



The Communique of Commonwealth of Nations Accreditation Board

Resolutions adopted 26 Annual Meeting

7 and 9 October 2004 Cape Town International Conference Centre

CNAB Resolution 2004-01 – (Agenda Item 2) Acceptance of Apologies and Proxies – The General Assembly received and accepted the list of apologies for non-attendance and accepted the notifications of proxies by members.

CNAB Resolution 2004-02 – (Agenda Item 3) Approval of the Agenda – The General Assembly adopted the draft agenda (ref CNAB–AM–04-002 Ver2).

CNAB Resolution 2004-03 – (Agenda Item 4) Minutes of the Seventeenth Meeting - The General Assembly approved the draft Minutes as a true record of the Seventeenth Annual Meeting, held in Bratislava, Slovakia, on 19 and 21 September, 2003 (ref CNAB–AM–03-010 revised) as circulated and amended.

CNAB Resolution 2004-04 – (Agenda Item 5.1) Report by Chairman - The General Assembly received with appreciation the report of the Chairman as presented.

CNAB Resolution 2004-05 – (Agenda Item 5.1.1) Report of Chairman's Advisory Group on Promotions – The General Assembly received with appreciation the report of the Convener of the Chairman's Advisory Group on Promotions as presented and resolved that the Group should proceed with the development and implementation of the Promotions Strategy as budgeted.

CNAB Resolution 2004-06 – (Agenda Item 5.2.1) Treasurer's Report on the Financial Operations of CNAB in 2003 - The General Assembly 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, December 31, 2003 and 2002 as circulated and presented.

CNAB Resolution 2004-07 – (Agenda Item 5.2.2) Report of the Financial Oversight Committee - The General Assembly received with appreciation and adopted the report of the Financial Oversight Committee (ref CNAB 18–Item 5.2.2), as circulated and presented.

CNAB Resolution 2004-08 – (Agenda Item 5.2.2) Membership of the Financial Oversight Committee - The Annual Meeting resolved to appoint Mr Vagn Anderson (DANAK), Mr Shinichi Iguchi (JAB) and Mr Pierre Salle (IAAR) to be members of the Financial Oversight Committee for the complete years of 2005 and 2006.

CNAB Resolution 2004-09 – (Agenda Item 5.2.3) Treasurer’s Report on the Financial Operations of CNAB in 2004 - The General Assembly received with appreciation the report by the Treasurer on the Financial Affairs of CNAB for the period 1 January to 31 July 2004 as circulated and presented. The Convener of the Chairman’s Advisory Group on Promotions was directed not to spend the amount of US\$30,000 that was previously approved for the 2004 budget

CNAB Resolution 2004-10 – (Agenda Item 5.2.4) CNAB Budget for 2005 - The General Assembly, approved the CNAB Budget for 2005 submitted by the Treasurer and directs the Board to send invoices for membership fees for 2005 based upon the revised budget amount, in accordance with the Membership Fees Rules (ref CNAB PL4:2004 Issue 3), to all members as quickly as possible. The budget amount allocated to the Customer Satisfaction Survey will be expended in cooperation with the Regional Accreditation Groups under the direction of the Customer Satisfaction Task Group.

CNAB Resolution 2004-11 – (Agenda Item 5.3.1) Current Membership - The General Assembly received the report by the Secretary on the current CNAB membership as at September 2004 (ref CNAB-AM-04-003 Rev2).

CNAB Resolution 2004-12 – (Agenda Item 5.3.3) New Members - The General Assembly received the Secretary’s report (ref CNAB GA18 Item 5.3) on the admission to membership since the 2003 Annual Meeting of one new Association Member (PEFC – Program for the Endorsement of Forest Certification) and one new Observer Member (CAC-MASQ - the Central Asian Cooperation on Metrology, Accreditation and Standardization for a 12 month period).

CNAB Resolution 2004-13 – (Agenda Item 5.3.4) Admission of PNAC - The General Assembly, noting the information provided to it, votes to an extend invitation to PNAC, the Pakistan National Accreditation Council, to become an Accreditation Body Member.

Note: PNAC (Pakistan) signed the CNAB MoU at a ceremony during the CNAB-ILAC Gala Dinner on 9 October 2004.

