2009-04-27

INTERNATIONAL ELECTROTECHNICAL COMMISSION

CONFORMITY ASSESSMENT BOARD (CAB)

SUBJECT

Agenda Item 9.2

Report on the CAB/ILAC Technical Panel meeting held in Geneva, Switzerland, on 9 December 2008

For IEC use only

BACKGROUND

The full report, CAB/ILAC/095/RM, is attached as Annex 1 to this document. The following is an extract that requires the CAB's support to proceed further. For explanatory purposes, Annex 2 is attached which depicts the flow of the proposed "new concept."

13 TO EXPLORE A NEW CONCEPT OF COLLABORATION BETWEEN THE SIGNATORIES OF THE IEC-CAB/ILAC

Document: CAB/ILAC-TP/093/INF

Meeting 25, Geneva, 2009-06-08

The meeting agreed with the Chairman's proposal to discuss Item 13 prior to discussing any other item of the agenda in light of the fact that the outcome of the discussion over the "new concept of collaboration" would most probably affect the content of the discussion of the other Items of the Agenda. The Chairman explained that after 6 years of trial collaboration with ILAC MLA Members, the parties have succeeded beyond expectations, built confidence of each other's operations and reached some very substantial achievements such as joint on-site reassessments, the use of common checklists for ISO/IEC 17025, use of National Testing Laboratory accreditation for annual surveillance purposes of IEC Systems, a survey of common understanding for some controversial requirements of ISO/IEC 17025, the use of ILAC Calibration guidance and also agreed on other topics of common interest.

The Chairman further informed that taking advantage of a meeting with the ILAC Officers in Stockholm during the recent ILAC-IAF General Assembly and Technical Committees, together with the IECEE Chairman, Gösta Fredriksson, and discussions with both ILAC and IAF key Officers, the possibility to further expand the collaboration between the parties with the target to achieve the next level as far as the on-site assessments of Testing Laboratories are concerned through the use of a common pool of registered and recognized Lead and Technical Assessors.

The Chairman further expanded the concept explaining that with a pool of registered Lead and Technical Assessors (basically from IECEE and IECEx) the result of the assessment carried out by the Accreditation Body could be taken into account by the relevant IEC System without unnecessarily repeating the assessment.

He added that this new concept would apply to Testing Laboratories whose scope is more or less matching the scope of the respective Accreditation Body and the relevant IEC System and that as part of this new concept the use of a common Assessment Report Form that would be cost and time efficient and would also help to harmonize the information gathered during the assessments and facilitate the reviewing process by the parties. The Chairman further noted

the recent use of an IECEx Assessor by UKAS for a recent Joint UKAS / IECEx Assessment as such an example.

The Chairman concluded the introduction stating that the implementation of the new concept would result in changes to the present concept of the CAB-ILAC Technical Panel by establishing a High Level Committee composed the chief executives of the Accreditation Bodies signatories of the MLA and the IEC Systems counterpart essentially the Systems' Officers and System Experts as need be.

Merih Malmqvist on behalf of ILAC mentioned that with such a new concept would envision that the IEC Systems would have much more confidence in accreditations and that the enhanced collaboration in using IEC Systems Assessors would be the right way forward to achieve such increased confidence.

Norbet Muller, supported by the ILAC and CAB delegations, agreed that there is a new outlook for a future collaboration and that a High Level Committee is necessary to make sure that the real players from the ILAC ABs side and from the IEC Systems side are effectively involved to make things happen.

Chris Agius said that pursuing the idea to create a High Level Committee would encourage the overall ILAC MLA Members to effectively collaborate as opposed to only seeking signatories to the MLA without being pro-active. On a suggestion from Merih Malmqvist, the meeting agreed that the annex to the MLA listing the Accreditation Bodies' signatories of the Agreement might not be necessary any more if the new concept is implemented.

The CAB-ILAC TP then discussed the re-assessment cycles within the IEC Systems and the various Accreditation Bodies. It was noted that the re-assessment cycle may vary between the Systems itself (IECEE 3 year cycle, IECEx and IECQ 5 year cycle) and between the Accreditation Bodies (2 years, 4 years and 5 years) it was agreed that there is ground for discussion to adjust the cycles to a timeframe that is convenient to the parties on a case-by-case basis.

The CAB-ILAC TP agreed to go forward with the new concept, to set a small CAB-ILAC TP Working Group to further elaborate the new concept drafted in the relevant meeting document CAB/ILAC-TP/093/IN for further approval by both ILAC Executive Committee and the CAB.

