

Minutes of the Certification Committee

Tuesday 2nd June 2020

Online Meeting

Members present:

Steve Russell (Chair)	NQA
Karen Green	BSI
James Gibb	Advanced Certification
Keith Goddard	Advanced Certification
Andrew Ten-Broeke	NMO
Stephen Carter	QAICL
Julian Russell	BAB
Wayne Thomas	CSA-SIRA
Lyn Morgan	UK CARES
Andrew Geens	CIBSE Certification
Martin Coles	International Associates
Alan Cherry	International Associates
Nick Wright	NQA
Duncan Sibbald	BESCA
David Daly	EQA (Ireland)
Dimple Matharoo	DQS UK

In attendance:

Wayne Terry	ABC B Chief Executive
Steve Randall	UKAS (part)

Welcome

The Chair welcomed everyone and explained given the extraordinary times we find ourselves in we once again have to meet online.

The Chair reminded members, that due to the success of the previous discussions, we will continue to hold 'members only' sessions and make it a standing item in the Agenda. This closed session means that Steve Randall from UKAS will join the meeting later.

Finally, the Chair welcomed Dimple Matharoo from DQS UK to his first meeting as the newest member of the association.

1.0 Apologies for absence

Nonn Reynolds (BSI), Rachel Davidson (BESCA) Duncan Sibbald deputising, Jim Spiers & Tony Duff (System Certification), Ayhan Tugrul (UK CARES) Lyndon Morgan deputising and Kevin Belson (UKAS)

WT reminded the meeting that many members may still be furloughed so may not be able to attend, but also extended his welcome especially given how busy members are in this difficult time.

2.0 Minutes of the meeting held on 2nd June 2020

It was confirmed that the Minutes were a true record of the previous meeting.

3.0 Matters arising from the minutes not covered elsewhere on the agenda

3.1 Confidentiality

Members were reminded of their responsibilities outlined in the Code of Practice covering the confidentiality of the content of this meeting:

“Members shall not improperly disclose information gained from participation in ABCB activities”.

4.0 Members Discussion (closed Session)

4.1 David Daly asked a question relating to remote audits when certification cannot be awarded for initial or re-assessments without an on-site visit taking place. This was discussed by members who were able to offer guidance and clarification based on the IAF FAQ's.

4.2 Andrew Ten-Broeke sort the thoughts of other members in relation to the return to physical audits returning. Members openly discussed the topic, and some present indicated that where it was safe to do so and with client's acceptance, they had begun to reintroduce onsite assessments but it was probably around just 5% at this time.

4.3 James Gibb raised concerns that UKAS had published an updated version of GEN-1 without apparent consultation. Members agreed to raise this with UKAS later in the meeting.

5.0 Standards Committees

WT stated there were a significant amount updates since the last meeting so would only have time to cover the main points of interest today but would send out a more extensive list post meeting.

5.1 QS/1 (ISO TC 176) - Quality Management and Quality Assurance

ISO/DIS 10014 (formally ISO 10014:2006/COR 1:2007) - Quality management systems — Managing an organization for quality results — Guidance for realizing financial and economic benefits.

DIS ballot closed

ISO/DIS 10017 (formally ISO/TR 10017:2003) - Quality management — Guidance on statistical techniques for ISO 9001:2015.

DIS ballot closed

5.2 **ISO/TC 301 - Energy Management and Energy Savings**

ISO/DIS 50003: - Requirements for bodies providing audit and certification of energy management systems.

DIS ballot closed – no change

5.3 **ISO/TC/283 - Occupational Health and Safety Management**

ISO/AWI 45002: Occupational health and safety management — General guidelines for the implementation of ISO 45001:2018.

New project approved – no change

ISO/WD 45003: Occupational health and safety management — Psychological Health and Safety in the Workplace — Guidelines.

DIS registered

5.4 **ISO/IEC JTC 1/SC 27 - Information Security, Cybersecurity and Privacy Protection**

There are more than 80 standards currently under development. Please see the following page for details: <https://www.iso.org/committee/45306/x/catalogue/p/0/u/1/w/0/d/0>

5.5 **SES/1/1 (ISO TC 207)** - Feedback from ABCB representative Steve Burt (via Steve Russell)

- ISO TC 207 SC1 - all standards to do with environmental management
- Involvement in the group developing ISO14009
- 5 yearly revision to ISO14001 - The UK position is to wait for the outputs of the Future Challenges (ISO TC 207 SC1 AH2) and User Survey before voting in the ballot, by 02nd Dec 2020, but the proposal currently (via Martin Baxter) is to confirm the standard as it is.