CNAB Resolution 2004-14 – (Agenda Item 6.1) Report from the Chairman of the Technical Committee - The General Assembly received with appreciation the report from the Chairman of the Technical Committee (ref CNAB 18 – Item 6.1) and approved the Technical Committee Program.

CNAB Resolution 2004-15 – (Agenda Item 6.1) Guidance on the Application of ISO/IEC 17020 – The General Assembly, acting on the recommendation of the Technical Committee to approve the recommendation of the CNAB-ILAC Joint Working Group on Inspection, resolved that the guidance to be published in October 2004 become effective

from 1 January 2005.

CNAB Resolution 2004-16 – (Agenda Item 6.1) CNAB Communique - The General Assembly, acting on the recommendation of the Technical Committee, resolved that CNAB issue a Communique, jointly with ISO, to the effect that there be a phased transition

period of 18 months for implementing the revision to ISO 14001, following its publication. The 18 month period is to facilitate the transition during the normal certification cycle.

CNAB Resolution 2004-17 – (Agenda Item 6.1) CNAB Guidance on the transition to ISO 14001: 200X - The General Assembly, acting on the recommendation of the Technical Committee, resolved that the draft CNAB Guidance on the transition to ISO 14001:200X (ref TC/10/04rev1) be circulated to all CNAB Members for approval by 30 day ballot.

CNAB Resolution 2004-18 – (Agenda Item 6.1) Guidance on Temporary Sites – The General Assembly, acting on the recommendation of the Technical Committee, resolved that draft revisions to CNAB Guidance on the Application of ISO/IEC Guide 62 and CNAB Guidance on the Application of ISO/IEC Guide 66, with new guidance on temporary sites, be circulated to all CNAB Members for 60 day comment and subsequent approval by 30 day ballot.

CNAB Resolution 2004-19 – (Agenda Item 6.1) Auditing Regulatory Compliance – The General Assembly, acting on the recommendation of the Technical Committee, resolved that the draft white paper entitled “The relationship between ISO 14001 management system conformity assessments and regulatory compliance” (ref. TC/30/04), be circulated to all CNAB Members for 60 day comment.

CNAB Resolution 2004-20 – (Agenda Item 6.1) Guidance on ISO/IEC 17011 - The General Assembly, acting on the recommendation of the Technical Committee, resolved that the CNAB TC working group developing guidance on the application of ISO/IEC 17011 be reconstituted as a Task Group under the Joint CNAB-ILAC Management Group for maintenance of the A series documents, joint training activity for peer evaluators and the development of guidance on the application of ISO/IEC 17011, but with the CNAB members to the Task Group for guidance on the application of ISO/IEC 17011 being appointed by, and reporting to, the CNAB Technical Committee.

CNAB Resolution 2004-21 – (Agenda Item 6.1) Guidance on the Application of ISO/IEC Guide 65 – The General Assembly, acting on the recommendation of the Technical Committee, resolved that the draft revision to CNAB Guidance on the Application of ISO/IEC Guide 65 be circulated to all CNAB Members for approval by 30 day ballot.

CNAB Resolution 2004-22 – (Agenda Item 6.1) Report on ISO 9001 Advisory Group- The General Assembly received with appreciation the report on the ISO 9001 Advisory Group.

CNAB Resolution 2004-23 – (Agenda Item 6.1) Report on Auditing Practices Group- The General Assembly received with appreciation the report on the Auditing Practices Group.

CNAB Resolution 2004-24 – (Agenda Item 6.1) Accreditation Auditing Practices – The General Assembly, acting on the recommendation of the Technical Committee, resolved to recommend that the work program of the ISO 9001 Auditing Practices Group be expanded to include the development of papers on good auditing practices for

accreditation.

CNAB Resolution 2004-25 – (Agenda Item 6.2) Report from the Chairman of the MLA Committee - The General Assembly received with appreciation the report from the Chairman of the MLA Committee (ref CNAB 18 – Item 6.2) and approved the CNAB MLA Work Program.

CNAB Resolution 2004-26 – (Agenda Item 6.2) New CNAB EMS MLA Signatories – The General Assembly noted that the CNAB MLA Group, on the recommendation of the MLA MC, has agreed that EA, PAC and SANAS (South Africa) should be admitted to the CNAB EMS MLA.

