



# **The Communique of Commonwealth of Nations Accreditation Board**

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## **Resolutions adopted at 23. Annual Meeting**

**9 and 10 November 2001 - Johannesburg International Hall**

CNAB Resolution 2001-01 – (Agenda Item 2) Acceptance of Apologies and Proxies – The Annual Meeting received and accepted the list of apologies for non-attendance and accepted the notifications of proxies by members.

CNAB Resolution 2001-02 – (Agenda Item 3) Approval of the Agenda – The Annual Meeting adopted the draft agenda as amended (ref CNAB-PL-01-016).

CNAB Resolution 2001-03 – (Agenda Item 4) Minutes of the Fourteenth Meeting - The Annual Meeting approved the draft Minutes (with minor amendments) as a true record of the Fourteenth Annual Meeting, held in Arlington, Virginia, USA on 9 and 10, November, 1999 (ref CNAB- PL-00-030) as circulated and amended.

CNAB Draft Resolution 2001-04 – (Agenda Item 5.1.) President’s Report - The Annual Meeting received with appreciation the Report of the President (ref CNAB-PL-01-029) as circulated and presented.

CNAB Resolution 2001-05 – (Agenda Item 5.1.1.) CNAB Bylaws, Issue 2 - The Annual Meeting formally received the final version of the CNAB Bylaws, Issue 2 (ref CNAB-PL-01-006), as had been approved by members in a 60-day letter ballot which closed on 30 July 2001.

[Note – the Bylaws Issue 2 document is available in the CNAB web site for downloading by Members]

CNAB Resolution 2001-06 – (Agenda Item 5.1.1.) CNAB Memorandum of Understanding, Issue 3 - The Annual Meeting formally received the final version of the CNAB Memorandum

of Understanding, Issue 3 (ref CNAB-PL-01-007), as had been approved by members in a 60-day letter ballot which closed on 30 July 2001.

[Note – the CNAB Memorandum Issue 3 document is available in the CNAB web site for downloading by Members]

CNAB Resolution 2001- 07 (Agenda Item 5.1.1) Proposed Amendment of CNAB Bylaws, Issue 2 – The Annual Meeting received a proposal to further amend the Bylaws to require a 2/3rd majority vote for decisions such as termination of membership, and adoption and revision of guidance documents, but noting the divided views on the proposal, it requests the Executive Committee to consider the proposal and, if that proposal achieves consensus, to submit it to members for approval in a 60-day letter ballot.

[Note – the possible further amendment of the Bylaws is an item on the agenda for the meeting of the Executive Committee in February 2002]

CNAB Resolution 2001-08- (Agenda Item 5.1.2.) CNAB Charter - The Annual Meeting endorsed the Revised CNAB Charter (ref CNAB-PL-01-011) as circulated.

CNAB Resolution 2001-09 – (Agenda Item 5.1.3.) Board Strategic Agenda - The Annual Meeting received the Board document “International Accreditation Forum, Inc. -Strategic Agenda” (ref CNAB–BD–01-027) as circulated and presented.

CNAB Resolution 2001-10 – (Agenda Item 5.1.4.) CNAB Organisational Restructure - The Annual Meeting received the Board report on the outcome of the 60 day letter ballot which closed on 31 October, and the approval of the organisational restructure (ref CNAB-BD-01-022), and noted that the new structure has been implemented by the Board immediately.

[Note – the document setting out the organisational structure of CNAB (ref CNAB-BD-01-022) is available in the CNAB web site for downloading by Members]

CNAB Resolution 2001-11 – (Agenda Item 5.1.4.) CNAB Organisational Restructure - The Annual Meeting endorsed the Board’s appointment of Chairpersons of newly approved Committees as follows:

Roger Brockway: Technical Committee

Elva Nilsen: MLA Committee

Veronica Garcia de Solórzano: Development Support Committee.

