPC) had reviewed the situation and had circulated a recommendation to CASCO members that it should be reviewed. CASCO also reported a change of focus by ISO to make the development of standards faster, simpler and better. A maximum of three years for the production of a standard is proposed and the process can be accelerated by for example skipping the committee draft and going directly to DIS and also possibly skipping the FDIS stage.

Trevor Nash reported that only three people attended the meeting. As there was not a quorum present there was no formal meeting but a number of important issues were discussed:

the bank account being in Bulgaria and difficulties of opening an account in the UK,

the need to look at revising the rules to overcome to clarify some issues such as the use of the EFAC logo by members,

Membership: it was noted that there is one new full member, an embryonic association in Turkey,

Suspension of the Greek association for non payment of fees which is a further complication as their representative is a director of EFAC.

These items will be considered at the next meeting.

Mike Lawson questioned the relevance of EFAC to ABCB. Trevor Nash replied that the main benefit is being able to participate in, and influence EA, which would not otherwise be available. It was agreed that ABCB's position should be reviewed before the next subscription becomes due in January 2015.

## 5.0 Chief Executive's report

### 5.1 Management accounts – March 2014

Trevor Nash reported that the final two turnover subscriptions for 2013/2014 had been received but are not shown in the March accounts.

No subscription has been paid to EFAC for two years and over one year's subscription will be offset against outstanding invoices for accountancy, registered office etc and the room hire for the last meeting. When everything is taken into account we will need to pay approximately £1750, which will be taken into account in the end of year accounts. There is £1500 expenditure in March for sponsorship of the CQA Conference which is 2014/2015 expenditure and there is also about £400 of travel expenditure for 2014/2015 shown in the March accounts.

### 5.2 Bank account

Trevor Nash reported that all Directors had provided the necessary identification to the bank. It was now necessary to complete a new mandate for cheque signatories. It was agreed that Mike Lawson and Trevor Nash should be cheque signatories and on the basis that most banking is now done on line and there are no limits on value of transaction that a single

signature would suffice for all cheques irrespective of the amount. However, Trevor Nash should advise Mike Lawson of any transactions in excess of £1000. It was also agreed that Trevor Nash should provide Mike Lawson with the log in details for internet banking.

**Action: Trevor Nash**

## **6.0 UKAS**

### 6.1 UKAS update

Rob Bettinson reported that UKAS had been subject to a follow up EA peer evaluation in March. This had concentrated mainly on medical laboratories but had also looked at overdue visits. There were no non-conformities and only a small number of minor findings concerning medical laboratories. UKAS will be signing the EA MLA for greenhouse gas verification at the forthcoming EA General Assembly at the end of the month.

Two new Assessment Managers have been recruited in the Certification Section, one with an EMS/OHSAS background and the other with a background in engineering project management. Another EMS Assessment Manager is due to join in May and two further positions in the food sector are being recruited to cover for expansion and an early retirement.

There had been a reduction of 40% in complaints against UKAS in 2013/2014 and complaints against UKAS customers had dropped by 21%. The number of complaints against certification bodies had been high and most of the improvement had been in this area. The review of the customer survey had not yet started.

Trevor Nash commented that at the Management Systems Sector meeting earlier in the week some Members reported that they had not received the customer survey. Rob Bettinson replied that they should receive it once a visit had been completed which was once any corrective actions had been cleared. Members should contact Jackie Burton if they did not receive the survey.

### 6.2 Transitions

As well as transitions concerning certification bodies, UKAS also has the transition for ISO/IEC 17020:2012 to complete by the end of February 2015. There are 238 accredited inspection bodies of which 68 have completed the transition and 61 are in the decision process.

There are 23 personnel certification bodies that need to complete the transition to ISO/IEC 17020:2012 by the end of June 2015. To date no certification bodies have completed the transition but 2 are in the decision process.

There are 106 product certification bodies that need to complete the ISO/IEC 17065 transition by the end of August 2015. To date 5 certification bodies have completed the transition and 10 are in the decision process.

Of the 8 certification bodies accredited for business continuity management systems 7 have completed the transition and the remaining one is on target to complete before the deadline of the end of May.

ISO/TS 22003 was published in December 2013 and a 3 year transition period has been agreed. UKAS had contacted certification bodies with transition arrangements earlier in the week.

ISO/IEC 27001:2013 was published in December. The transition period is two years and there are 24 certification bodies.

### 6.3 Other UKAS matters

UKAS is considering combining all management systems accreditation schedules into a single schedule and there is general support for this. The listing of countries on schedules is being reviewed, with the possibility they may quote either UK only or global.

UKAS is looking to change product certification schedules to provide greater clarity between product, process and service.

Rob Bettinson reported that a meeting had been held regarding the PAS 43 scheme and that the industry wanted more witnessed assessments and market surveillance. Kevin Belson will be progressing this with SURVIVE.

Alan Wells raised the issue of an email Ascertiva Group had received from UKAS regarding associate consultant registers and asked if other Members had also received it. Trevor Nash stated that they had as it had also been raised at the Management Systems Sector meeting earlier in the week. It had arisen due to a response, agreed by the EACC, to a question raised by the Irish accreditation body, INAB. The text of EACC consensus position is included in a Technical Bulletin, dated 8 April 2014, on the UKAS website.

## 7.0 ISO global directory of organisations certified to MS standards

Trevor Nash reported that at its March meeting, the ISO Council adopted a resolution to proceed with the pilot project for food safety management systems. The Council will assess the pilot project at its September meeting and determine future action. The financial model is still not available and costs will be dependent on the level of support for the directory.

ISO is contracting with Jadian who developed the IAAR database in the USA. The project team is working on finalizing the functional and technical specifications and has contacted about 10 certification bodies for assistance. There has been much debate regarding the search facility and whether the directory should be restricted to just providing for validation of certificates or should also provide for purchasers to identify certified suppliers.



## **8.0 Any other business**

### **8.1 Seminar and Lunch**

There are currently 20 members and 10 non-members attending the Seminar at the Kia Oval on 17 June. All but two are staying for the lunch. About a further ten non-members are required to break even; with the current numbers there will be a loss of about £500. However it should be borne in mind that Members pay only for lunch and their attendance at the Seminar is subsidised through the charges to non-members.

### **8.2 ISO Certification Agency (ICA)**

Trevor Nash reported that a client of ICA had recently won a case in the small claims court. There are a number of other small companies being taken to the small claims court by ICA and Trevor Nash is providing assistance where possible. One of the main issues is their use of ISO in their company name. It is known that BSI, on behalf of ISO, sent a cease and desist letter in 2012 and Andrew Launn agreed to obtain a copy of possible.

**Action: Andrew Launn**

Carolyn Harris reported that AFNOR UK solicitors had contacted ICA instructing them to stop using a testimonial for their APSS documentation issued by Trevor Wilmer in 2006. ICA had refused to do so. Trevor Nash reported that in a small claims case in January ICA had also stated that they were ignoring the BSI cease and desist letter.

## **8.0 Date of next meeting**

It was agreed that the AGM would be held on 17 June following the Lunch.

It was agreed that the scheduled meeting on 4 July would not take place and that the next meeting will be on 2 September at the Ascertiva Group. A further meeting was scheduled for 4 December, at a venue to be agreed.