

# UNITED KINGDOM ACCREDITATION SERVICE

## POLICY ADVISORY COUNCIL

### Agreed minutes of 11<sup>th</sup> Meeting held on Tuesday 10<sup>th</sup> March 2015 at The BIS Conference Centre, London

#### Present

Ron Gainsford (Chairman)	Trading Standards Institute (TSI)
Sue Brand	Care England (CE)
Chris Elliott	Ministry of Defence (MoD)
David Greenwood	Ministry of Defence (MoD)
Dr Stefan Kukula	Engineering Equipment and Materials Users' Association (EEMUA)
John Mortimer	Department for Business, Innovation and Skills (BIS)
Daniel Mansfield	British Standards Institution (BSI)
Trevor Nash	Association of British Certification Bodies (ABCB)
Prof Adrian Newland	Academy of Medical Royal Colleges
Mike Pearson	Federation of Small Businesses (FSB)
Kevin Walkin	Health & Safety Executive (HSE)

#### 1- Welcome, Apologies

The Chairman welcomed members to the 11<sup>th</sup> meeting of the UKAS Policy Advisory Council. Apologies were received from Sarah Veale (Trades Union Congress), Prof Ian Sharp (Public Health England) and Dr Jeff Llewellyn (British Measurement and Testing Association. David Greenwood attending as an observer. Lorraine Turner and Rob Bettinson attending for UKAS in addition to the Chief Executive and the PAC secretary.

#### 2- Minutes of 10<sup>th</sup> Meeting of the UKAS Policy Advisory Council

PAC/28/14

The Chairman advised that there were two minor amendments to page 1 of the minutes.

John Mortimer asked about progress on pathways to certification. Trevor Nash explained that this was discussed at the UKAS Management Systems Technical Advisory Group when members agreed that they did not want certification bodies to develop specific scheme but recognised that some certification bodies do specialise in working with smaller companies and this should be encouraged. Mike Pearson reported that he has spoken to the Chartered Quality Institute (CQI) and International Register of Certificated Auditors (IRCA) about improving auditor training and has also had interest from some certification bodies. He intends to raise the subject of the provision of guidance and advice for SMEs on certification at the FSB national conference. Stefan Kukula advised that there should be no difference in the application of the standards regardless of the size of the organisation and this was agreed.

There were no further comments and the minutes were agreed.

#### 3- Matters arising

##### 3.1 Revision of customer agreement (Item 3.1)

Rob Bettinson reported that, since the last PAC meeting, UKAS has met with the major customer stakeholders and circulated a draft of the revised customer agreement to a wider group of stakeholders. This resulted in a number of further comments, as shown in the latest version provided to support the discussion, some of which may require legal advice. Specific points raised were:

- The number of days' notice required for new assessors; now extended;

- The prohibition on accredited bodies offering accreditation; now restricted to accreditation as defined in EU Regulation 765/2008, ie against harmonised standards. Mike Pearson suggested that greater clarification between accreditation and certification was needed. Sue Brand suggested that confusion also existed in the health sector which has historically referred to certification as accreditation. The Chairman commented that there were many types of accreditation outside UKAS' control;
- Para 3.8 on the payment of fees, which was unintentionally omitted, has been reinstated;
- A request from ABCB that the cap on liability in para 7.4 should be increased but advice taken by UKAS indicates that this is satisfactory. Paul Stennett thought that, where negligence is concerned, it is not legally possible to set a cap in any contract but agreed to take further advice and confirm;
- The reinstatement of a section on 'force majeure'; UKAS is taking legal advice;
- The removal of para 17.2, designed to protect UKAS against overseas debts, as there are other ways to achieve the same ends. Trevor Nash suggested that this could leave UKAS vulnerable if there are any cases of negligence.

A number of other points raised have been accepted and others are still under consideration. Progress is being made and it is hoped to resolve all outstanding issues soon. The Chairman suggested there was a general consensus within PAC to move forward provided these remaining points can be resolved.

#### **4- UKAS Issues**

##### **4.1 Agreements with related bodies**

The Chairman reminded members that these papers are put to PAC for advice on the potential impact on UKAS' impartiality arising from agreements with third parties.