5.6 **CAS/1 (ISO/CASCO)**

ISO/IEC FDIS 17000: Conformity assessment - Vocabulary and general principles.

FDIS approved for publication.

ISO/IEC 17021-1:2015: Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements

Under periodic review – no change

ISO/IEC 17030: Conformity assessment — General requirements for third-party marks of conformity – current version 2003.

CD ballot initiated

ISO/IEC AWI GUIDE 60: Conformity assessment — Code of good practice

New project approved

ISO/IEC AWI 17043: Conformity assessment — General requirements for proficiency testing

New project approved

5.7 **PAS Development**

PAS 7050: Specification for Bringing Safe Products to Market

Key dates

- 17 April – 20 May - Public consultation (4 weeks)
- 10 June - SG review to review comments from public consultation
- 4 August – 10 August – Final SG editorial review of the draft
- November – Publication

Energy Smart Appliance (ESA): Strategic Advisory Group

- PAS 1878 Energy Smart Appliances Classification, &
- PAS 1897 DSR Framework

Work still on going. Public consultation planned for June/July 2020 with a proposed publication date of January 2021.

6.0 **Liaison Reports**

6.1 **Defence Sector**

Karen Green presented the highlights from DIQF meeting in June 2020.

- This meeting was a COVID-19 themed and DIQF members shared how their respective businesses were coping and what lessons they have learnt and any opportunities for improvement
- UKAS – Kevin Belson, BSI –Karen Green, DQA Field Force- David Greenwood, QCM Dave Thomas and Babcock industry - A McEvoy all presented a summary on how they have coped.
- From UKAS - Good flexibility from certification and inspection bodies was seen and they were able to witness CBs activities via the ICT systems to witness CBs audits to maintain confidence in accredited activity.
- From CB`s - Agility to understand and react quickly to daily changes to legislation and accreditation requirements was challenging but remote auditing was very well received by auditors and our clients. Daily COVID meetings held. Upskilling Assessors and support staff on ICT techniques
- There was a general discussion on Fraudulent certificates
- CB`s certificates can be quickly and easily validated if counterfeit certificates are suspected- IAF and UKAS are developing databases to ease this process
- Should be reported to UKAS and to the CB concerned AB will then write the CB in the first instance to demand action if this fails, they will utilize Trading Standards network
- Advised to use the links supplied on the NAB/IAF websites rather than internet search engines.
- BSI have a QR code on certificates which can be scanned to validate their certificates

- Quality in your pocket had been revised and is available on QCB(pol)gov.uk website
- MOD Quality Award nominations now open for 2020, Closing date for application 31/7/2020
- MOD Quality event 10.11.20 to be held via Skype this will include the awards
- Def Stan 05-100 MOD requirements for aircraft and ground running is being released for public comments in July 2020

DQA Field Force

- Essential surveillance activities – Flight Indemnity and NATO release in which remote auditing was conducted
- From MOD improved communications evident with two briefings per days going out to all staff

From Babcock

- The davenport accident command centre was opened and twice daily communications to all staff Babcock built 10k mechanical ventilators to support NHS and 3D face screens for Devon and Cornwall Air Ambulance
- Remote auditing from CB was challenging due to restrictions on the security levels

6.2 **Aerospace**

Karen Green gave an update on CBC Meeting held in July 2020.

Training: AATT face to face course planned and fully booked with David Scimshire 2nd-5th Nov 2020, 9 e-learning courses during lockdown. Another course 4th Jan planned.

Tom Townsend TPT– A3 & A4 virtually

- May candidates have pulled out on face to face course planned
- Classroom back live Q1 2021

Confirmed in this meeting it is acceptable for AA to be on site reviewing actions taken alone to close NCR's (Minor or Major) providing AEA does final sign off in OASIS, the OASIS system is configured to prevent AA signing off in full a NCR – the final sign off must be the AEA team leader. Requested this is added to the comments in the Q&A list.

Oversight arrangements and UKAS witness audits for each CB confirmed (detail in separate minutes).

IAQG Update

9104-1 Requirements for ASD certification programs expected to go live Q1 2021.

