



Standards Council of Canada  
Conseil canadien des normes

## REGISTRATION BODIES BULLETIN No. 3

JANUARY 2003

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Happy New Year to all SCC clients! We are pleased to present the 3<sup>rd</sup> issue of the RB Bulletin. The following highlights the contents of this issue:

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### 1.0 PROGRAM STATISTICS

#### 1.1 QUALITY SYSTEMS ACCREDITATION PROGRAM

##### **New Initial Accreditations:**

2002-09-19 Kema Registered Quality Inc.

2002-08-26 KPMG Performance Registrar Inc.

##### **Total Accreditations: 20**

QS 9000 sector qualifications: 8

CMDCAS sector qualifications: 8

TL 9000 sector qualifications: 3

TE 9000 sector qualifications: 3

AS 9100 sector qualifications: 0

#### 1.2 ENVIRONMENTAL MANAGEMENT SYSTEMS ACCREDITATION PROGRAM

##### **New Initial Accreditations:**

2002-08-26 International Quality Systems Registrars

**Total Accreditations: 8**  
SFM sector qualifications: 2

## **2.0 MEETINGS**

The following provides an overview of meetings of interest to Registration bodies and auditors related to the Management Systems program.

### **2.1 MRA/MLA HARMONIZATION COMMITTEE**

The first meeting of the SCC-ANSI/RAB MRA/MLA Harmonization Committee was held by teleconference 2002-11-27. At that meeting, members agreed that the major objective of the committee was to deepen relations and cooperation at the Accreditation body, auditor and registration body levels. Several working groups were assigned to address: Communications, review of the existing MRA, consistency in procedures, acceptance of scope recognition, processes for joint audits, and acceptance of audit results. As an action item, Registration bodies have been requested to provide comments on the existing MRA. The next meeting of the MRA/MLA Harmonization Committee will be held February 3<sup>rd</sup>, 2003. To provide input or for further information, Registration bodies are requested to contact the CCAC representative Mr. Malcolm Phipps, QMI ([mphipps@qmi.ca](mailto:mphipps@qmi.ca)).

### **2.2 TASK GROUP MEETINGS**

On October 17, 2002, the first joint TG-QMSRO and TG-EMSRO meeting was held. This meeting brought together the QMS and EMS auditors to discuss common issues and to increase consistency amongst the two related programs in anticipation of revised common accreditation criteria currently under development at CASCO.

In addition to the joint meeting, a separate meeting for the TG-QMSRO was held on October 16, 2002. The agenda for this meeting addressed several ongoing program issues and included an analysis of the IAF peer evaluation and ISO/IEC Guide 62 training. At that meeting, several revisions to CAN-P-1517 were approved by the TG-QMSRO which will be incorporated into CAN-P-1517B. These revisions have been highlighted in the section "Interpretations" and will be required to be implemented by Registration Bodies when CAN-P-1517B is approved in May/June 2003.

The TG-EMSRO held a separate meeting on October 18, 2002. At the meeting, it was decided that SCC EMSAP will develop and provide an annual RB performance report, issue a policy regarding auditors in training and release the SFM implementation guidance regarding the new SFM standard as soon as the standard is released.

### **2.3 CASCO**

The 18<sup>th</sup> meeting of the ISO Council policy committee on conformity assessment (ISO/CASCO) took place November 6 and 7, 2002. ISO/CASCO is responsible for the development of conformity assessment criteria including the criteria for accreditation of registration bodies. The following provides a technical work update of documents of relevance to Registration Bodies:

- Advancement from CD2 to DIS stage for ISO/IEC DIS 17000 by WG 5 Definitions;
- Completion of WG 11's work with publication of ISO/IEC Guide 68:2002 on mutual recognition arrangements;

- completion of the DIS ballots by WG 12 on ISO/IEC DIS 17030 Third party marks of conformity and WG 18 on ISO/IEC 17011 on accreditation activities;
- Movement to FDIS stage of future standard ISO/IEC 17024 on certification of personnel. SCC is working on developing a new conformity assessment program for organizations certifying trades and professionals. As well, IAF has struck a working group to develop the guidance to the standard. They are meeting in Stockholm on the 6 and 7 February 2003; and,
- movement to DIS stage for the new future standards, ISO/IEC 17050 and ISO/IEC 17049 covering declarations of conformity (which include supplier's declaration of conformity).