CNAB Resolution 2001-12 (Agenda item 5.1.4) Organisational Restructuring for MLA Committee - Acting on the recommendation of the MLA Committee, the Annual Meeting agrees that the new MLA Committee Structure be implemented with the three Subordinate Committees and Terms of Reference of those committees (MLA Management Committee, MLA Training Sub-Committee, and MLA Procedures Sub-Committee) as noted in Annex 3 to CNAB-BD-01-022,

CNAB Resolution 2001-13 (Agenda item 5.1.4.b) - Membership of the CNAB MLA Committee - the Annual Meeting agrees that following the Annual Meeting, the Secretariat of CNAB will ask CNAB members to confirm their member on the MLA Committee;

members of the proposed Training Sub-Committee and the MLA Procedures

Sub-Committee will be selected from those members; and,

that membership of the Training Sub-Committee include regional group training

coordinators as identified by the regions, and an ILAC representative, with the Chair of the Training Sub-Committee to be chosen from this group; and, that there be no change to the MLA MC membership at this time, except to fill the requirements of the existing matrix, which was not changed with the organizational restructuring.

[Note – The Secretary invited all Members to advise their Representatives in each of the three main Committees on 31 December 2001. Nomination of Member Representatives on each of the Committees close on 28 January 2002]

CNAB Resolution 2001-13 (Agenda item 5.1.4.b) - Membership of the CNAB MLA Committee - the Annual Meeting agrees that following the Annual Meeting, the Secretariat of CNAB will ask CNAB members to confirm their member on the MLA Committee;

members of the proposed Training Sub-Committee and the MLA Procedures Sub-Committee will be selected from those members; and, that membership of the Training Sub-Committee include regional group training coordinators as identified by the regions, and an ILAC representative, with the Chair of the Training Sub-Committee to be chosen from this group; and, that there be no change to the MLA MC membership at this time, except to fill the requirements of the existing matrix, which was not changed with the organizational restructuring.

[Note – The Secretary invited all Members to advise their Representatives in each of the three main Committees on 31 December 2001. Nomination of Member Representatives on each of the Committees close on 28 January 2002]

Director and Chairman Dr Takashi Ohtsubo is to resign and to be re-elected for a two-year term, to end at the 2003 Annual Meeting. Note that Dr Ohtsubo will resign at the 2002 Annual Meeting, and the person elected in 2002 as a Director to replace him will serve for only one year.

Director and Treasurer, Mr Joseph R Dunbeck, representing Accreditation Body Members, is to resign and to be re-elected for a two-year term, to end at the 2003 Annual Meeting. Note that Mr Dunbeck will resign at the 2002 Annual Meeting, and the person elected in 2002 as a Director to replace him will serve for only one year.

Director Mr Dale Misczynski, representing Industry and User Association Members, will continue to occupy the office until the election at the 2002 Annual Meeting.

Director Mr Sandy Sutherland, representing Accredited Certification / Registration Body Association Members, will continue to occupy the office until the election at the 2002 Annual Meeting.

CNAB Resolution 2001-19 – (Agenda Item 5.2.1.) Treasurer’s Report on the Financial Operations of CNAB in 2000 - The Annual Meeting received with appreciation the Report by the Treasurer on the Financial Affairs of CNAB and the Report of the Financial Auditor on the Financial Operations of CNAB for the complete year of 2000 (ref CNAB-BD-01-028) as circulated and presented.

[Note - the Report on the Financial Auditor on the Financial Operations of CNAB for the complete year of 2000 (ref CNAB-BD-01-028) is available in the CNAB web site for downloading by Members]

CNAB Resolution 2001-20 – (Agenda Item 5.2.2.) Report of the Financial Oversight Committee - The Annual Meeting received with appreciation the Report of the Financial Oversight Committee (ref CNAB-PL-01-022), as circulated and presented by the Financial Oversight Committee.

CNAB Resolution 2001-21 – (Agenda Item 5.2.3.) Treasurer’s Report on the Financial Operations of CNAB in 2001 - The Annual Meeting received with appreciation the Report by the Treasurer on the Financial Affairs of CNAB for the period 1 January to 30 September 2001 (ref CNAB-PL-01-028) as circulated and presented.

CNAB Resolution 2001-22 – (Agenda Item 5.2.4.) CNAB Budget for 2002 - The Annual Meeting approved the CNAB Budget for 2002 submitted by the Treasurer (ref CNAB-PL-01-026) and directs the Board to send invoices for membership fees in 2002, based upon the budget amount for membership fees of \$US 282,350, in accordance with the Membership Fees Rules (ref CNAB-PL-00-028) to all members as quickly as possible.

