

# Certification Body Management Committee

## Terms of Reference

### Introduction

BSI is a professional services organisation, which contains within it a certification body (CB). The CB certifies systems and products for clients around the world. The CB holds accreditation for these activities from various accreditation bodies for various scopes. This document describes the way in which BSI's CB is managed and how the various accreditation obligations are met.

### The requirement

The requirements are defined in ISO 17021. Specifically it is required that

**6.1.1** The certification body shall document its organizational structure, showing duties, responsibilities and authorities of management and other certification personnel and any committees. When the certification body is a defined part of a legal entity, the structure shall include the line of authority and the relationship to other parts within the same legal entity.

### The organisation of the BSI Certification Body

The CB is organised as shown on the attached chart. The top management of the CB consists of a management committee (CBMC) comprising a senior management representative of each regional business units, the head of certification business stream, and the head of the healthcare and testing services business stream. The senior management representatives of the regional business units are either the unit MDs, or are appointed by the unit MDs, and have the authority to commit the business unit on matters concerning certification and compliance.

The management committee has the responsibility for the management of the CB and it reports to the CEO of the BSI Group. It is chaired by each member in rotation. The Group Accreditation Compliance Manager acts as secretary to the board. The CBMC has access to legal advice within the group legal team, a member of which attends each meeting to offer such advice as may be necessary. The committee may co-opt others as it deems appropriate from time to time.

Separate organisation charts are available for each business unit and all certification activities are the responsibility of the CBMC or their direct line reports. The management board has the responsibility for ensuring that policies and objectives are established and communicated throughout the CB.

### **10.3.1 General**

The certification body shall establish, document, implement and maintain a management system that is capable of supporting and demonstrating the consistent achievement of the requirements of this International Standard.

The certification body's top management shall establish and document policies and objectives for its activities. The top management shall provide evidence of its commitment to the development and implementation of the management system in accordance with the requirements of this International Standard. The top management shall ensure that the policies are understood, implemented and maintained at all levels of the certification body's organization.

The CBMC has the delegated authority of the BSI Board and Chief Executive Officer for all matters pertaining to the operation of the certification body in BSI. Decisions of the management committee are binding on all the business units within the BSI certification body. Decisions are generally communicated to staff by means of the BSI Business Management System (BMS) or by such other means, within regions and business streams, as are appropriate

The management board meets at least four times per annum (sometimes by teleconference) and at least one meeting incorporates a formal management review of the effectiveness of the management system.

#### **10.3.5.1 General**

The certification body's top management shall establish procedures to review its management system at planned intervals to ensure its continuing suitability, adequacy and effectiveness, including the stated policies and objectives related to the fulfilment of this International Standard. These reviews shall be conducted at least once a year.

The head of the certification business stream is the designated member of the team appointed to be the management representative with responsibility for the management system.

The certification body's top management shall appoint a member of management who, irrespective of other responsibilities, shall have responsibility and authority that include

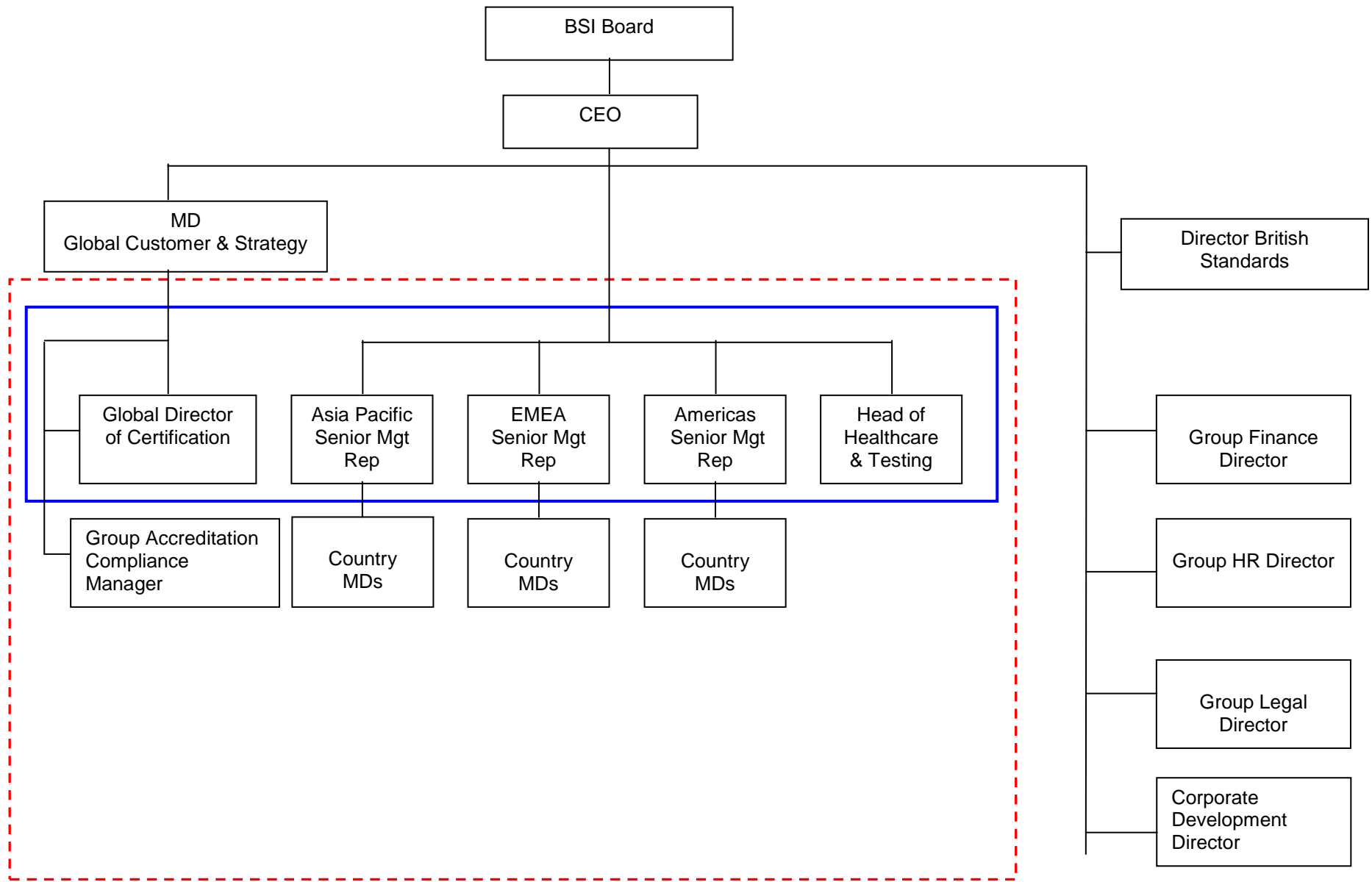
- a) ensuring that processes and procedures needed for the management system are established, implemented and maintained, and
- b) reporting to top management on the performance of the management system and any need for improvement.

## **Risk management**

The CBMC has the responsibility to identify and manage risks associated with its certification activities. Where appropriate (ie based on probability, impact etc) these will be logged in the BSI Group's risk management system but the responsibility for management and action rests with the CBMC.

## **Other responsibilities of the CBMC**

In addition to its primary responsibilities as defined above, the CBMC may undertake other functions, from time to time, as directed by the CEO of the BSI group. These functions currently (August 2010) include responsibility for other "accreditations, approvals and licences to trade". These include but are not limited to IATF recognition, notified body approvals, IRCA and RABQSA approvals and legal approvals to act as a certification body in certain jurisdictions.



CBMC

Certification Body