A further highlight from the meeting was the closer relationship between the leadership of ISO/TC 176 and ISO/CASCO. This was welcomed, with CASCO approving a number of steps to ensure active implementation of the Cooperation Framework between the two committees. Detailed minutes from this meeting are available by contacting Senior Policy Analyst Mr. Allan Wilson ([awilson@scc.ca](mailto:awilson@scc.ca)).

SCC provided the comments regarding CD 17021 (replacing GD 66 and 62) on the 15 January 2003 to ISO/CASCO. The standard has been out for public consultation during the past 3 months. Note: SCC would like to re-address previous points raised at CCAC that it is greatly appreciated when RBs provide comments pertaining standards which directly impact their operations. SCC received very few comments. WG 21 will be meeting to discuss the comments on the 6 and 7 March 2003 in Geneva. Please feel free to contact Stefan Janhager if you have any questions regarding this work item ([sjanhager@scc.ca](mailto:sjanhager@scc.ca)).

## 2.4 IAF

The IAF 16<sup>th</sup> Annual meeting was held September 21 and 26, 2002. At that meeting, a new chairman was appointed and SCC Director of Policy and Intergovernmental Affairs Elva Nilsen was appointed as Vice-Chair. Significant areas of discussion included the IAF MLA Mark, Policies and procedures to include sector specific schemes and witness auditing.

In addition to the above items, several decisions and resolutions from the IAF Technical Committee were adopted. Items of note include:

- it was agreed that the IAF would move from ISO 10011 and ISO 14010 to the new ISO 19011 as soon as it was published (further information can be found under items for implementation / interpretations);
- Confirmation of the 15 December 2003 date for transition to ISO 9001:2000 for accredited certification. This date will not be extended.

Minutes from the meeting are not yet available, however once approved they will be posted on the IAF website ([www.iaf.nu](http://www.iaf.nu)). The next annual meeting will be held in September 2003 in Bratislava, Slovakia.

## 2.5 IAF TECHNICAL COMMITTEE

The IAF Technical Committee (formerly IAF W/G 1) met during the IAF meetings in September 2002. The IAF technical committee is responsible for the IAF Guidance documents, interpretations and technical aspects of the IAF standards. The IAF TC is currently working on several items including: Guidance on AB witnessing of CRB audits and WA reports, Accreditation body issuance of Scopes, Assessment of Transnational Branch Offices and Franchise Arrangements of CRB's, Cross-Frontier accreditation, Computer assisted audit techniques. Registration bodies are represented on the IAF TC by Mr. Pierre Salle from Kema,

and are welcome to provide input on these issues to the SCC. The next meeting of the IAF Technical committee will be held February 17 to 19 2003 in Sydney, Australia.

The SCC is represented on the IAF TC by the Quality Manager, Ms. Joan Brough-Kerrebyn ([jbrough-kerrebyn@scc.ca](mailto:jbrough-kerrebyn@scc.ca)). Relevant supporting papers and documents for the IAF meetings are distributed by the SCC to Registration bodies and TG auditors for comment prior to each IAF Annual and Technical Committee meeting.

## **2.6 IAAC**

The Inter-American Accreditation Cooperation (IAAC) Multi-lateral arrangement (MLA) was signed for the Quality Systems program at the IAAC annual meeting on 2002-10-24 in Salvador, Brazil by the SCC. The IAAC is a regional organization created to promote collaboration among the accredited and interested parties within the Americas. Current signatories to the MLA for QMS include the SCC, EMA (Mexico) and INMETRO (Brazil).

## **3.0 SECTOR UPDATES**

The following provides an update for each sector qualification program operated by the Management Systems Program.

### **3.1 QS9000 AND TE 9000**

In October of 1999, DaimlerChrysler informed its suppliers of its acceptance of quality registration to either VDA 6.1 or QS-9000. They had also indicated that registration to ISO/TS 16949 would be accepted as a quality registration.

In a letter dated July 2002, DaimlerChrysler has informed its suppliers that, effective July 1, 2004, the company will be requiring them to register to ISO/TS 16949 and that VDA 6.1 and QS-9000 will be accepted until this final deadline.

For your convenience, the letter is available at the following link:

<http://www.aiag.org/forms/DCX%20Letter.pdf>

### **3.2 CMDCAS**

To date, the SCC has qualified 8 registration bodies for CMDCAS and 8 are currently in process.

The first Health Canada CMDCAS Registration Body Forum was held on October 18<sup>th</sup>, 2002. The meeting was co-sponsored by the SCC and brought together the participants for the CMDCAS program including Registration Bodies, SCC auditors, SCC staff and Health Canada representatives. Feedback to date indicates that those in attendance found the forum to be a useful venue for sharing of information and learning more about the regulators expectation for the CMDCAS program.