The CAB-ILAC TP Working Group "New Concept" will be represented by Norbert Muller, Merih Malmqvist and Chris Bestwick representing ILAC and by Joe Gryn, Chris Agius and Pierre de Ruvo representing the IEC CAB.

The terms of reference of the CAB-ILAC TP Working Group "New Concept" would include but not be limited to:

- elaborating the New Concept of using a common pool of registered Lead Assessors and Technical Assessors;
- elaborating the setting up of the High Level Committee, its mission and terms of reference.

It was agreed to complete the assignment by the 25th February 2009 permit Merih Malmqvist to table the topic at the ILAC Executive Committee that will be held in Paris the 2nd and 3rd March 2009.

Following the result of the discussion within the ILAC Executive Committee, the Head of the CAB Delegation, Pierre de Ruvo will provide the CAB Chairman and Secretary with the request to table it for approval at the CAB meeting on June 6, 2009.

If both the ILAC Executive and the CAB approve the CAB/ILAC TP Proposal, it is foreseen that the existing Technical Panel will only continue until the end of 2009 after which its terms of ref-

erence and composition might be changed and start the High Level Committee in 2010, possibly in conjunction with the annual meeting of the ILAC–IAF General Assembly.

DECISION 03/2008:

a) The CAB/ILAC Technical Panel agreed with the "new concept of collaboration" based on the use of a common pool of, basically, IEC Systems' Registered Technical Assessors and to seek formal acceptance within their respective Boards.

b) The CAB/ILAC Technical Panel agreed to set a small CAB-ILAC TP Working Group to further elaborate the new concept drafted in the relevant meeting document CAB/ILAC-TP/093/IN for further approval by both ILAC Executive Committee and the CAB.

c) With the understanding that the "new concept of collaboration" is approved by the ILAC Executive Committee and the CAB, the CAB/ILAC Technical Panel agreed that the Technical Panel as it is set in the present model will only continue until the end of 2009 after which its terms of reference and composition might be changed and start with a Strategy Committee in 2010 possibly in conjunction with the annual meeting of ILAC – IAF General Assembly.

ACTION

The CAB is invited to support the CAB/ILAC TP resolutions 03/2008 a) and c).





2008-12-09

CAB/ILAC Technical Panel

SUBJECT

Approved Report from the CAB/ILAC Technical Panel meeting held in Geneva, Switzerland, 9 December 2008

BACKGROUND

This approved report is based on the outcome of the discussion that took place within the subjected meeting.

ACTION

The CAB is requested to approve the specific proposal recommendations as detailed in this Report.

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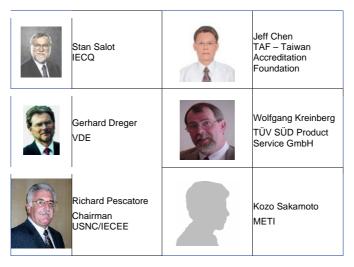






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Guests and Observers



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APPOINTMENT OF THE CHAIRMAN AND SECRETARY OF THE MEETING

Pierre de RUVO, in his capacity as Chairman, welcomed everyone to the meeting. The CAB/ILAC TP agreed to appoint Mr. Don MADER as Acting Secretary for this meeting.

DECISION 01/2008: The CAB/ILAC TP confirmed the appointment of Mr. Don MADER as acting Secretary for this meeting.

2 OPENING OF THE MEETING

The Chairman welcomed members, observers and the special guests of the fifth CAB/ILAC Technical Panel meeting and informed about the apologies received from Mr. Pat Palatino. The Chairman highlighted that significant progress has been made since these cooperation meetings first started. He thanked Mr. MULLER for his chairmanship of the Technical Panel in the last year.

The Secretary of the IEC Conformity Assessment Board, Mr. Gabriel BARTA, stated that from the CAB perspective the collaboration between the two organizations is seen as being very important and informed that at the IEC General Meeting in Sao Paulo (November 2008) the CAB Members expressed strong support over the project to further the collaboration between the ILAC Members and the IEC Systems. He concluded informing that the IEC-CAB looks at the strategic aspects and continues to support the activity of the Technical Panel.





CAB/ILAC-TP/077DA - REV 1

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3. APPROVAL OF THE AGENDA

The CAB/ILAC TP approved the agenda CAB/ILAC-TP/077DA Rev.1.