CNAB Resolution 2001-23 - (Agenda Item 5.2.4.) Forecast Membership Fees - The Annual Meeting noted the Board’s prediction of membership fees in the year 2002, and noted that the quantum of fees for each member may vary depending on information available to the Board subsequent to this meeting.

[Note – Invoices for 2002 Membership fees were sent to all CNAB Members in early December 2001, with a due date of 1 January 2002]

CNAB Resolution 2001-24 – (Agenda Item 5.3.3.) New Members - The Annual Meeting received the Secretary’s report on the admission to membership since the 2000 Annual Meeting of two new Association Members (CIES - The Food Business Forum, and JACB – the Japan Association of Certification Bodies). The Annual Meeting also noted that, as a result of the adoption of the Bylaws Issue 2, EA, IAAC and PAC were now classified as Special Recognition Regional Groups.

CNAB Resolution 2001-25 – (Agenda Item 5.3.4.) Admission of KAS - The Annual Meeting, noting the information provided to it, votes to extend an invitation to KAS (Korea) to become an Accreditation Body Member.

[Note – KAS signed the MoU and so became an Accreditation Body Member on 6 November 2001]

CNAB Resolution 2001-26 – (Agenda Item 5.3.5.) Special Recognition Status - The Annual Meeting, noting the information provided to it, votes to grant Special Recognition Status as a Special Interest Liaison Group, under Section 3.13.03 of the Bylaws, to ISO, ISO/CASCO, ISO/TC176 and to the QuEST Forum, Inc.

[Note – After agreement by the QuEST Forum and ISO to grant CNAB reciprocal access to their organisations, the formal grant of Special Recognition Status to the QuEST Forum was made in December 2001 and to ISO in January 2002]

CNAB Resolution 2001-27 – (Agenda Item 5.3.6.) Revised Annual Meeting Procedures - The Annual Meeting approved the Revised Annual Meeting Procedures as amended to

comply with the Bylaws Issue 2 (ref CNAB-PL-01-017) as circulated.

[Note - the revised "Annual Meeting Procedures" (ref CNAB-PL-01-017) has been amended in accordance with Resolution 2001-27 and is available in the CNAB web site for downloading by Members]

CNAB Resolution 2001-28 – (Agenda Item 5.3.7.) Revised General Procedures - The Annual Meeting approved the Revised General Procedures as amended to comply with the Bylaws Issue 2 (ref CNAB-PL-01-018) and newly approved Organizational Restructure (ref CNAB-BD-01-022) as circulated.

[Note - the revised "General Procedures" (ref CNAB-PL-01-018) has been amended in accordance with Resolution 2001-28 and is available in the CNAB web site for downloading by Members]

CNAB Resolution 2001-29 – (Agenda Item 6.1.1.) Report from the Chair of the Technical Committee. - The Annual Meeting received with appreciation the Report from the Chair of the Technical Committee (ref CNAB-W1-01-001).

CNAB Resolution 2001-30 – (Agenda Item 6.1.1.) (From Technical Committee) Witness Audits - The Annual Meeting supports the principle of random sampling for accreditation body witness audits of accredited certification / registration body activities, and that this be treated by certification / registration bodies as an obligation, not a favour. The Annual Meeting directs the Board to issue guidance requiring CNAB Accreditation Body Members to require accredited certification / registration bodies to have enforceable arrangements with organizations holding an accredited certificate, to ensure access to witness the certification / registration bodies audit team performing an audit at the organization's site.

[Note - the guidance in accordance with Resolution 2001-30 was added as an Annex to the CNAB Guidance on the Application of ISO/IEC Guide 61 in May 2002]

CNAB Resolution 2001-31 – (Agenda Item 6.1.) (From Technical Committee) Guidance on ISO/IEC Guide 61 - Acting on the recommendation of the Technical Committee, the Annual Meeting resolves that the CNAB Guidance on ISO/IEC Guide 61 Issue 2 as approved by the members of CNAB in October 2001 be further amended by the 8 non-substantial amendments agreed in the Technical Committee on 5 November 2001, affecting clauses 0.1.1, G.2.1.3, G.2.1.28, G.2.3.2, G.2.7.3, G.2.7.4, G.3.4.3, G.3.5.10, and be published by CNAB for implementation by CNAB members by 1 July 2002.

