

**Summary of the Minutes of the  
UKAS Environmental Management Systems  
- Technical Advisory Committee Meeting  
Held on Thursday, 6<sup>th</sup> May 2004 at Lloyds Register, London**

**Present:**

Graham Talbot	UKAS (Chairman)	
Andrew Marlow	UKAS (Secretary)	
Martin Baxter	IEMA	
David Capper	DEFRA	
Phil Case	Barclays	(Present for Agenda Items 1 – 5 only)
David Hayward	UKAS	
Chris Howes	Environment Agency	
Malcolm Howard	BSI	
David Shirley	KPMG	
Roger Venables	Crane Environmental Ltd	
Anne-Marie Warris	IIOC	

**Apologies**

Peter Wilson	WSP Environmental (Chairman)
Tom Bramley	Landrover Jaguar
Martin Houldin	Entec
Mike Jones	DTi
Andrew Burns-Warren	Imsys
Martin Brocklehurst	Environment Agency

**1.0 Welcome and Apologies**

The interim Chairman (Graham Talbot) was approved in the absence of Peter Wilson, who was unavoidably detained by business interests in the U.S.A.

**2.0 Minutes of 3 December 2003 Meeting**

The minutes of the last meeting were discussed and approved subject to typographical amendments.

**3.0 Matters Arising**

The following issues were discussed:

- 1 IAF Guidance on Regulatory Compliance.
- 2 Feedback from FAB (Forum of Accreditation Bodies).
- 3 Feedback on a complaint against an accredited EMAS verifier

#### **4.0 Chairman's Report update**

In the absence of the Chairman, Graham Talbot's main comment was the retirement of Roger Brockway and its effect on the Committee, the EMS Project, and the contribution to the IAF EMS guidance.

#### **5.0 Revised Terms of Reference**

Graham Talbot outlined, with reference to the circulated Committee paper, the development of revised Terms of Reference for a refocused EMS-Stakeholder Advisory Committee.

The committee acknowledged the significant contribution made by Roger Brockway to EMS accreditation and wished that this vote of thanks be conveyed to him.

#### **6.0 UKAS EMS Project – Update**

Rob Bettinson outlined the current status of the UKAS EMS Project in relation to two papers tabled at the meeting. This covered revised competence criteria for UKAS assessors, the proposed UKAS methodology document, progress in recruitment of additional UKAS assessment staff, and the communication plan for informing all stakeholders of the outcome of the project.

#### **7.0 IAF Guidance on Legal Compliance**

This item was not fully discussed, as the IAF has not yet issued any further documents or papers in relation to the forthcoming meeting. Chris Howes (Environment Agency) will be attending on behalf of UKAS.

#### **8.0 UKAS EMS Complaints**

Andrew Marlow presented a paper that provided an analysis of recent UKAS customer feedback.

Based on research in the UKAS archive and live customer feedback systems for the –period 1 April 2003 – 31 March 2004, four complaints were received by UKAS in relation to the EMS activities of its accredited certification bodies and EMAS verifiers.

One of the complaints related to issues raised by the UK EMAS Competent Body. A further complaint was raised by a registered organisation that wanted information about changing from one accredited verifier to another. The remaining two complaints were regarding certification bodies that were considered by the complainants to be operating outside their UKAS accredited scope.

#### **9.0 ISO 14001:1996 and ISO 14004 Update**

Anne-Marie Warris described the intention to publish the revised ISO 14001 and ISO 14004 has passed the FDIS stage, which could potentially lead to the publication of ISO 14001 by Autumn 2004. ISO 14004 has also passed the same FDIS stage and could be published within similar timescales. A new working group is looking at the convergence of terminology between ISO 9001:2000 and the revised ISO 14001.

## **10.0 EMAS Issues**

Martin Baxter gave an up-date on the progress of revision of the EMAS and Eco-label Regulations. A consultation project will be let to evaluate the effectiveness of these Regulations. A second EMS National Forum is proposed as an opportunity to discuss these issues.

The administrative arrangements for EMAS verifiers operating in other EU member states is specified in the EMAS Regulation together with the management of other obvious issues such as language and local knowledge of legal compliance. Variations were discussed in relation to the potential barriers.

## **11.0 UKAS Accreditation Recognition of BS 8555:2003**

Martin Baxter described the project to develop an accredited inspection system and the interest from other organisations including 6 potential organisations (2 bodies that are not currently accredited by UKAS).

## **12.0 Any Other Business**

Roger Venables described a new awards scheme to encourage environmental performance in the construction industry.

## **13.0 Next Meeting**

The next UKAS EMS-TAC Committee meetings for 2004 were discussed and the following dates agreed:

19 July 2004 pm

LRQA, London

End of November / early December 2004

Consideration being given to holding a meeting at the time of the proposed second EMS National Forum at a venue to be determined.

## **15.0 Meeting Close**

The meeting closed at 15:20 Hrs.