4. SIZE AND COMPOSITION OF THE TECHNICAL PANEL(S) SEE DISCUSSION UNDER ITEM 13 THIS ITEM WAS

The discussion of this Item was postponed to take place under the Item 13 "New Concept of collaboration" as the size and composition of the CAB-ILAC forum is part it.

5. TO DISCUSS THE AIM AND OBJECTIVES OF THE CAB/ILAC TECHNICAL PANEL AND MOU CAB/ILAC-TP/094/INF

The Chairman introduced the meeting document CAB/ILAC-TP/094/INF stating that the core objective of the CAB/ILAC Technical Panel is to pursue and develop close cooperation between the ILAC MLA Members and the IEC Conformity Assessment Systems that caters to the needs of their respective members and stakeholders. He stated that towards the objectives the CAB/ILAC TP shall develop and facilitate the implementation of the common understanding of the requirements laid down in ISO/IEC 17025 applicable to the Electrotechnical Sector, the use of harmonized assessment preparation guidelines and harmonized

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assessment report form, the inclusion of the IEC CA Systems' Schemes requirements in ILAC assessments and most of all the use of each other's qualified technical assessors.

Apart from the aim and objectives that were extensively discussed under the core Item of the meeting (Item 13) the Technical Panel concurred with the suggestion to use a common set of Assessment Reports as it would greatly facilitate consistency and easy review by the parties.

Norbert Mueller supported by Chris Bestwick suggested that this might be the IEC Systems' reports because the Accreditation Bodies do not have a common harmonized Assessment Report. The CAB Delegation stated that the IEC Systems are open and flexible to amend and to adjust their Assessment Reports to include the elements that are necessary for ILAC MLA Members.

The Technical Panel agreed with Norbert Mueller's suggestion that Accreditation Bodies could start with the IEC Systems' reports (in the electrotechnical sector) go for a trial period of 2 years and seek for feedback that can be further used for the revision of the Assessment Report based on the comments received.

The Technical Panel agreed in the field of the Electrotechnical Sector to start using the Operational Document OD-CB2005 completed as necessary by specific addenda that Accreditation Bodies may have so as to have a "Modular Approach".

DECISION 02/2008:

The CAB/ILAC Technical Panel agreed in the field of the Electrotechnical Sector to start using the Operational Document OD-CB2005 completed as necessary by specific addenda that Accreditation Bodies may have so as to have a "Modular Approach".







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CAB/ILAC-TP/095/RM

13. TO EXPLORE A NEW CONCEPT OF COLLABORATION BETWEEN THE SIGNATORIES OF THE IEC-CAB/ILAC

CAB/ILAC-TP/093/INF

The Meeting agreed with the Chairman's proposal to discuss Item 13 prior to discussing any other Item of the Agenda in light of the fact that the outcome of the discussion over the "new concept of collaboration" would most probably affect the content of the discussion of the other Items of the Agenda. The Chairman explained that after 6 years of trial collaboration with ILAC MLA Members, the parties have succeeded beyond expectations, built confidence of each others operations and reached some very substantial achievements such as joint on-site re-assessments, the use of common checklists for ISO/IEC 17025, use of National Testing Laboratory accreditation for annual surveillance purposes of IEC Systems, a survey of common understanding for some controversial requirements of ISO/IEC 17025, the use of ILAC Calibration guidance and also agreed on other topics of common interest.

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assessments of Testing Laboratories are concerned through the use of a common pool of registered and recognized Lead and Technical Assessors.

The Chairman further expanded the concept explaining that with a pool of registered Lead and Technical Assessors (basically from IECEE and IECEx) the result of the assessment carried out by the Accreditation Body could be taken into account by the relevant IEC System without unnecessarily repeating the assessment.

He added that this new concept would apply to Testing Laboratories whose scope is more or less matching the scope of the respective Accreditation Body and the relevant IEC System and that as part of this new concept the use of a common Assessment Report Form that would be cost and time efficient and would also help to harmonize the information gathered during the assessments and facilitate the reviewing process by the parties. The Chairman further noted the recent use of an IECEx Assessor by UKAS for a recent Joint UKAS / IECEx Assessment as such an example.

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Annex 1: Report from CAB/ILAC Technical Panel





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Merih Malmqvist on behalf of ILAC mentioned that with such a new concept would envision that the IEC Systems would have much more confidence in accreditations and that the enhanced collaboration in using IEC Systems Assessors would be the right way forward to achieve such increased confidence.