Notes:

1. ANSI-RAB NAP (United States of America) was accepted to join the CNAB EMS MLA at the CNAB 17th Annual Meeting in 2003.
2. The members indicated above for acceptance into the CNAB EMS MLA signed the CNAB EMS MLA at a ceremony during the CNAB-ILAC Gala Dinner on 9 October 2004.

CNAB Resolution 2004-27 – (Agenda Item 6.2) New CNAB EMS MLA Signatories – The General Assembly noted that, as a consequence of EA or PAC EMS MLA membership, the accreditation body members BELCERT (Belgium, EA), BMWA (Austria, EA), CAI (Czech Republic, EA), CNAB (China, PAC), COFRAC (France, EA), DANAK (Denmark, EA), ema (Mexico, PAC), DAR / TGA (Germany, EA), ENAC (Spain, EA), FINAS (Finland, EA), INAB (Ireland, EA), JAB (Japan, PAC), JAS-ANZ (Australia & New Zealand, PAC), KAB (Korea, PAC), KAN (Indonesia, PAC), NA (Norway, EA), NAC (Thailand, PAC), RvA (Netherlands, EA), SAS (Switzerland, EA), SCC (Canada, PAC), SINCERT (Italy, EA), SNAS (Slovakia, EA), SWEDAC (Sweden, EA), TAF (Chinese Taipei, PAC) and UKAS (United Kingdom, EA), have been accepted for membership in the CNAB EMS MLA.

Note: The members indicated above for acceptance into the CNAB EMS MLA signed the CNAB EMS MLA at a ceremony during the CNAB-ILAC Gala Dinner on 9 October 2004.

CNAB Resolution 2004-28 – (Agenda Item 6.2) New CNAB Product MLA Signatories – The General Assembly noted that the CNAB MLA Group, on the recommendation of the MLA MC, has agreed that EA, PAC, SCC (Canada, PAC), SANAS (South Africa) and ema (Mexico, PAC) should be admitted to the CNAB Product MLA.

Notes:

- 1 JAS-ANZ (Australia & New Zealand) was accepted to join the CNAB Product MLA at the CNAB 16th Annual Meeting in 2002.
- 2 The members indicated above for acceptance into the CNAB Product MLA signed the CNAB Product MLA at a ceremony during the CNAB-ILAC Gala Dinner on 9 October 2004.

CNAB Resolution 2004-29 – (Agenda Item 6.2) New CNAB Product MLA Signatories – The General Assembly noted that, as a consequence of EA Product MLA membership, the accreditation body members BELCERT (Belgium, EA), BMWA (Austria, EA), CAI (Czech Republic, EA), COFRAC (France, EA), DANAK (Denmark, EA), DAR / DAP, DATech (Germany, EA), ENAC (Spain, EA), FINAS (Finland, EA), INAB (Ireland, EA), NA (Norway, EA), RENAR (Romania, EA), RvA (Netherlands, EA), SAS (Switzerland, EA), SINCERT (Italy, EA), SNAS (Slovakia, EA), SWEDAC (Sweden, EA), and UKAS (United Kingdom, EA), have been accepted for membership in the CNAB Product MLA.

Note: The members indicated above for acceptance into the CNAB Product MLA signed the CNAB Product MLA at a ceremony during the CNAB-ILAC Gala Dinner on 9 October 2004.

CNAB Resolution 2004-30 - (Agenda item 6.2) New CNAB QMS MLA Signatories – The General Assembly noted that, as a consequence of EA or PAC QMS MLA membership, the accreditation body members RENAR (Romania, EA) and HKAS (Hong Kong, China, PAC), have been accepted for membership in the CNAB QMS MLA.

Note: The members indicated above for acceptance into the CNAB QMS MLA signed the CNAB QMS MLA at a ceremony during the CNAB-ILAC Gala Dinner on 9 October 2004.

