



ABCB/ME/0715

CONFIDENTIAL

**Minutes of the ABCB Management Committee Meeting
held on 10 July 2103 at BSI, Kitemark Court,
Davy Avenue, Knowlhill, Milton Keynes, MK5 8PP**

Members present:

Mr Mike Lawson	Intertek – Chairman
Mr Bernard Anderson	Eagle Certification
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 Keith Goddard	Certification Europe

1.0 Apologies for Absence

There were no apologies for absence. Mike Lawson welcomed Alan Wells who has replaced Emma Clancy as the Director of the Association, representing the Ascertiva Group.

2.0 Minutes of last meeting held on 17 April 2013

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The minutes were agreed as a true record.

3.0 Matters arising not covered elsewhere in the agenda

There were no matters arising

4.0 Meetings

4.1 IAF Technical Committee

29/30 April

Trevor Nash reported on the IAF Technical Committee meeting and its associated Working Group and Task Force meetings:

- A draft document on Indicators of Certification Body Performance is due to be circulated to IAF members for comment.
- The draft revision of IAF GD 3 (cross frontier accreditation) has been out to the IAF membership for comment and following approval by the IAF Chairman will be circulated for ballot.
- A document on complex, multi-site certification without sampling is being developed. The target is to agree a draft document for comment at the next meeting.
- A draft document on environmental management systems Scoping will be available for comment shortly.
- Strong and conflicting comments had been received on the draft document on competence of accreditation assessors and experts. It is agreed that there is a need for a document but the general view is that the current draft is far too complex. It was agreed to continue developing a mandatory document but to simplify it.
- A Task Force is reviewing the effectiveness of IAF MD 5. The general view is that the document is effective if applied correctly but that there are some issues in the way it is applied by some certification bodies and that it is not being monitored effectively by some accreditation bodies.
- There is a new Task Force developing an Informative Document to address the issue of counterfeit certificates. There is an international group involving Interpol, customs authorities, national law enforcement authorities etc that is looking at the whole issue of counterfeiting and an official IAF liaison with this group was appointed.
- A survey on the use of IAF ID 4 Market Surveillance by accreditation bodies is to be undertaken.
- It was agreed that for countries posing long lasting security risks (e.g. where the rule of law has been undermined or where security and military operations are ongoing), and accreditation bodies are unable to conduct assessments, certification bodies' scopes of accreditation should be amended to remove these geographical areas.

- IIOC has submitted a paper on AB inconsistencies. The IIOC concerns will be investigated with identified accreditation bodies listed to seek clarification or corrective actions.
- The Management Systems WG will develop a document to address the transition to the revised ISO 9001 with the aim of it being available by the publication date of the revised standard at the latest.
- It was agreed to establish a Task Force on control of certification bodies' franchisees and subcontractors.
- The Informative Document on the ISO/IEC17065:2012 transition has still not been agreed and is now out for comment.
- A draft mandatory document on scoping for food safety management systems was agreed for circulation to IAF members for ballot.
- A draft document on additional requirements to ISO/IEC 17021 for certification to ISO/IEC 20000-1 was agreed for IAF member 60 day comment.
- A draft for a mandatory document on knowledge requirements (competence) for ISO/IEC 27001 was agreed for circulation to IAF TC members for 30 day comment.
- ISO/IEC TS 17021-3 was agreed as an endorsed normative document to be applied in conjunction with ISO/IEC 17021 for QMS with a two year transition period following its publication.
- There was a question regarding the exchange of information between accreditation bodies. It was agreed that as accreditation status and scopes of accreditation are in the public domain any changes in this information can be exchanged between accreditation bodies, however, exchange of detailed information is subject to IAF MD1.
- It was agreed to establish a Task Force to develop a document on a harmonized approach for witnessing for accreditation of management systems certification.
- It was agreed to establish a Working Group for Business Continuity Management Systems (BCMS).
- It was agreed that at the end of a transition period accreditation certificates to the old standard become invalid and should be withdrawn. There may, however, be exceptional cases where regulations cannot be amended within the transition period and the each accreditation body should have a policy to manage these situations on a case-by-case basis.
- It was agreed that certification bodies offering different fees, for the same services, to different clients is not a conflict of interest.

Trevor Nash reported on the EA General Assembly. The Framework Partnership Agreement (FPA) between the European Commission and EA expires at the end of 2013 and needs to be renegotiated. An action plan has been developed and highlights the areas EA will focus on over the next four years. The "high priority areas" considered by EA for successful development of accreditation in the coming four years are:

- i. Consolidate the function of EA as the European Accreditation Infrastructure
- ii. Strengthen and improve the peer evaluation process and activities
- iii. Further harmonisation of the criteria for Notified Bodies and their assessment
- iv. Enhanced technical support to the Commission in the development, implementation and maintenance of accreditation in the Community.

The Commission representative reported that although the EU budget may be reduced, ideally financing for EA will increase and at worst will be maintained at the current level.

The next IAF/ILAC peer evaluation is due in 2014.