Norbet Muller, supported by the ILAC and CAB delegations, agreed that there is a new outlook for a future collaboration and that a high level Strategy Forum is necessary to make sure that the real players from the ILAC ABs side and from the IEC Systems side are effectively involved to make things happen.

On behalf of the CAB delegation, Joe Gryn stated that the members realize there are real benefits for the bodies and their customers and if the ILAC MLA Members and the IEC Systems can take the next step, that will be the ultimate collaboration.

Chris Agius said that pursuing the idea to create a high level Strategic Committee would encourage the overall ILAC MLA Members to effectively collaborate as opposed to only seeking signatories to the MLA without being pro-active.

On a suggestion from Merih Malmqvist, the meeting agreed that the annex to the MLA listing the Accreditation Bodies' signatories of the Agreement might not be necessary anymore if the new concept is implemented.

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The CAB-ILAC TP then discussed the re-assessment cycles within the IEC Systems and the various Accreditation Bodies. It was noted that the re-assessment cycle may vary between the Systems itself (IECEE 3 year cycle, IECEx and IECQ 5 year cycle) and between the Accreditation Bodies (2 years, 4 years and 5 years) it was agreed that there is ground for discussion to adjust the cycles to a timeframe that is convenient to the parties on a case-by-case basis.

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Annex 1: Report from CAB/ILAC Technical Panel





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c) With the understanding that the "new concept of collaboration" is approved by the ILAC Executive Committee and the CAB, the CAB/ILAC Technical Panel agreed that the Technical Panel as it is set in the present model will only continue until the end of 2009 after which its terms of reference and composition might be changed and start with a Strategy Committee in 2010 possibly in conjunction with the annual meeting of ILAC – IAF General Assembly.

ACTION:

The CAB is requested to support the CAB-ILAC TP resolution 03/2008 a). The CAB is requested to approve the CAB-ILAC TP resolution 03/2008 c).

6. MATTERS ARISING FROM THE PREVIOUS MEETING – FOLLOW UP OF LAST YEAR'S LIST OF CURRENT DECISIONS

CAB/ILAC-TP/076/RM

The CAB/ILAC TP noted the content of document CAB/ILAC-TP/076/INF and that all actions except the first one had now been completed.





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7. TO RESUME THE ACHIEVEMENTS PERTAINING TO THE COLLABORATION VERBAL OPEN DISCUSSION

7.1 JOINT RE-ASSESSMENTS

CAB/ILAC-TP/079/INF

The CAB/ILAC TP noted the report from the Chairman related to the joint re-assessment activity of IECEE & ILAC MLA Members as well as the report from Chris Agius pertaining to the achievement of a recent IECEx joint assessment in the UK together with UKAS.

The Chairman explained that the number of joint re-assessment could be more significant if the reassessment cycles between the various parties could be harmonized and asked the members to explain the rationale for the difference.

Chris Agius explained that the decision to set a 5 years re-assessment cycle was agreed by the Management Committees of the IECEx and IECQ Systems based on the current practice of Accreditation Bodies providing accreditations to some members of IECEx and IECQ.

Norbet Muller and Merih Malmqvist informed that the ILAC MLA Members have different cycles set in their procedures and that the re-assessment cycle may vary from a minimum of 2 years to a maximum of 5 years knowing that Accreditation Bodies have intermediate "surveillance assessments".

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Pierre de Ruvo informed that IECEE had agreed to set the "re-assessment" cycle to be every 3 years for accredited Testing Laboratories whereby non-accredited Testing Laboratories are subjected to a 1 year cycle to assess their Quality Management System and every 3 years a full "re-assessment".

It was agreed that the parties should make the maximum possible use of each other's assessments, and understand how they might be able accommodate the differences.

It was agreed that if the parties are able to reach the level of fully using the IECEE and IECEx technical assessors, then there would be congruence between ILAC and the IEC Systems.

DECISION 04/2008:

The CAB/ILAC TP agreed that the ILAC MLA Members could start using the IECEE and IECEx Technical Assessors whilst waiting that the "new concept of collaboration" is accepted and ready to be implemented. In this respect the System Secretaries (Pierre de RUVO for IECEE and Chris AGIUS for IECEx) can be contacted by the relevant Accreditation Bodies to provide the names of the Technical Assessors that cover the relevant scope of the assessment.





