

**Summary of the Minutes of the  
UKAS Environmental Management Systems  
- Technical Advisory Committee Meeting  
Held on Tuesday, 14th December 2004 at Lloyds Register, London**

**Present:**

Peter Wilson	WSP Environmental (Chairman)
Graham Talbot	UKAS
Andrew Marlow	UKAS (Secretary)
Martin Baxter	IEMA
Chris Thomas	DEFRA
David Hayward	UKAS
Sandy Rowden	Environment Agency
Malcolm Howard	BSI
Roger Venables	Crane Environmental Ltd
Anne-Marie Warris	IIOC

**Apologies**

Tom Bramley	Landrover Jaguar
Martin Brocklehurst	Environment Agency
Martin Houldin	Entec
Chris Howes	Environment Agency
Mike Jones	DTi
David Shirley	KPMG
Andrew Burns-Warren	Imsys

**1.0 Welcome and Apologies**

Peter Wilson welcomed all Committee members to the meeting and covered general issues in preparation for the meeting.

**2.0 Minutes of 6 May 2004 Meeting**

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

EMAS Review was discussed regarding the need or future development of the EMAS Regulation. Committee members indicated their wish to contribute to the review as appropriate on an individual level.

### **3.0 Matters Arising**

The following issues were discussed:

Detail of the Environmental Awards Scheme are available at [www.coequal.com](http://www.coequal.com)

At the July Meeting, the Committee were supporting of the Post-Audit Review process but recognised that some elements may be difficult to implement.

### **4.0 Issues arising from the National EMS Forum**

The Committee wish to voice their congratulations and support for the National EMS Forum and its benefits for the environmental community. UKAS offered to host an invitation on its website to raise the profile within the UKAS-accredited entity.

### **5.0 Revision of Terms of Reference (For Information)**

A revised version of the draft Terms of Reference for the Advisory Committee arising from the May meeting for comment and approval.

### **6.0 UKAS EMS Project - Update**

A verbal update was provided by David Hayward (UKAS Accreditation Manager) describing the current status of the UKAS EMS Project. This update covered the earlier presentation of the C3 document and the use of the Pre-Assessment Declaration (PAD) to UKAS-accredited certification bodies / environmental verifiers.

The Committee recognised the need to review the implementation of the new procedures at future meetings.

### **7.0 IAF Guidance on legal compliance - Comm (141204)01**

An update on the IAF sub-committee developing Guidance on legal compliance was provided in relation to the earlier consultation by e-mail with Committee members.

It was requested that a copy of the consolidated UKAS response to the IAF Technical Committee should be circulated to all Committee members and the individual consultation responses received by UKAS to be sent to Chris Howes as his role on the working group.

### **8.0 EA and FAB Peer Review Evaluation - Verbal Update**

An update on the recent European Cooperation for Accreditation and Forum of Accreditation Bodies Peer Review was provided by Graham Talbot.

The EA MAC committee meeting in September 2005 will consider the evaluation and corrective actions for a decision for UKAS to continue as a signatory to the Multilateral agreement.

The FAB Peer Review feeds into the committee set up under the EMAS Regulation and it is expected that the UKAS response will be made formally to the May 2005 meeting.

At the appropriate time, it was asked that UKAS provide a clear statement of the resolution of the nonconformities and concerns and the continued membership of the multilateral agreement.

#### **9.0 UKAS Procedure on the supervision of environmental verifiers from other Member States- Comm141204)02**

A presentation of draft Technical Policy Statement 50 was made with reference to the supervision of environmental verifiers from other Member States.

Two issues raised regarding the costs of supervision and the communication of unsatisfactory work would be considered in the development of the final version.

#### **10. UKAS Six Monthly Report on Customer Feedback - Comm (141204)03**

The paper on the recent research covering the period: May – December 2004 identified six complaints.

The issue of positive feedback was made. The UKAS Customer Feedback log maintains both, positive and negative feedback and so is capable for recording this information.

#### **11.0 ISO 14001 and ISO 14004 Update - Comm (141204)04**

An Update paper on the final publication of the above International Standards and the IAF transition consultation with an invitation to comment.

### **4.0 Environmental management system requirements**

#### **4.1 General requirements**

The organization shall establish, document, implement, maintain and continually improve an environmental management system in accordance with the requirements of this International Standard and determine how it will fulfil these requirements.

The organization shall define and document the scope of its environmental management system.

#### **4.3.1 Environmental aspects**

The organization shall establish, implement and maintain a procedure(s)

- a) to identify the environmental aspects of its activities, products and services within the defined scope of the environmental management system that it can control and those that it can influence taking into account planned or new developments, or new or modified activities, products and services,

ISSUE – The new International Standard includes “services” and “those that it can influence”.

#### **4.5.2 Evaluation of compliance**

**4.5.2.1** Consistent with its commitment to compliance, the organization shall establish, implement and maintain a procedure(s) for periodically evaluating compliance with applicable legal requirements.

The organization shall keep records of the results of the periodic evaluations.

**4.5.2.2** The organization shall evaluate compliance with other requirements to which it subscribes. The organization may wish to combine this evaluation with the evaluation of legal compliance referred to in 4.5.2.1 or to establish a separate procedure(s).

The organization shall keep records of the results of the periodic evaluations.

ISSUE - The periodic evaluation should not be seen as only the internal audit. The Internal Audit should check the documented and implemented procedure for “periodic evaluation” but that the periodic evaluation should be a distinct activity to evaluate legal compliance.

For applicable, see 4.3.2 Legal and other compliance where it applies to environmental aspects not just significant environmental aspects.

“Legal” is not just “environmental legal requirements” but applicable legal requirements to which organization subscribes related to its environmental aspects, and to determine how these requirements apply to its environmental aspects.

Additionally, the IAF Technical Committee can consider the understanding and interpretation in the first instance and clarification in the future. A copy of the final IAF Communiqué was requested by all Committee members and would be incorporated into the mail-shot to all UKAS-accredited EMS certification bodies.

#### **12.0 UKAS Accreditation Recognition of BS 8555 - Verbal Update**

A verbal update on the progress of the accredited recognition to BS 8555 was presented by J. Gascoigne.

One applicant, LRQA, is undergoing the current inspection body accreditation process. Other applicants are expected.

### **13.0 Any Other Business**

#### **Role of Codes of Conduct and confidentiality**

The role of Codes of Conduct and confidentiality was raised with respect to UKAS accredited certification bodies and environmental verifiers. The provisions of ISO/IEC Guide 66 deals with these issues.

#### **Awareness of UKAS and accreditation**

Recent market research has show that recognition of UKAS is 30% in un-prompted question surveys and 60% is prompted questions.

#### **Tracking the use of UKAS marks**

The use of Google for the searching of the Internet was suggested.

#### **Use of the phrase “certification”**

The IAF documentation does not explicitly describe, “Accredited certification” but uses the term “certification”. Greater encouragement should be made to use the term “accredited certification”.

IEMA offer to host information on “accredited certification” and suggested that the Chartered Institute of Purchase and Supply would be a good source of contact. It was noted that the CIPS are a stakeholder within the UKAS Stakeholder Board.

#### **ISO 18001**

OHAS 18001 into a national standard in Denmark.

### **14.0 Next Meetings**

It was agreed that the next two meetings would be held on the following days:

4 May 2005

2 November 2005