To support the HC CMDCAS RB Forum, an electronic document forum has been developed which will serve as a central repository for CMDCAS related documents, interpretations, information, meeting minutes documents and presentations, notices etc. Each applicant or approved CMDCAS registration body has been provided with a password to access the electronic CMDCAS Forum which has been linked to the CMDCAS area of the SCC website and at the following URL: [https://forums.scc.ca/forums/scc/dispatch.cgi/\\_team/AVFLoginForm](https://forums.scc.ca/forums/scc/dispatch.cgi/_team/AVFLoginForm)

Registration bodies wishing to access the site or those having problems with login should contact Ms. Sohini Famili for further assistance ([sfamili@scc.ca](mailto:sfamili@scc.ca)).

Mr. Frederic Hamelin has been hired by Health Canada as a *Quality Systems Officer* to augment the current CMDCAS group consisting of Ms. Anne-Marie Coutu (Manager), Mr. Egan Cobbold (Quality Systems Officer) and Ms. Sophia Khan (Administrative Assistant). Mr. Hamelin will begin accompanying SCC auditors as a Health Canada trainee/observer on selected CMDCAS related audit activities beginning February 2003.

The following CMDCAS related policy and guidance documents as well as the interpretations published in RB Bulletin Number 2 (June 2002) are posted on the electronic HC CMDCAS RB Forum or by accessing the CMDCAS area of the SCC website at [www.scc.ca](http://www.scc.ca) :

- Q90R0 - CMDCAS Policy Document
- GD207 - Guidance on the Content of ISO 13485 and ISO 13488 Quality Systems Certificates issued under CMDCAS
- GD208 - Guidance on the Acceptance of Quality System Certificates before and after January 1, 2003
- GD210 - DRAFT - ISO 13485 and ISO 13488 quality system audits performed by CMDCAS recognized Registrars

Note that GD210 – ISO 13485 and ISO 13488 quality system audits performed by CMDCAS recognized Registrars is new draft guidance. Applicant and qualified Registration bodies under CMDCAS should begin incorporating the principles of this document into audit activity.

Finally, ISO Central Secretariat has indicated that the ISO F/DIS (final draft) of ISO 13485 is expected to be published at the end of January 2003.

### **3.3 AEROSPACE**

In September 2002, procedures and information related to the AS 9100 sector qualification program were presented to the America's Aerospace Quality Group (AAQG) for acceptance of the SCC as an AAQG recognized accreditation body. The QMS program for aerospace has been accepted and recognized by the AAQG.

Of note, is that a new revision of the sector qualification criteria (AIR 5359) for registration bodies is expected to be approved by the RMC in January 2003. Potential applicants to the AS 9100 program will be required to meet this document when applying for sector qualification.

The AAQG RMC has agreed to an abbreviated qualification process for those registration bodies accredited by the SCC and RAB, and already qualified for the AS 9100 sector by RAB. For further information, please contact Ms. Hollie Last ([hlast@scc.ca](mailto:hlast@scc.ca)).

### **3.4 TL 9000**

No update to report.

### **3.5 SUSTAINABLE FOREST MANAGEMENT**

The Canadian Forest Industry is highly committed in seeking registration to ISO 14001 and CAN/CSA Z809 by SCC's accredited EMS registration bodies. Presently, Canada has the most registered forests used in commercial applications in the world. The qualified SFM registration

bodies and applicants will be requested to implement the new SFM standard when approved as a National Standard in accordance with implementation guidance. Guidance will be released in conjunction with the new standard. As well, SCC is also working with its peer bodies globally to address the international forest industries concerns regarding SFM Multi-lateral arrangements.

SCC and Ontario Ministry of Natural Resource (OMNR) signed a SFM Memorandum of Understanding in November 2002 as follows:

**STANDARDS COUNCIL OF CANADA SIGNS AGREEMENT  
WITH ONTARIO MINISTRY OF NATURAL RESOURCES  
ON REGISTRATION OF CROWN LANDS**

TORONTO — The Standards Council (SCC) announced today that it has entered into an agreement with the Ontario Ministry of Natural Resources (OMNR) with the aim of establishing a mutual confidence between the province's regulatory framework and the SCC's voluntary, third-party accreditation system.

"This agreement represents a progression of the work that the SCC and the Ministry have undertaken independently and leverages the strengths of both organizations to help reduce costs, while improving operating efficiencies across Ontario's forestry industry," said Peter Clark, Executive Director of the Standards Council of Canada.