The following were accepted as new recognised stakeholders:

- EDQM – European Directorate for Quality in Medicine
- EFNDT – European Federation for Non-Destructive Testing
- FAMI-QS – The Quality and Safety System for Specialty Feed Ingredients and their Mixtures

Recruitment of a full time EA Executive Secretary is proceeding.

The Expert Group on the Internal Market for Products (previously known as the Senior Officials Group on Standardisation, Conformity Assessment and Accreditation (SOGS)) has developed a document CERTIF 2013-01 Non national accreditation bodies that claim to provide accreditation. It proposes that the activities of these bodies should be considered commercial certification rather than accreditation and that it will, therefore, be necessary for them to change their name/services to avoid confusion. The document will be revised for further discussion at the next meeting.

Note: John Mortimer stated, at the Expert Group meeting, that whilst the UK appreciated the issues being addressed, it considered the proposed solution was legally unenforceable in the UK.

Paul Stennett was elected as a member of the EA Financial Oversight

Committee.

The General Assembly passed a resolution not to support the revision of ISO/IEC 17011 and to ask EA accreditation body members to promote this position with their national standards bodies.

4.3 EFAC

5 June

There was one new Associate Member, a CB from Poland, at the meeting.

The EFAC end of year accounts were agreed. There was a surplus of just under £5k for the year which has resulted in a positive balance of just over £1k. The improved financial situation has been achieved by members funding their own costs of attending meetings on behalf of EFAC. On the basis of the more satisfactory financial position it was agreed that EFAC will cover registration fees for members attending meetings in 2013.

The remainder of the meeting was reports from the various EA and IAF meetings and discussion of individual technical queries raised by members.

4.4 UKAS PAC

4 July

The UKAS customer agreement is being revised. It is planned that there will be a draft by the end of the summer. ABCB, along with other stakeholders, will be asked to comment.

There was discussion about UKAS working more closely with the Federation of Small Businesses. FSB published a short article promoting accreditation in their journal (circulation 200k) and no longer accepts advertising from non accredited certification bodies. BSI has launched an SME Forum looking at standards strategy and how SME's can become more engaged in the standards making process.

UKAS is looking at 'pathways to accreditation', a possible staged approach, in particular to assist smaller organisations. They are initially looking at trialling this in diagnostic imaging but it could be rolled out into other areas. There were questions about recognition of stages of the process, timescales and the risk of confusion. UKAS will be consulting with BIS on this proposal.

The economic survey is now on the EU website and a similar survey is now being undertaken in Germany.

At the PAF Paul Stennett had reported that UKAS was having difficulty in recruiting technical staff. In response to a question from John Mortimer, he responded that UKAS is actively recruiting and that it although it remains difficult, all positions are now more or less filled.

Paul Stennett reported on the last UKAS Board meeting, which covered the following:

- An update on the EA peer evaluation
- A review of strategy
 - Further investment in physiological sciences
 - Upgrade of the UKAS website – introduction of a customer portal
 - An update on healthcare activities and the absorption of Clinical Pathology Accreditation (CPA) into UKAS. All CPA staff are now UKAS employees, having previously been on different contracts of employment.
 - Seven new areas of interest in healthcare.
- The UKAS pension scheme

The next UKAS Board meeting was Monday 8 July.

5.0 Chief Executives Report

5.1 Management Accounts – June 2013

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There was nothing significant to report regarding the June management accounts. Expenditure is under control and subscriptions are being received, with four Members still to pay their basic subscriptions. Invoicing of turnover related subscriptions has now started as Members are submitting their turnover information. The one outstanding turnover subscription from last year has now been paid.

Trevor Nash informed the Committee that his laptop was broken and that it would need replacing.

6.0 Any Other Business

6.1 ISO 9001 revision

Andrew Launn advised the Committee that there is a meeting of QS/1 scheduled for 4 September. He agreed to provide a copy of the latest draft to Trevor Nash for circulation to Members for comment.

Action: Andrew Launn/Trevor Nash

6.2 Andrew Launn commented that UKAS was still having difficulty providing assessors that can perform a combined assessment covering quality, environmental and health and safety management systems.

6.3 Mike Lawson asked whether there were any plans to hold an ABCB event this year. Trevor Nash replied that he had not organised anything as there had not been anything of significance to consider that would attract reasonable interest. He was, however, looking to organise something in the early spring of 2014 by which time there should be sufficient experience of implementing

ISO/IEC 17065 to provide for a meaningful discussion. It would also provide an opportunity to report progress on other significant developments such as the revisions of ISO/IEC 17021, ISO 9001 and ISO 14001.

- 6.4 Regarding the revision of the UKAS customer agreement, Mike Lawson commented that Intertek had refused to sign the previous revision as it required UKAS customers to indemnify UKAS for any omissions and errors. Trevor Nash stated that he recollected that a number of Members had raised this issue, particularly as there had been little or no consultation with customers, and had also refused to sign the agreement. It was agreed that when the draft revised agreement is available Trevor Nash would circulate it to Members for comment. Andrew Launn offered to have the draft reviewed by the BSI legal department.

Action: Trevor Nash

7.0 **Date and Venue of Next Meeting**

The next meeting will be on Friday 8 November at AFNOR UK, commencing at 10.00.