[Note - the revised "CNAB Guidance on ISO/IEC Guide 61 Issue 2 " has been amended in accordance with Resolution 2001-31 and is available in the CNAB web site for downloading by Members]

CNAB Resolution 2001-32 – (Agenda Item 6.1.) (From Technical Committee) Guidance on ISO/IEC Guide 62 (including the 4 Annexes) the Annual Meeting resolves that the guidance document as approved by the members of CNAB in October 2001 be further amended by the 7 non-substantial amendments agreed in the Technical Committee on 5 November 2001, affecting clauses G.2.1.39, G.3.4.4, G.3.5.2, G.3.7.4, Annex 3, 4.4, Annex 4, 1.1, and Annex 4, 2.2, and be published by CNAB for implementation by CNAB members by 1 July 2002.

[Note - the revised "CNAB Guidance on ISO/IEC Guide 62 Issue 2 " has been amended in accordance with Resolution 2001-32 and is available in the CNAB web site for downloading by Members]

CNAB Resolution 2001-33 – (Agenda Item 6.1.) (From Technical Committee) Guidance on ISO/IEC Guide 66- The Annual Meeting resolves that the chairman of the Technical Committee be authorised to make equivalent changes to the CNAB Guidance on ISO/IEC Guide 66, Issue 2 (including the 2 Annexes) as approved by members of CNAB in November 2001 to those agreed in the Technical Committee for the above 2 documents arising from comments made by members of CNAB attached to their votes, affecting Guidance notes G.4.1.17, G.4.1.35, G.5.3.10, G.5.4, G.5.5.3, G.5.7, G.5.8, Annex 1, Notes 5 to Table 1, Annex 2, 1.2, Annex 2. 1.3.1, Annex 2, 1.3.2., and submit the finalised document for publication by CNAB for implementation by CNAB members by 1 July 2002. [Note - the revised "CNAB Guidance on ISO/IEC Guide 66 Issue 2 " has been amended in accordance with Resolution 2001-33 and is available in the CNAB web site for downloading by Members]

CNAB Resolution 2001-34 – (Agenda Item 6.2.1.) Report from the Chair of the MLA MC and the MLA Group - The Annual Meeting received with appreciation the Report from the Chair of the MLA Management Committee and the MLA Group (ref CNAB-ML-01-007). CNAB Resolution 2001-35 (Agenda item 6.2.2) New CNAB QMS MLA Signatory - The Annual Meeting notes the report of the MLA Committee that, as a consequence of PAC MLA membership, the accreditation body member ema, (Entidad Mexicana de Acreditacion, AC) Mexico, has been approved for membership of the CNAB QMS MLA. [Note: ema signed the CNAB QMS MLA at a ceremony during the CNAB.15 Annual Meeting on 03 November 2001.]

CNAB Resolution 2001-36 – (Agenda Item 6.2.2) CNAB Logo / Symbol - Acting on the recommendation of the MLA Committee, the Annual Meeting agrees that CNAB proceed with the development of an CNAB logo / symbol which CNAB MLA member accreditation bodies will be authorised to license accredited bodies to use. [Note - the issue of an CNAB logo is on the agenda for the Executive Committee meeting in February 2002.]

CNAB Resolution 2001-37 – (Agenda Item 6.2.2) CNAB Logo / Symbol - Acting on the recommendation of the MLA Committee, the Annual Meeting agrees that CNAB should explore with ILAC the extent to which the CNAB logo / symbol can be developed and promoted in combination with ILAC, and the extent to which the rules for using this logo / symbol can be common with ILAC. [Note - CNAB will discuss with ILAC the possible development of a shared logo early in 2002.]

CNAB Resolution 2001-38 – (Agenda Item 6.2.3.) Report of the Chairman of former WG.2. - The Annual Meeting received with appreciation the Report presented by the Chairman of the former WG.2. (ref CNAB-W2-01-001).