###### **4.1.1 MoU with the Human Tissue Authority (HTA)**

**PAC/02/15**

Lorraine Turner presented the paper describing an agreement with HTA on the assessment of mortuaries. The purpose of the agreement is to reduce the overlap of assessments by working to develop joint assessments. The paper outlines the areas of common interest and the relationship with HTA, covering England, Wales and Northern Ireland. The agreement mainly covers communication issues and disclosure of information that would normally be confidential. The paper was agreed.

Lorraine Turner advised that a project was being developed on the assessment of small inspection bodies working with the trade association's Amusement Device Inspection Procedures Scheme (ADIPS). An agreement is being developed with ADIPS which may be circulated shortly for consideration by correspondence.

##### **4.2 Review of 2015 PAF meeting**

The Chairman invited comments on the morning's PAF meeting. It was generally agreed that the format and use of technology was an improvement on previous meetings. It was considered that the technology made the meeting more efficient and encompassing. There was some concern that it limited the opportunity for spontaneous debate but agreement that it appeared to elicit much positive input. It was suggested that the number of presentations could be reduced to give more time for discussion but all of the morning's presentations were thought to be relevant. The Chief Executive's report was considered to be particularly important. It was suggested that the online forum could be open for comment in advance of future meetings. The Chairman confirmed that the input received would be addressed and circulated.

## **5- Reports**

### **5.1 UKAS Board Report**

Paul Stennett reported on items discussed at the February Board meeting:

- Report from the pension trustees;
- Results from a staff survey in support of the UKAS employer of choice programme;
- Report on the transition of CPA laboratories to UKAS accreditation;
- Report on the last PAC and preparation for PAF;
- Operations reorganisation;
- Infrastructure update including a possible office relocation;
- Management accounts;
- Budgets and business plan for 2015/16.

### **5.2 BIS International contract activity report (2014/2015 Q2)**

**PAC/03/15**

Stefan Kukula noted with regret that UKAS is no longer able to provide a project manager for the EU project for the accreditation of breast cancer services. Lorraine Turner agreed but advised that the project has stalled.

Stefan Kukula questioned the rationale for the BSI working group on ISO 17020 sub-sets for forensic science. Rob Bettinson advised that ISO has put a hold on this work to avoid the proliferation of standards.

### **5.3 Development and Technical activity report**

**PAC/04/15**

Chris Elliott asked about the work on electronic signatures. Rob Bettinson advised that UKAS has accredited the TScheme for some years but this is not well developed and the subject is now being considered at European level.

The Secretary advised that, due to an administrative oversight, the Operations report was not ready in time for the meeting. It would be circulated as soon as possible for comment by correspondence.

## **6- Any Other Business**

### **6.1 ISO 9001:2015 transition**

Chris Elliott asked about UKAS' plans for making information on the transition to ISO 9001:2015 available to stakeholders. Stefan Kukula agreed that advice was needed for end users.

Rob Bettinson reported that UKAS has been preparing for this transition for some time. UKAS has a place on the UK mirror committee and has set up a project team to manage the internal training required. UKAS has written to all accredited certification bodies and information has now been placed on the UKAS website following the publication of the IAF guidance paper ID9. The website would be updated periodically. He noted that there is also information on the BSI website.

He advised that UKAS would start assessments to the draft standard to make the transition easier. He noted that there were still issues to be resolved eg that EA members considered that assessment would need to be underpinned by a witnessed visit whereas the USA accreditation body was proposing an approach based on documentation review. This issue has been raised with IAF. He confirmed that both versions of ISO 9001 should be acceptable during transition.

The Chairman suggested that the communications strategy needs to be refined to provide some basic information for end users. Chris Elliott requested an update at the next meeting.

**7- Next Meetings**

The Chairman confirmed dates for forthcoming meetings as follows:

PAC	Thursday 9 July 2015 at the Lansdowne Club
PAC	Thursday 12 November 2015 at UKAS
PAF/PAC	Wednesday 16 March 2016 at the BIS Conference Centre