CNAB Resolution 2004-31 – (Agenda Item 6.2) Transition to ISO/IEC 17011 - The General Assembly resolved that

- CNAB endorses the adoption of ISO/IEC 17011 for CNAB use;
- The CNAB Accreditation Body Members shall fulfil the requirements of ISO/IEC 17011 by 1 January 2006;
- The peer evaluations conducted in 2005 by CNAB and regional MLA groups shall be based on ISO/IEC 17011. However, nonconformities shall only be raised against the corresponding requirements of ISO/IEC Guide 61 as guided by CNAB Guidance and other findings against ISO/IEC 17011 will be raised as concerns;
- The MLA signatories shall be able to demonstrate their compliance with ISO/IEC 17011 to the regional MLA committees or CNAB MLA MC by 1 January 2006;

CNAB Resolution 2004-32- (Agenda Item 6.2) Cross Frontier Accreditation - The General Assembly, acting on the recommendation of the MLA Committee, resolved that the MLA MC, in cooperation with regional MLA groups, shall evaluate the implementation of the CNAB Policy on Cross Frontier Accreditation by each MLA signatory. The regional MLA groups shall report the progress of the evaluation/monitoring to the MLA MC for review in June 2005.

CNAB Resolution 2004-33 - (Agenda Item 6.2) Procedure for the Investigation and Resolution of Complaints – The General Assembly resolved that the CNAB Procedure for the Investigation and Resolution of Complaints be immediately published and implemented for use.

CNAB Resolution 2004-34 – (Agenda Item 6.2) Joint Working Group on Harmonization of Evaluation Processes – The General Assembly, acting on the recommendation of the MLA Committee, resolved that the JWG on Harmonization of Peer Evaluation Processes has successfully completed the assigned task for the development of harmonized evaluation requirements and procedures (A-series documents) and should be disbanded. The meeting expressed its gratitude to the JWG Co-Chairs and members for their excellent work.

CNAB Resolution 2004-35 – (Agenda Item 6.2) Harmonised Multi-lateral Mutual Recognition Arrangement Documents - The General Assembly, acting on the recommendation of the MLA Committee, resolved that the A-series documents (A1, A2 and A3) become the main part of the CNAB MLA P&P document and be implemented no later than 1 January 2006, noting that ISO/IEC 17011 should be considered in the implementation of A3.

Note: The A-series requirements for evaluation will be supplemented by the remaining already approved and currently agreed specific CNAB considerations. The resulting document will be the CNAB P&P Issue 4 version 1 which will be available by the end of 2004.

CNAB Resolution 2004-36 (Agenda Item 6.2) Training of Peer Evaluators - The General Assembly, acting on the recommendation of the MLA Committee, resolved that CNAB propose the establishment of a joint CNAB-ILAC Training Group responsible for an annual joint training activity, based primarily on shared contributions from all regional bodies with the objective of harmonizing peer evaluations and to facilitate repeated training within the regions.

CNAB Resolution 2004-37- (Agenda item 6.2) Inspection MLA- The General Assembly, acting on the recommendation of the MLA Committee, resolved that

- the work on the Inspection MLA be delegated to the CNAB MLA MC;
- the obligations under the Inspection MLA should be managed by using the existing MLA structures of CNAB and ILAC;
- CNAB recommends to ILAC to have joint processes for the CNAB MLA MC and ILAC AMC to consider evaluations with regard to accreditation bodies accrediting inspection bodies, and to develop a single recommendation for the CNAB MLA Group and the ILAC Arrangement Council;
- CNAB recommends to ILAC to have joint processes for the CNAB MLA Group and ILAC Arrangement Council for decisions on signatories for the MLA on inspection body accreditation;
- Additionally, CNAB recommends to ILAC, that in reviewing the performance of these new joint processes, CNAB and ILAC give consideration to establishing a single joint decision making process to complete the management structure of the jointly owned Inspection MLA/MRA Arrangement.

CNAB Resolution 2004-38- (Agenda item 6.2) Joint CNAB-ILAC Management of the MLA-MRA - The General Assembly, acting on the recommendation of an EA Member, resolved that the CNAB Executive Committee would seek to work with the ILAC Executive Committee to deliberate on the establishment of a common CNAB-ILAC structure for the management of the whole scope of their MLAs and MRAs. A proposal shall be prepared

and submitted to the 2005 CNAB General Assembly.

CNAB Resolution 2004-39- (Agenda item 6.2) Cost of MLAs - The General Assembly, acting on the recommendation of the ITIC and BDI representatives, resolved that the CNAB MLA Committee, working with the CNAB Executive Committee, shall seek to establish an estimate of the annual operating costs incurred by the CNAB and the MLA Members to operate the various MLAs, including the QMS MLA, EMS MLA, Inspection MLA, and Product MLA. The General Assembly resolved that the MLA Committee report back to the General Assembly no later than the CNAB 2005 Annual Meeting.