CNAB Resolution 2001-39 (Agenda item 6.2.3) Accreditation Body Instructions on use of "MLA Words" – Acting on the recommendation of the former WG 2, the Annual

Meeting resolves that the former WG2 Chair work with the CNAB Secretary to collect copies of Accreditation Body instructions to accredited certification / registration bodies on the use of the “MLA Words” and to examine such instructions for content and consistency.

[Note - the Secretary asked all Accreditation Body Members to provide him with a copy of their instructions to accredited certification / registration bodies on the use of the “MLA Words” in December 2001]

CNAB Resolution 2001-40 (Agenda item 6.2.3) Documents Explaining MLA – Acting on the recommendation of the former WG 2, the Annual Meeting encourages the CNAB Board’s Publicity Group to consider the preparation of documents that will explain to the general public the meaning of the MLA.

[Note – this matter is on the agenda for the Executive Committee meeting in February 2002.]

CNAB Resolution 2001-41 (Agenda item 6.2.3) Cooperation with WTO – Acting on the recommendation of the former WG 2, the Annual Meeting resolves that CNAB should explore ways to work with the WTO for the purpose of promotion of the MLA. [Note – this matter is on the agenda for the Executive Committee meeting in February 2002.]

CNAB Resolution 2001-42 (Agenda item 6.2.3) Peer Evaluation Reports – Acting on the recommendation of the former WG 2, the Annual Meeting resolves that PAC document PAC-DOC-023, “PAC Mutual Recognition Arrangement – Peer Evaluation Guidance on Completing Peer Evaluation Reports”, be forwarded to the MLA Committee for finalization as an CNAB document and for circulation to Members for adoption by letter ballot as an CNAB document. The Annual Meeting further resolves that the finalized document be forwarded to ILAC for use in CNAB-ILAC harmonization discussions on common procedures.

[Note – the document “Guidance on Completing Peer Evaluation Reports”, with CNAB reference number CNAB-GM-02-001, was submitted to Members for approval in a letter ballot on 8 January 2002. The letter ballot will close on 8 March 2002. The CNAB document was forwarded to ILAC also on 8 January 2002.]

CNAB Resolution 2001-43 (Agenda item 6.2.3) Sector Specific Criteria in MLA Policies and Procedures Document –The Annual Meeting notes that a task group to study the issues of incorporating sector specific criteria into CNAB MLA Policies and Procedures Document and of the impact of sector specific schemes on requirements for auditor training was established under the former WG2. and requests the MLA Committee to continue that work.

CNAB Resolution 2001-44 – (Agenda Item 6.2.3.) Revised CNAB Policies and Procedures for a Multilateral Recognition Arrangement on the Level of Accreditation Bodies and on the Level of Regional Groups – The Annual Meeting approved the Revised CNAB Policies and Procedures for a Multilateral Recognition Arrangement on the Level of Accreditation Bodies and on the Level of Regional Groups, Issue 3, as amended to comply with the Bylaws Issue 2, and circulated (ref CNAB-PL-01-024) for immediate implementation. [Note - the revised " Policies and Procedures for a Multilateral Recognition Arrangement on the Level of Accreditation Bodies and on the Level of Regional Groups, Issue 3" has been amended in accordance with Resolution 2001-44 and is available in the CNAB web site for downloading by Members]

CNAB Resolution 2001-45 – (Agenda Item 6.3.1.) Report of the Chairman of former WG4. - The Annual Meeting received with appreciation the Report presented by the Chairman of the former WG4. (ref CNAB-W2-01-001).

CNAB Resolution 2001-46 (Agenda item 6.3.1) Thank you letter to UNIDO - The Annual Meeting requested the CNAB Chair to send a letter to UNIDO thanking them for the cooperation that has been given to the Developing Accreditation Bodies, and to liaise with ILAC for ILAC to prepare a similar letter.

CNAB Resolution 2001-47 (Agenda item 6.3.1) UNIDO / CNAB Cooperation The Annual Meeting requested the CNAB Chair to ask UNIDO for the allocation of funds for future years to continue with the UNIDO / CNAB cooperation and, if possible, to expand the assistance to include areas such as Development of Regional Bodies, EMS MLA and Product MLA, and to liaise with ILAC for ILAC to prepare a similar letter.