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7.2 COMMON UNDERSTANDING OF ISO/IEC 17025

The CAB-ILAC TP reviewed the Common Understanding document and decided that further discussion was not necessary because the Common Understandings have basically been accepted.

7.3 DETERMINATION OF CALIBRATION INTERVALS OF MEASURING INSTRUMENTS CAB/ILAC-TP/083/INF

CAB/ILAC-TP/092/INF OP-ACAG010

The Head of the ILAC Delegation, Norbert Muller, presented the ILAC-G24:2007 / OIML D 10:2007 " Guidelines for the determination of calibration intervals of measuring instruments" and informed that such Guidance Document is a revision of OIML D 10 and that it was drafted and published by ILAC and the OIML (International Organization of Legal Metrology) as a joint Guidance. He further added that the purpose of the Guidance Document is to give laboratories, particularly while setting up their calibration system, guidance on how to determine calibration intervals and also to identifies and describes the methods that are available and known for the evaluation of calibration intervals.

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The CAB/ILAC TP agreed that in certain cases the calibration intervals may be extended from the nominal interval for reasons which shall be duly documented.

It was agreed that, where there is sufficient calibration data to statistically establish a trend or based on experience of use of the test equipment to assure good measurement results for a longer period the calibration interval may be extended.

Norbert Muller than reported ILAC feedback over the query that was submitted to the CAB delegation during the previous meeting related to the requirements that Calibration vendors shall meet when requested to calibrate testing and measuring equipment and stated that Calibration Vendor shall provide information on the calibration certificate/report as detailed in ISO/17025:2005 Clauses 5.10.2 and 5.10.4. as well as statement of uncertainties that include individual uncertainty values for each calibration measurement, or the total calculated measurement uncertainty and a statement that individual results are available upon request, or a statement of conformance to a defined tolerance.

He concluded underlining that ILAC has no problem with the IEC Systems using OP-ACAG010 however for the sake of consistency it would make sense that both the Systems and the ILAC MLA Members could agree to use the same document.





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The ensuing discussion showed that the meeting concurred that the customer (Testing Laboratory) defines what he needs and the Calibration Laboratory must be prepared to meet the expressed need and provide the records that demonstrate the services were, in fact, what the customer requested in the purchase order. Answering a question from the CAB Delegation, Merih Malmqvist answered that if the Calibration Laboratory cannot provide the information needed, a complaint should be made to the relevant Accreditation Body of the Calibration Laboratory and if that action is not successful, the customer (Testing Laboratory) should than file a complaint directly with ILAC.

DECISION 05/2008:

a) The CAB/ILAC TP agreed that the Calibration Laboratories must meet the need expressed by the Testing Laboratories and provide the records that demonstrate the services were, what the customer requests in the purchase order.

b) The CAB/ILAC TP agreed that Calibration Laboratories cannot provide the information needed, a complaint should be made to the relevant Accreditation Body of the Calibration Laboratory and if that action is not successful, the customer (Testing Laboratory) should than file a complaint directly with ILAC.

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8. TO REVIEW THE ELEMENTS OF THE COLLABORATION THAT ARE STILL OUTSTANDING

The review of the "elements" that are still outstanding were cove red by the various agenda topics and the new concept as detailed under Item 13 of this Report.

9. TO REVIEW THE USE OF UNCERTAINTY INFORMATION IN COMPLIANCE ASSESSMENT CAB/ILAC-TP/084/INF CAB/ILAC-TP/085/INF CAB/ILAC-TP/086/INF It was noted that the EURACHEM/CITAC Guide: Use of uncertainty information in compliance assessment

is applicable to decisions on compliance with regulatory or manufacturing limits where a decision is made on the basis of a measurement result accompanied by information on the uncertainty associated with the result. It was also noted that it covers cases where the uncertainty does not depend on the value of the measurand, and cases where the uncertainty is proportional to the value of the measurand and that the guide assumes

Annex 1: Report from CAB/ILAC Technical Panel





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that the uncertainty has been evaluated by an appropriate method that takes all relevant contributions into account.

The CAB/ILAC TP agreed that the aspect of using uncertainty in compliance assessment is covered by IEC Guide 115 for the electro-technical sector for assessment to safety standards.

10. ACCREDITATION BODIES THAT DO NOT RECOGNISE THE IECEE PEER ASSESSMENT PROGRAMME CAB/ILAC-TP/087/INF

With the understanding that by "Accreditation Bodies that do not recognize the IECEE Peer Assessment Programme" was meant "Accreditation Bodies that have not signed the CAB-ILAC MoU", The CAB/ILAC TP agreed that the implementation of the "New Concept of collaboration" as detailed under Item 13 of this report would not only overcome the lack of ABs signatures of the MoU but the collaboration would expand to include the whole of the ILAC Accreditation Bodies.

