

**UNITED KINGDOM ACCREDITATION SERVICE
POLICY ADVISORY COUNCIL**

Confirmed minutes of 4th Meeting
Held on Thursday 8th November 2012 at UKAS, Feltham

Present

Dr Martin Jones (Chairman)	CBI
Susan Brand	ECCA
Chris Elliott	MoD
Dr Jeff Llewellyn	BMTA
Trevor Nash	ABCB
Mike Pearson	FSB
Prof Ian Sharp	HPA
Paul Stennett	UKAS
Lorraine Turner	UKAS
Dr Jane Beaumont (Items 6.1, 6.2 and 6.3)	UKAS
Malcolm Hynd (Secretary)	UKAS
Alan Shi (Observer)	CNAS secondee

Apologies

Ron Gainsford	TSI
Daniel Mansfield	BSI
John Mortimer	BIS
Prof Adrian Newland	AMRC

1- Welcome, Apologies

Dr Jones welcomed members to the 4th meeting of the UKAS Policy Advisory Council. Mr Stennett introduced Alan Shi, Customer Supervision Director at the China National Accreditation Service, who is on secondment at UKAS for a number of months and who was attending PAC as an observer. Apologies were received from Prof Adrian Newland, Ron Gainsford, Daniel Mansfield and John Mortimer.

2- Minutes of 3rd Meeting of the UKAS Policy Advisory Council PAC/12/12 Rev

Dr Jones advised that a number of minor changes had been requested to the report of Item 8.2. With these changes, the minutes were agreed.

Mr Stennett reported, in follow up to Item 9.2, that clarification had been received from the FCO confirming that trade with Iran should not be encouraged. As a result, letters had been issued to UKAS customers advising them that Iran had been removed from the scope of accreditation. All enquiries and issues raised had been satisfactorily resolved.

3- Matters Arising (not covered elsewhere)**3.1 Review of PAF membership (Item 5.1)**

Mr Hynd reported that, since the last meeting, an invitation to join PAF had been extended to the Scottish Government but there had been no response so far. Following discussion with Mr Mortimer, it was decided not to invite the Better Regulation Executive and the Better Regulation Delivery Office so as not to overbalance BIS membership. Mr Mortimer would keep them informed of any relevant developments. Proposals have also been received that the Chartered Institute of Environmental

Health and the Fire Protection Agency should be invited to join and this was agreed. Dr Llewellyn suggested that consideration should also be given to inviting the Welsh and Northern Ireland Governments. Mr Hynd suggested that the Scottish Government should be given priority for the time being.

3.2 Changes to the UKAS customer agreement (Item 8.1)

Ms Turner reported that the new customer agreement was almost ready to go out to customers. She proposed to arrange a meeting with major customer stakeholders to explain the changes being made and this was welcomed by Mr Nash and Dr Llewellyn. Prof Sharp asked about the impact of the new agreement on medical laboratories. Ms Turner advised that medical laboratories were not covered by UKAS contracts but would be moved to UKAS contracts as their accreditation changed from CPA to UKAS.

4- Reports

4.1 UKAS Board Report

Mr Stennett reported that there had been no Board meetings since the last PAC. The next meeting was planned for 13 November and 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
- Financial report

Mr Stennett commented that UKAS was currently 25% up on the number of assessment days carried out compared to last year. He thought there was an element of catching up from the implementation of the new IT system but that there was at least 5% underlying growth in the business.

4.2 BIS International contract activity report

PAC/14/12

Mr Stennett reported that, with the departure of Mr Talbot, he would be looking to diversify UKAS representation to the international organisations. UKAS would seek representation on more specialist committees rather than looking for Chair or Vice Chair positions.

Mr Elliott asked about the EA Horizontal Harmonisation Committee discussion of the 1+ system for accrediting notified bodies. Ms Turner explained this was a way of limiting the need for multiple accreditations for notified bodies offering a number of different conformity assessment services. She thought it was a more flexible approach for business but was still under discussion in Europe. Dr Llewellyn reported that Eurolab still had some reservations about the 1+ system but that BMTA was supportive.

Prof Sharp mentioned the need for reference laboratories under the In Vitro Diagnostic Devices Directive and the need to consider which standard should be used for their assessment. Ms Turner advised that there is a standard for medical reference laboratories (ISO 15195) but that MHRA was not using UKAS to accredit notified bodies under the medical directives.

Mr Elliott asked about the working group on competence of certification body personnel. Mr Nash, who chairs this group, explained that it is aimed at clarifying how accreditation bodies should assess certification bodies for competence management. He reported that a final document had been agreed and that technical supplements were being developed for guidance for the different management systems standards.