[Note – a draft letter to UNIDO as directed by resolutions 2001-46 and 2001-47 was submitted to the Executive for comment on 9 January 2002, and the final version will be sent to UNIDO and copied to ILAC as soon as it is approved.]

CNAB Resolution 2001-48 – (Agenda Item 6.3.2.) Submission from the Developing Accreditation Body in Moldova - The Annual Meeting received the Submission from the Developing Accreditation Body in Moldova. (ref CNAB-W4-01-001).

CNAB Resolution 2001-49 – (Agenda Item 8.2.1) Report of the ISO TC/176 liaison to CNAB – The Annual Meeting received with appreciation the Report presented by the ISO TC/176 Liaison Representative to CNAB.

CNAB Resolution 2001-50 – (Agenda Item 8.2.1.) Proposed Task Force on Standards and Conformity Assessment – The Annual Meeting asks the Executive Committee to consider the suggestion by the ISO TC/176 Liaison Representative to CNAB for the establishment of a Task Force in CNAB with membership made up from Accreditation Body Members of CNAB, ISO/TC176, ISO-CASCO, Certification / Registration Body members of CNAB, Industry Members of CNAB, Auditor recognition bodies, such as IATCA, Industry Sector groups (IATF, QuEST etc) and consumers. With terms of reference -  
to monitor the credibility of ISO9001:2000 in the market place,  
to discuss issues of user satisfaction,  
to identify issues for interpretation or guidance,  
to encourage feedback from users and consumers, and  
to provide input to each of the constituent members of the Task Force for analysis and action as appropriate.

[Note - the proposed Task Force will hold its first meeting in association with the meeting of the Executive Committee in May 2002.]

CNAB Resolution 2001-51 – (Agenda Item 8.2.2.) Report of the Liaison to ISO TC/207 – The Annual Meeting received with appreciation the Report presented by the CNAB Liaison Representative to ISO TC/207 (ref CNAB-W1-01-002).

CNAB Resolution 2001-52 – (Agenda Item 8.2.2.) Report of CNAB to ISO TC/207 – The Annual Meeting received the Report of CNAB to ISO TC/207 (ref CNAB-W1-01-003).

CNAB Resolution 2001-53 – (Agenda Item 8.4) Report of IATCA – The Annual Meeting received with appreciation the Report presented by the President of IATCA.



CNAB Resolution 2001-54 – (Agenda Item 8.4.a) Report of the Sector Scheme Workshop – The Annual Meeting received with appreciation the report by the facilitator of the Sector Scheme workshop.

CNAB Resolution 2001-55 – (Agenda Item 8.6.1.) Report of the QuEST Forum – The Annual Meeting received with appreciation the report presented by the QuEST delegates.

CNAB Resolution 2001-56 – (Agenda Item 8.7.1.) Report of the Liaison to IAQG - The Annual Meeting received with appreciation the Report presented by the CNAB Liaison Officers to the IAQG (Aeronautical Industry).

CNAB Resolution 2001-57 – (Agenda Item 11.1.) Invitation for the 2002 Annual Meeting -The Annual Meeting accepted with appreciation the invitation by DAR/BAM to hold the 2002 Annual Meeting in Berlin, Germany, from September 21 to 26, 2002, in association with the ILAC General Assembly and with an CNAB/ILAC Conference from 23 to 25 September 2002.

CNAB Resolution 2001-58 – (Agenda Item 11.2., 11.3. and 11.4.) Invitations for Future CNAB Annual Meetings - The Annual Meeting, noting that in 2000 it had accepted invitations as follows -

SNAS invitation to hold the 2003 Annual Meeting in Bratislava, Slovakia in Early September, 2003, (the ILAC General Assembly will be held the following week);

SANAS invitation to hold the 2004 Annual Meeting in Cape Town, South Africa in September, 2004, in association with the ILAC General Assembly;

accepts the invitation by IANZ to hold the 2005 Annual Meeting in New Zealand in September, 2005, in association with the ILAC General Assembly;

and invites other members to offer to host the Annual Meetings of CNAB and ILAC in years after 2005.

End of resolutions adopted at CNAB.23. Annual Meeting