- Passed in US ballot (24 approvals, 2 rejections total)
- OCAP model and appendix updated following
- Lessons learned from COVID-19 incorporated
- 6th August for regroup for comments through CBMC breakout follow up meeting
- Ballot draft in circulation
- 9104-1 top level changes ppt

9104-2 Requirements for ASD Oversight re-write team formed, survey in progress

- 69 responses to survey – initial first draft end of 2020

9104-3 Requirements for ASD auditor training and qualification.

- ballot formally ended expected to go live Q1 2021– Initiate formatting and publication, complete the draft of the transition process and plan, draft training course specification, develop deployment support materials.
- No new resolution last one 17th March 2020, COVID Log exceptional circumstances management
- OASIS, 1 low cost temp change for restoration and reinstatement
- Requests must include – essential, low cost only, custom reports to support development
- Change to UK auditor conference
 - 18th & 19th Nov – No cost and now will be remote. (Recording possibility to be confirmed)
 - Decision yet to be confirmed on arrangements, costs.
 - Maybe remote in NOV
 - Face to face meeting to be pushed to Q3 2021 in Sheffield
 - Topic for 2020 to include: Feedback from IAQG, CAA, MOD and industry, Changes to 9104-003 and 001, discussion on remote/virtual auditing using WebEx

UKAS update:

- WA programme cancellations, rescheduling CB`s conducting remote wherever possible to reduce impact
- UKAS HQ audits will include a sample review of remote audits

6.3 EA Update

In Kevin Belson's absence WT gave the update on EA.

- EA Annual Report 2019 released 6th July
- Transition period for ISO/IEC 17025:2017 has been extended at the global level to 1 June 2021 due to COVID-19 outbreak
- EA General Assembly 25/26th November in Zagreb, Croatia
- At the last EA General Assembly on 14 May a resolution was passed enabling UKAS to remain an EA Full Member until 31 January 2022

6.4 IAF Update

6.4.1 MD12 Task Force (Activities in Multiple Countries).

6.4.2 IAF meeting in Montreal (October/November) cancelled.

6.4.3 IAF DMC (database management committee) continue to meet online every two weeks.

6.4.4 FAQ's – ongoing

6.4.5 New Task Force - Developing a collaborative approach to the management of Certification Bodies between Certification Programme Owners (CPOs), AB's and GFSI.

6.4.6 **Transition arrangements for ISO/IEC 27006:2015 AMD 1:2020.**

The General Assembly, acting on the recommendation of the Technical Committee, resolved that the Transitional Arrangement associated with ISO/IEC 27006:2015 AMD 1:2020 - Information technology - Security techniques - Requirements for bodies providing audit and certification of information security management systems – Amendment 1, will be two years from the last day of the month of publication of the amended standard.

Within this transition timeline:

- ABs shall be ready to carry out transition assessments for ISO/IEC 27006:2015 AMD 1:2020, within eight months from the last day of the month of publication of the amended standard.
- CBs shall have completed the transition to ISO/IEC 27006:2015 AMD1:2020, through office assessment, within 24 months from the last day of the month of publication of the amended standard.

Note 1: ISO/IEC 27006:2015 AMD 1:2020, was published on the 27 March 2020.

Note 2: The transition is not a routine transition from one version of a standard to another. The transition only relates to the specific changes detailed in Amendment 1:2020.

6.5 **UKAS Update**

Wayne Terry gave an update on the association's activities with UKAS.

6.5.1 **PAF**

- Next Policy Advisory Forum 8th September 2020
- ABCB up for re-election to represent certification Bodies and Inspection Bodies

6.5.2 **PAC**

- COVID-19 highlighted the issue of fake certificates - not confined to the UK
- UKAS work programme to strengthen and protect their role as NAB
- ABCB made UKAS aware of the need for wider communication particularly within Europe in relation to certificate status in the non-regulatory areas not being accepted
- Fastrack Extension to Scope (ETS) process implemented –coordinating ISO 15189 and ISO/IEC 17025

6.5.3 **Database Development**

Stakeholder workshops were nearing completion but ongoing.