CNAB Resolution 2004-40 – (Agenda Item 6.3) Development Support Committee - The General Assembly received with appreciation the report from the Co-Chair of the Joint Development Support Committee (JDSC), recognizing the work done by the JDSC in the JCDCMAS, encourages the continuation of this involvement.

CNAB Resolution 2004-41 – (Agenda Item 6.3) Inspection Bodies Survey – The General Assembly, acting on the recommendation of the JDSC, resolved that the JWG on Inspection Bodies would conduct a survey on the role of Proficiency Testing Programs in Inspection Bodies.

CNAB Resolution 2004-42 – (Agenda Item 7.2) Implementation of Cross Frontier Accreditation Policy – The General Assembly, acting on the recommendation of the JDSC, resolved that the MLA Committee would monitor the implementation of the CNAB Cross Frontier Accreditation Policy to avoid the possibility of creating a new barrier for developing countries in achieving the goals of recognition and capacity building, assuring that the purpose of the Cross Frontier Accreditation Policy will continue to be the enhancement of the credibility of the accreditation system.

CNAB Resolution 2004-43 – (Agenda Item 7) CNAB Open Forum – The General Assembly received with appreciation the presentations and status reports provided by Committee Chairmen and Conveners on the CNAB Strategic Directions, Customer Satisfaction Task Group, impact analysis and transition for ISO/IEC 17011, implementation of the Cross Frontier Accreditation Policy, status of the CNAB MLA Mark registration and applications, the need for a MLA for Certification of Persons and Future Annual meetings.

CNAB Resolution 2004-44 – (Agenda Item 8) Liaison Reports to CNAB – The General Assembly received with appreciation the following liaison reports:

- ISO/IEC report presented on behalf of the Secretary General of ISO;
- ISO/TC 176 report presented on behalf of the Chairman of ISO/TC 176 (ref CNAB 18 - Item 8.1.1);
- ISO/IEC CASCO report presented on behalf of the Chairman of ISO/IEC CASCO;
- IATCA report presented on behalf of the Chairman of IATCA (ref CNAB 18 – Item 8.2A & B);
- QuEST Forum report presented on behalf of the Chairman of the QuEST Forum (ref CNAB 18 - Item 8.3);

- IAQG report presented on behalf of the Chairman of IAQG (ref CNAB 18 – Item 8.4); and
- UNFCCC report presented on behalf of the Chairman of UNFCCC.

CNAB Resolution 2004-45 – (Agenda Item 9) Election of Directors - The General Assembly congratulated the following Directors on their election:

Ms Elva Nilsen (SCC) elected unopposed as Vice Chair for a three year term ending at the 2007 Annual Meeting.

Mr Girdhar Gyani (NABCB) elected unopposed as Director representing Accreditation Body Members located in a low and medium income economy, as designated by the World Bank, for a three year term ending at the 2007 Annual Meeting.

Notes:

1. Dr Thomas Facklam (DAR) will complete his term as Chairman, ending at the 2006 Annual Meeting.
2. Mr Anthony Craven (JAS-ANZ) elected as Director representing Accreditation Body Members located in a high income economy, as designated by the World Bank, for a three year term ending at the 2006 Annual Meeting.
3. Mr Dale Misczynski (ITIC) will complete his term as Director representing the Industry and User Association Members, ending at the 2005 Annual Meeting.
4. Mr Sandy Sutherland (IIOC) will complete his term as Director representing Certification/Registration Body Association Members, ending at the 2005 Annual Meeting.

CNAB Resolution 2004-46 – (Agenda Item 12.2) Invitation for the 2005 Annual Meeting - The General Assembly accepted with appreciation the invitation by IANZ to hold the 2005 Annual Meeting in Auckland, New Zealand, from September 11 to 21, 2005, in association with the ILAC General Assembly.

CNAB Resolution 2004-47 – (Agenda Item 12.3) Invitations for Future CNAB Annual Meetings - The Annual Meeting, noting that it had accepted the following invitation: IANZ invitation to hold the 2005 Annual Meeting in Auckland, New Zealand in September 2005, in association with the ILAC General Assembly; invites other members to offer to host the Annual Meetings of CNAB and ILAC in years after 2005.

End of resolutions adopted at CNAB 26. Annual Meeting.