The SCC's Forestry Management or SFM sector program uses its Environmental Management Accreditation Program as its foundation and utilizes the National SFM standard (CAN/CSA Z809), developed by the Canadian Standards Association, and approved by the Standards Council as a national standard of Canada.

When audited by an SCC accredited Registration Body, the ISO 14001, combined with CAN/CSA Z809 standards provide significant contributions to verification that an applicant satisfies OMNR's sustainable forest management regulatory requirements. Through this agreement SCC acknowledges the role that OMNR's regulatory framework and Independent Forest Audits can contribute to satisfying national SFM requirements and standards on Crown lands in Ontario.

"This government recognizes the importance of certification to the management of Ontario's forests and our economy," said Jerry Ouellette, Natural Resources Minister of Ontario. "The forest products sector is a multi-billion dollar industry in Ontario, providing tens of thousands of jobs."

Independent third-party registration, also known as certification, to national and international standards plays an important role in the marketing Ontario forest products around the world. Increasingly, governments, consumers, and retailers are demanding registration to recognized forestry practice standards.

OMNR is the legislated authority responsible for sustainable forest management of all Crown land forests within Ontario. To harvest forest products in Ontario, forest companies must first obtain a licence to do so from OMNR. OMNR monitors and independently audits licensees for both compliance with requirements and effectiveness of management activities in achieving set objectives.

The SCC is a federal Crown corporation that promotes efficient and effective voluntary standardization in Canada. The SCC is involved in coordinating Canada's participation in the development of international standards and, as Canada's national standardization body, oversees the efforts of the National Standard System.

#### **4.0 STATUS OF PROGRAM CRITERIA**

The following are the current versions of accreditation criteria applicable to the SCC Management Systems Accreditation Program:

- ISO/IEC Guide 61: 1996
- ISO/IEC Guide 62: 1996
- ISO/IEC Guide 66: 1999
- IAF Guidance on the application of ISO/IEC Guide 61 Issue 2, Version 2
- IAF Guidance on the application of ISO/IEC Guide 62 Issue 2
- IAF Guidance on the application of ISO/IEC Guide 66 Issue 2
- CAN-P-1517A
- CAN-P-1518
- CAN-P-15

For witness audits, Guidance on Witness auditing is currently under development.

These documents and application forms for scope extensions, QS 9000, TE 9000, CMDCAS, AS9100 and TL 9000 and the program fee structure are available by contacting Ms. Loreto Lamb ([llamb@scc.ca](mailto:llamb@scc.ca)).

#### **5.0 ITEMS FOR IMPLEMENTATION / INTERPRETATIONS**

##### **5.1 QUALITY SYSTEMS ACCREDITATION PROGRAM**

At the 3<sup>rd</sup> meeting of the TG-QMSRO, several decisions related to program policy were approved for implementation by registration bodies. These decisions were a result of program changes to address revisions to IAF Guidance documents and the IAF peer evaluation that occurred in April 2002.

The following items will be included in the next revision of CAN-P-1517 (CAN-P-1517B) which is expected to be published in May/June 2003:

##### **Witness Audits**

1. A minimum of one witness audit will be required annually for maintenance of accreditation (one of four substituted by required sector witness audits)
2. Risk, number and complexity of scopes and volume of relevant business will be significant factors in determining number of witness audits conducted over the accreditation cycle
3. Some activities may require witness audits to address/resolve such as: modification of scope, change in organization, annual audit activity
4. Accredited certification / registration bodies shall have enforceable arrangements with organizations holding an accredited certificate that commit the holder of the accredited certificate to provide, on request, access to accreditation body assessment teams to witness the certification / registration body's audit team performing an audit at the organization's site;

##### **Registration Documents**

5. In order to avoid confusion in the marketplace, registration certificates issued shall clearly distinguish between those issued inside or outside of an established sector scheme. It is suggested that this can be addressed by ensuring a clear and precise scope of registration on registration certificates issued for a sector scheme.

**Scope of Accreditation**

6. The Procedure for modification of scope of accreditation will incorporate the following steps:

Registration Body initiated:

- a) Request submitted in writing by Registration Body
- b) Request reviewed by Senior Program Officer
- c) Review by auditor and audit activity if necessary
- d) Scope modification approved
- e) Response and updated scope listing provided to Registration Body

Accreditation Body initiated:

- a) Identification that the scope of accreditation may no longer be valid as a result of notification of change by client, audit activity etc.
- b) Further information will be requested to confirm scope of accreditation
- c) If scope found to no longer be valid, the scope of accreditation will be reduced;
- d) A revised scope listing will be issued

**Assessment personnel**

7. When implementing program criteria, assessment personnel should be considered as all those who are part of the registration activities. This may include contract auditors, who would not typically be considered sub-contractors as they are resources under the control of the registration body and therefore, considered assessment personnel.