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11. JGA SYDENY RESOLUTION 7 – CERTIFICATION TO ACCREDITATION STANDARDS CAB/ILAC-TP/088/INF CAB/ILAC-TP/089/INF

The Chairman informed that the IECEE leadership and the CAB Chairman have discussed this Joint Resolution 7 to a large extent with the leadership of the ILAC and ILAC Technical Committee and that the Item is also tabled at the next day meeting within the CAB-IAF TP.

The ensuing discussion showed that there is no issue with ILAC, however, ILAC is concerned that the "public" might be misled as to the meaning of the assessment of the subcontractor.

It was noted that the IEC Systems have a process in place to make sure that their members are not causing confusion by issuing certificates that might be misleading and that the objective is to eliminate confusion in the market place, on which both parties agreed.

12. DEFINITION OF PRODUCT CONSULTANCY FOR CERTIFICATION BODIES AND TESTING LABORATORIES

The CAB-ILAC TP noted with interest the presentation made by Don Mader that defines the limits beyond which third party Conformity Assessment Bodies should not step in to preserve their independence and impartiality.

Several suggestions were discussed about how assessors should operate about looking into the body's implementation of its management system.





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13. TO EXPLORE A NEW CONCEPT OF COLLABORATION BETWEEN THE SIGNATORIES OF THE IEC-CAB/ILAC CAB/ILAC-TP/093/INF

This Item was dealt with after Item 5.

14. ANY OTHER BUSINESS

No additional items were raised by the Technical Panel.

15. FUTURE MEETINGS

DECISION 06/2008: The CAB-ILAC TP agreed with Mr. Sinclair's offer to hold the next meeting at his organizations premises in Buxton, Derbyshire, United Kingdom, 22rd September 2009 in conjunction with the CAB-IAF TP.

16. CLOSE OF THE MEETING

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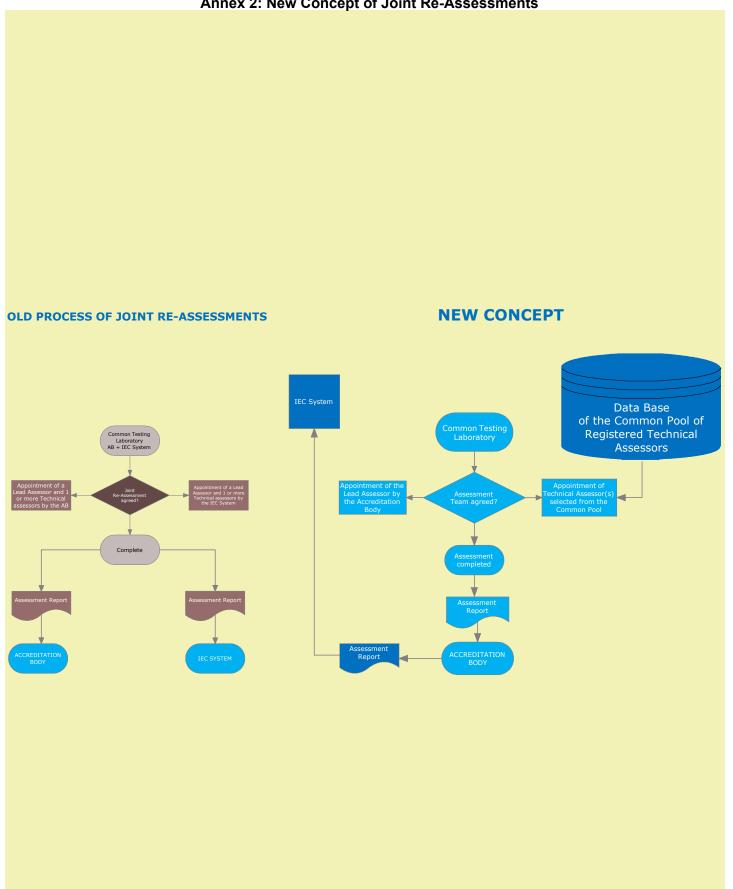




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The Chairman closed the meeting and thanked Mr. Don Mader for taking the minutes.



Annex 2: New Concept of Joint Re-Assessments