

**Summary of the Minutes of the  
UKAS Environmental Management  
- Advisory Committee Meeting  
Held on Wednesday, 4th May 2005 at Lloyds Register, London**

**Present:**

David Hayward	UKAS (Chair)
Andrew Marlow	UKAS (Secretary)
Martin Baxter	Institute of Environmental Management and Assessment
Janet Gascoigne	UKAS
Steve Nolan	Office of the Deputy Prime Minister
Sandy Rowden	Environment Agency
Catherine Summerfield	Association of British Certification Bodies
Chris Thomas	Department of Environment, Food and Rural Affairs
Roger Venables	Crane Environmental Ltd
Anne-Marie Warris	International Institute of Certification

**Apologies**

Peter Wilson	WSP Environmental (Chairman)
Tom Bramley	Landrover Jaguar
Martin Houldin	Entec
Chris Howes	Environment Agency
Andrew Burns-Warren	Imsys
Martin Brocklehurst	Environment Agency
David Shirley	KPMG
Graham Talbot	UKAS

**1.0 Welcome and Apologies**

The interim Chairman (David Hayward) was approved by the Committee in the absence of Peter Wilson, who was unavoidably detained due to personal family issues.

**2.0 Minutes of 14 December 2004 Meeting**

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

**3.0 Matters Arising**

The following issues were discussed:

**1. Issues arising from the National EMS Forum**

No further action is required with respect to this item.

**5. Revision of Terms of Reference (For Information)**

A copy of the final version of the draft Terms of Reference for the Advisory Committee will be sent to all Committee members.

**6. UKAS EMS Project - Update**

No further action is required with respect to this item.

**7. IAF Guidance on legal compliance - Comm (141204)01**

Clarification was sought regarding the request that a copy of the consolidated UKAS response to the IAF Technical Committee should be circulated to all Committee members. This action was discharged with respect to an agenda item and presentation on the IAF working group and the circulation of relevant papers.

**8. EA and FAB Peer Review Evaluation**

Confirmation would be provided by UKAS following the conclusion of the evaluation process through the European Co-operation for Accreditation – Multilateral Committee and the committee within the Forum of Accreditation Bodies.

**9. UKAS Procedure on the supervision of environmental verifiers**

A concern was raised about the general principle of agreed actions and specifically with reference to the issues raised regarding the costs of supervision and the communication of unsatisfactory work.

It was supported that UKAS should work closely with the United Kingdom representatives on the Article 14 committee.

**10. UKAS Six Monthly Report on Customer Feedback**

This item was open for discussion on the agenda.

**11. ISO 14001 and ISO 14004 Update**

This item was open for discussion on the agenda.

**12. UKAS Accreditation Recognition of BS 8555**

This item was open for discussion on the agenda.

**13. Any Other Business**

This item was open for discussion on the agenda.

#### **4.0 EMS National Forum**

The next EMS National Forum was discussed and is scheduled for 1 December 2005 and will cover a number of workshops including workshops on auditor consistency, environmental communication and BS 8555 within a modified format from the 2004 conference.

Accordingly, the next EMAC meeting will be rescheduled for 7 December 2005) at a central London location and incorporate a presentation on the remas project.

#### **5.0 UKAS EMS Project - Update**

The UKAS C3 document has been published and is publicly available on the UKAS website ([www.ukas.com](http://www.ukas.com)) The use of the Pre-Assessment Declaration (PAD) form has been subject to consultation and will be explained to each UKAS-accredited certification body in this current annual accreditation cycle and will be used directly in the next annual accreditation cycle.

The Committee supported the UKAS deployment of a “holistic” approach to the assessment of certification bodies through not just a technical audit but, also, the linkages of achievement of the environmental policy & objectives and targets. Reference was made by UKAS to the definition of nonconformity given in the definitions section of the International Accreditation Forum (IAF) Guidance to ISO Guide 66:1999.

#### **6.0 IAF Guidance on legal compliance**

A presentation on the recent meeting of the IAF Technical Committee Task Force on Auditing Regulatory Compliance (ARC) was given together with the provision of supporting documentation for the presentation, two papers comprising the Meeting Notes and Issue 2 of the IAF Technical Committee’s White Paper on “the relationship between ISO 14001 management system conformity assessments and Regulatory Compliance” were tabled for Committee members at the meeting.

#### **7.0 Six monthly report on customer feedback**

A verbal update on the current level of customer feedback was provided.

All previous customer feedback issues are closed.

#### **8.0 ISO 14001:2004 and ISO 14004:2004 Update**

A general discussion covering the transition to the revised International Standard and actual examples of the UKAS experiences to date.

It was agreed that UKAS should monitor the consistency of the implementation of the revision of the International Standard across its accredited certification bodies.

#### **9.0 UKAS accredited recognition of BS 8555:2003**

A summary of the current developments within the UKAS-accredited recognition of the British Standard, BS 8555:2003.

#### **10.0 Nominations for UKAS EMAC Committee Members**

Nominations for additional EMAC members was discussed with representation from the following stakeholder groups would be considered by UKAS:

- Local Government
- Institute of Directors
- Confederation of British Industries
- Other public sector bodies
- Small businesses

#### **11.0 Any other Business**

The following issues were briefly discussed:

The Environment Agency were congratulated on achieving EMAS registration.

The ENDS article on the environmental management systems was raised.

EMAS revision issues were suggested for a future agenda item.