**5.2 ENVIRONMENTAL MANAGEMENT SYSTEMS ACCREDITATION PROGRAM**

At the 5<sup>th</sup> meeting of TG-EMSRO on the 18 November 2002, the following interpretation applies:

**Use of RB's Auditors in Training**

- a) RB's need to utilize qualified and certified auditors according to CAN-P-14B, CAN-P-1518, and the applicable IAF Guidance to the application for ISO/IEC Guide 66 in conducting registration audit activities;
- b) Auditors in training are not permitted to conduct audit activities of a RB client without direct and on-site supervision by the assigned RB auditor i.e. person(s) qualified according to SCC's RB's accreditation requirements. For example, a RB's annual surveillance audit plan of a client should list the number of qualified auditor(s) (see (a) above) - 3 people/3 days that are required to conduct X, Y and Z audit activities (100%) including any post audit activities.

The auditor in training is outside of the qualified RB Team (100%). He/she may conduct audit activities as follows:

<b>RB Auditor (s):</b>	<b>A: Oscar (Lead)</b>	<b>B: Joe</b>	<b>C: Susanne</b>	<b>D: Trainee</b>
<b>Audit Criteria: ISO/IEC 14001</b>				
<b>X</b>	1 (100%)			1 (33%)
<b>Y</b>		2 (100%)		2 (33%)



<b>Z</b>			3 (100%)	3 (33%)
<b>Audit Activities completed:</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	

For example:

A: Oscar will conduct 66% of X audit activities, however, he will direct/onsite supervise (remaining 33%) by delegate his responsibility to D: Trainee. D: Trainee will conduct the 33% of the remaining requirements in accordance with the set audit plan under A: Oscar's direct/on-site supervision. Specifically, A: Oscar will be observing that all elements are covered by the trainee at all times. (This may apply to Joe and Susanne as well. They would become direct/on-site supervisors of a person on training). Note: person in training cannot conduct audit activities on their own.

### 5.3 ISO 19011

The following guidance has been provided by the IAF Technical Committee Chair regarding ISO 19011.

“ISO 19011 Guidelines for quality (QMS) and/or environmental (EMS) management systems auditing was published on 1 October 2002. This single standard sets out principles of auditing and addresses the three topics: Managing an audit program, audit activities (the elements of an audit) and competence and evaluation of auditors.

These topics were previously covered by separate series of standards, one for QMS and the other for EMS auditing. These were the ISO 10011 standards (Parts 1, 2 and 3) for quality and ISO 14010, 11 and 12 for environmental. The new single standard cancels and replaces all these standards. The new standard is a Guidelines standard setting out the overall menu for auditing in these fields, so that users select from it as appropriate. As such its implementation in industry does not require formal transition arrangements. In terms of accredited certification, the standards for certification bodies (ISO/IEC Guide 62 for QMS and ISO/IEC Guide 66 for EMS) refer to the old standards that have now been replaced. This is also the case in the accreditation Guidance produced by the International Accreditation Forum (IAF) on these standards. While ISO/IEC is updating Guides 62 and 66 so as to invoke ISO 19011 among other changes (the future ISO/IEC 17021), IAF will shortly be reissuing its Guidance documents so as to introduce ISO 19011 in place of the old standards. Certification bodies and others active in auditing QMS and EMS in support of accredited certification are therefore recommended to work to the new standard ISO 19011 with immediate effect.”

Given the fact the principles of the documents are consistent and based on this guidance, the SCC is in process of updating documents to incorporate ISO 19011 and auditors have begun using the new standard during audit activity. It is the expectation of the SCC that Registration bodies will update documentation to incorporate ISO 19011 and begin using ISO 19011 in lieu of ISO 10011 and ISO 14010 standards.

## 6.0 ADMINISTRATIVE ITEMS

### 6.1 AUDIT SCHEDULING

The scheduling of audits for fiscal year 2003-2004 is currently underway. Registration Bodies will be contacted by Program Officer Ms. Sohini Famili to determine audit requirements and

timeframes. Please inform Ms. Famili of requests for joint audit activities including relevant accreditation body contact information and coordinates at sfamili@scc.ca.