Mr Stennett reported that BIS funding for the international programme had been agreed and recorded his thanks to BIS for their on-going support of this element of UKAS' work.

4.3 UKAS Accreditation Report

PAC/15/12

Mr Elliott remarked that he was pleased that the Defence Industry Quality Forum was recognised.

5- PAC Members Issues**5.1 Non-accredited certification working group**

Mr Nash reported that the group met on 9 October. The group had considered with the Advertising Standards Authority (ASA) if the claims being made by the non-accredited bodies contravened the Advertising Codes. Kent Trading Standards Department was looking at websites to see if any cases could be made to the ASA. However, the main focus remained on promoting accredited certification rather than a negative campaign. The group had also received a presentation from a company offering electronic logo protection but this appeared to be very expensive. Mr Nash said that QMS had removed references to a non-recognised accreditation body from its website. ISO Certification had also changed its name following complaints. Mr Pearson confirmed that the activities of non-accredited bodies remained a problem for small businesses. He reported that the FSB had stopped accepting advertising in its journal from non-accredited bodies. He offered help from FSB in raising awareness of the benefits of accreditation.

Mr Stennett confirmed that BIS funding for the awareness campaign for 2012/2013 had been agreed with an increase on last year. The Council confirmed the value of BIS funding to help with this issue.

6- UKAS Issues**6.1 UKAS impartiality – consideration of related bodies**

PAC/16/12

Dr Beaumont introduced the paper saying that accreditation bodies were required by ISO 17011 to consider the impact on impartiality of related bodies. UKAS has been giving further consideration to what constitutes a related body and in which circumstances the relationships need to be reported to PAC. The paper sets down answers to both these questions and lists two main circumstances when PAC needs to be informed:

- Where the related body wants to introduce additional requirements on accredited bodies;
- Where specific numbers or timescales for accreditation are set down by the related body.

The paper also identified a number of circumstances in which agreements did not need to be brought to PAC (eg those with direct customers). Ms Turner suggested that contracts with other accreditation bodies for sub-contracting purposes should be added to this list and this was agreed.

Mr Elliott asked about advice provided which is then used as the basis for accreditation.

Dr Beaumont agreed that, if advice led to additional requirements, the agreement would need to be reported to PAC.

With these changes the principles set down in the paper were agreed.

6.1.1 Agreement with EU Skills

PAC/23/12

Dr Beaumont explained that larger companies had been asking for a system to help them manage the competence of their gas operatives for some time. Under this agreement, EU Skills will be able to require a specific application of ISO 17021, hence the need for PAC consultation. There were a number of questions raised about the purpose of the scheme and the impact on small businesses. Dr Beaumont confirmed that the new management system would focus purely on competence management and that it would not be relevant to small businesses. Dr Jones raised the incorrect use of 'engineer' by EU Skills. Dr Beaumont agreed to raise with EU Skills although Dr Jones accepted that it was probably too late to change. Otherwise, it was agreed that any potential conflict of interest could be properly managed and that UKAS could proceed with the agreement with EU Skills.

Ms Turner advised PAC that an agreement with the aerospace industry was in preparation and a conflict of interest analysis for this agreement would be circulated for written comment shortly.

6.2 Changes to the UKAS/BIS MoU

PAC/17/12

Ms Turner introduced this paper advising on a number of minor changes to the appendices of the UKAS/BIS MoU.

6.3 Additions to the list of management system standards covered by UKAS accreditation

PAC/18/12

Mr Hynd explained that this paper was tabled as a reminder of the principles agreed for the consideration of additions to the list of management system standards covered by UKAS accreditation and as background to the three specific cases raised for discussion.

6.3.1 ISO 50001:2011 Energy management systems

PAC/19/12

Ms Turner explained that the purpose of this paper was to inform PAC of the addition of ISO 50001:2011 to the list of management systems covered by UKAS accreditation. As the base standard for this certification was a formal ISO standard, the paper was tabled for information only.

6.3.2 Private security management systems

PAC/20/12

Mr Hynd explained that this paper outlined some work developing for the accreditation of certification for private security management systems. According to the principles agreed, as the standards against which it is proposed the certification would be carried out are not formal international, European or British standards, UKAS is required to consult PAC before commencing accreditation.

Bearing in mind the strong support from Government for this work and the commitment from UKAS to ensure that the standards are fit for purpose before providing accreditation, members were asked to agree that UKAS can commence work to provide accreditation for certification against these standards.