6.5.4 **The Future of Remote Auditing - Blended Audits**

- A new initiative led by ABCB UKAS agreed to set up a new Task force as a subgroup to MSCTAC to develop guidance for auditing post lockdown

- Co-conveners – ABCB & UKAS (Wayne Terry & Kevin Belson)
- Task Force includes industry stakeholders
- First meeting held 13th July
- 4th August - Drafting Group meet
- W/C August 24th – Project Team Meeting
- Update to the MSCTAC – 13th August
- ABCB members will also asked to contribute and comment

7.0 UKAS

Steve Randall gave the following update on UKAS activities

7.1 UKAS Update

- Remote audits continue and will be review 1st October
- If a decision is taken to move back to onsite audits in October it will be a phased introduction, rather than a straight 'switch back on'
- ISO/IEC 27006 transitional arrangements to be published
- Witness audit 5 year assessment programme meeting to take place on 25th August
- IAF TC have not met since Nov 2019
- IAF Audit Time Task Forces – work continues
- EACC due to meet on 29th & 30th September and cover
 - Confusion over Standards & Scopes
 - Blended Assessments – discuss joint ABCB/UKAS project
 - COVID-19 return to work schemes
 - Rules on logos

7.2 Members' Questions

7.2.1 James Gibb raised the issue discussed at the closed members session in respect of the newly published revised GEN-1.

Steve Randall explained that the majority of updates were related to the changes required to reflect COVID-19 and promised to circulate the changes.

7.2.2 David Daly asked what the status of ISO 19650. Steve Randall was not 100% certain but would revert.

8.0 Opportunities

8.1 Hackitt Review – Raiding the Bar

Wayne Terry reported that the work of MHCLG- BRAC Accreditation Working Group Built Environment Competence Standards (BECS) Strategy Group was ongoing

Andrew Geens gave an update on the UKAS Building Safety Webinar held on 16th July, which in itself was a good webinar with good quality speakers. However, Andrew raised concerns regarding some professional bodies their perceived interpretation of competence and indeed future involvement of UKAS.

Steve Randall said he would make Ian Ronksley (UKAS) aware of the comments and Wayne Terry asked if Steve could also make sure that Malcom Hynd was also made aware.

Andrew was further concerned that there was little mentioned on competence within the new draft Building Safety Bill and suggested that we may have to wait for the publication of secondary legislation.

8.2 Draft Building Safety Bill

Wayne Terry gave a brief overview of the draft Building Safety Bill which is in response to Dame Judith Hackitt's Independent Review of Building Regulations and Fire Safety following the Grenfell Tower tragedy.

The draft Bill sets out proposals for changes to the legal framework for building safety overall but particularly for higher risk buildings (residential buildings of 18 metres or more or more than six storeys).

The key provisions of the draft Bill are:

- Legal basis for the new Building Safety Regulator being set up within HSE
- More stringent requirements for higher risk buildings including the introduction of duty holder roles covering design, construction and occupation
- Powers to introduce competence requirements for individuals and organisations working on these buildings
- Changes to the building control system
- New powers for the regulation of construction materials and products

As draft primary legislation, the Bill sets out enabling powers under which secondary legislation can be introduced so it does not contain a great deal of detail.

The Competence Steering Group (CSG) will be issuing its final report shortly which should support our arguments in this respect.

It is expected the CSG report to inform the development of the secondary legislation e.g. on what the competence requirements will be and how competence will be demonstrated.

Accredited certification can play a key role in supporting the new requirements, particularly in relation to competence and products.

For those members who are interested in exploring the possibility of being accredited to deliver certification in support of these new measures, they are advised to contact Malcolm.Hynd@ukas.com

9.0 Any other business

9.1 Opportunity for a communication professional to represent ABCB on the IAF Communication & Marketing Committee (CMC). All meetings currently being held online. Anyone interested should contact Wayne Terry post meeting.

9.2 Energy Smart Appliances: PAS 1878. Currently out for public consultation. Potential opportunity for ABCB membership to be involved in developing a certification scheme for BEIS.

- 9.3 Wayne Terry explained the current issues facing the supply chain, and in particular, those responsible for procurement of medical equipment related to COVID-19 due to the proliferation of counterfeit products and fraudulent certificates in the marketplace.

With this in mind, the IAF Database Management Committee appeal to those members accredited to ISO 13485 to voluntarily upload the details of all ISO 13485 Certificates into IAF CertSearch to help alleviate the situation.

Wayne said he would be happy to provide further detail to members on an individual basis.

10.0 Date and venue of next meeting

November 12th 2020 – online meeting.

DRAFT