Mr Pearson asked if MoD provides information to retiring personnel about these schemes. Mr Hynd agreed to raise this point with the project sponsors, which included MoD.

Dr Llewellyn asked if ordinary security activities would be caught by these standards. Mr Hynd explained that they were intended for security services offered in complex environments (eg war zones) only and that this would be made very clear in the standards and the accompanying certification information.

It was agreed that UKAS could proceed with this work.

6.3.3 EU Skills Gas safety competence management systems

PAC/21/12

Following the discussion under item 6.1.1, the Council agreed that UKAS could proceed with the development of accreditation for the certification of gas safety competence management systems.

6.4 UKAS strategy

6.4.1 Developing the next UKAS 3 year strategy

Mr Stennett reported on the discussion at the AGM on the strategy plan. He said that much of the input confirmed the earlier discussions in PAF and PAC. The main issues being considered were the need to develop a more refined pricing strategy and a pathway into accreditation for small businesses. He added that the proposal was that the first year of the plan should be given over to consolidation given the exceptional growth encountered in recent years.

Mr Pearson welcomed the approach to help small businesses. Dr Llewellyn asked whether the pressure from Government for new accreditation schemes would allow the luxury of consolidation.

Ms Turner replied that UKAS would have to find a balance. She agreed that UKAS could not turn off new work but there was need to consolidate in areas such as the CPA transition. Dr Llewellyn suggested that getting the online portal up and running would be a great help for customers and UKAS.

6.4.2 Health and social care strategy

PAC/22/12

Mr Stennett introduced the paper which set out a strategy for engaging with the important health sector. Good progress was being made, with the assistance of contacts such as Prof Sue Hill, Chief Scientific Officer at the Department of Health, but it was clear that there were many other sectors within the health sector in which accreditation could be applied. He said that CQC is a particular target and that ECCA and RDB have some very good ideas for the care home sector. Failing care homes would need to be inspected by an accredited organisation. If it was still failing, a certified expert could provide advice before re-inspection. But there was a need to convince the Department of Health and the CQC to adopt these schemes.

Mr Pearson suggested that the proposed system was unique in offering support for failing homes. Dr Llewellyn suggested that there was potential for a personnel certification scheme for the caring staff. Ms Brand confirmed that the RDB scheme covered these aspects. It aimed to identify strengths and weaknesses. Prof Sharp considered that pathology was ahead of most parts of the health sector on quality management. He confirmed that CQC did give credit for CPA accreditation but there are some aspects that CQC look at that are not covered by CPA accreditation.

Dr Llewellyn agreed that this was a very important sector for UKAS and confirmed his support for the paper. He suggested that UKAS' current position in health reflected the historic position with chemical laboratories (eg LGC) in that it took a long time for accreditation to be established and accepted. He thought that it would probably be a similar process for health. He said that BMTA was planning a conference on measurement in the medical context and would be prepared to expand it to include the accreditation aspects. **Dr Llewellyn would take this up with Ms Turner.**

Mr Nash recognised the difficulties of terminology in the health sector where there was considerable confusion between accreditation and certification. He said that some bodies were offering non-accredited certification eg CHKS.

With these comments, the strategy was agreed.

7- Any Other Business

- 7.1 Mr Pearson said that he would like to consider UKAS involvement in the FSB conference. **Mr Hynd said that he would ask Jon Murthy, UKAS Marketing Manager, to make contact to take these ideas further.**
- 7.2 Mr Stennett requested suggestions for items for PAF, particularly for the breakout sessions. Mr Pearson reported that the chair of the FSB committee on standards wanted to attend PAF. Mr Hynd said PAF member organisations were able to nominate two members so both Mr Pearson and the committee chair could attend if required. Ms Turner suggested that the pathway approach could be a good item for discussion.
- 7.3 Mr Stennett invited members to start thinking about possible candidates for the next PAF/PAC Chair given that Dr Jones had indicated his intention to step down following the next PAF meeting.
- 7.4 Recognising that Graham Talbot and Jane Beaumont would both have left UKAS before the next meeting, Dr Jones recorded thanks to them both for their valuable contribution to PAC and support over the years.

8- Next Meetings

The following dates and venues for future meetings were confirmed:

Tuesday 5 March 2013 – PAF at BIS Conference Centre

PAC members were asked keep the afternoon of 5 March available for a PAC meeting if sufficient business arises.

Thursday 4 July 2013 – PAC at the Lansdowne Club

Thursday 7 November 2012 – PAC at UKAS Feltham