## **6.2 REVISED FEE/COST STRUCTURE**

In 1993 The Standards Council of Canada (SCC) began operating an accreditation program for Quality Systems Registration Bodies. In 1997, the Registration program expanded to include Environmental Management Systems. Since that time, the program has steadily increased in scope and number of clients and today includes several sectors within the various programs.

Due to increasing costs, the need for additional resources and the mandate to achieve full cost recovery, the SCC will implement a revised fee/cost structure for Registration Bodies, effective September 2, 2002. The revised fee structure will allow the SCC to achieve its goals and ensure adequate staffing to deliver the high quality service you expect. It should be noted that this is the first increase in fees in 6 years.

A complete copy of the revised fee/cost structure has been provided to all registration bodies. Briefly, major changes include:

- A single fee structure for EMS and QMS programs
- Restructuring the Annual Accreditation Fee to:
  - An Annual Licensing Fee
  - Certificate Fee for each registration issued under the SCC accreditation only
  - A Maintenance fee for Industry Sectors
- Addition of Audit Cancellation and Re-instatement Fees
- Revised Audit Assessment Fees

The revision of the Fee/Cost Structure has been an ongoing initiative for the past two years. During this time the SCC requested input from its Registration Bodies on a number of occasions, most recently at the CCAC meeting of June 27, 2002. The final document (*Revised Fee/Cost Structure for the Standards Council of Canada's QMS and EMS Accreditation Program*) is reflective of the challenges currently faced by the SCC, while taking into consideration the opinions and feedback provided by our clients.

## **6.3 STAFFING CHANGES**

In September 2002, Ms. Loreto Lamb was hired to replace Ms. Nadine Hubert in the position of Administrative Assistant, Management Systems. Ms. Lamb can be reached by e-mail at llamb@scc.ca or by phone at 613-238-3222 (x. 439). Ms. Lamb is formerly of MBNA Canada and brings several years of administrative experience to the QMS/EMS programs.

Mr. Don Williams was hired in November 2002 to fill a second position at the Senior Program Officer level in the Quality Systems Program. Mr. Williams was employed by Nortel Networks for over 25 years and brings an in-depth knowledge of ISO 9000 and management systems to the QMS program. Mr. Williams can be reached by phone at 613-238-3222 (x. 449) or by e-mail at dwilliams@scc.ca.

At the October 2002 TG-QMSRO meeting, members agreed to the addition of Ms. Caroline Armstrong as a TG-QMSRO auditor for the Quality Systems Program. Ms. Armstrong is a certified lead auditor based in Southern Ontario Canada and possesses significant experience in the conformity assessment and accreditation field. Ms. Armstrong is expected to complete the TG-QMSRO auditor qualification process by March 2003 and will begin performing accreditation audits as a TG-QMSRO auditor shortly thereafter.

We appreciate all suggestions, feedback and questions. Kindly forward any comments, questions and/or suggestions to:

Loreto Lamb  
Tel: (613) 238-3222 (ext. 439)  
Fax: (613)569-7808  
llamb@scc.ca



**Standards Council of Canada**  
**Conseil canadien des normes**

July 2002

**To: All Accredited Registration Bodies and Applicants**

**From: Pat Paladino, Director Conformity Assessment**

**Subject: Revised Fee/Cost Structure for QMS and EMS Accreditation Program**

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  - A Maintenance fee for Industry Sectors
- Addition of Audit Cancellation and Re-instatement Fees
- Revised Audit Assessment Fees

Given that the new fee structure will take effect mid way through the current fiscal year, the annual fees for FY 2002 – 2003 will be prorated, and adjustments will be made to annual fee invoices issued between April 01, 2002 and September 02, 2002. This will ensure fair and equitable treatment of all SCC clients affected by this change.

Should you require additional information, please do not hesitate to contact me directly, at (613) 238-3222, ext. 467.

Thanking you for the continued support of these programs.

Pat Paladino,  
Director, Conformity Assessment

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## B: Annual Fees

Description	License Fee
<p><b>1) Licensing Fee:</b></p> <p>Commencing on the date of its accreditation and yearly thereafter, an accredited RB will pay an annual License Fee. The License Fee is designed to contribute to the Program overheads, the costs of SCC participation in a broad range of international and national meetings, exploration of new program opportunities, program development activities for the purpose of expanding the value of the accreditation program to SCC clients, the right to use the SCC logo, administration of the program. The fee is based on the number of programs for which a client holds accreditation.</p>	<p>1 Program : <b>\$23,000</b></p> <p>2 Programs <b>\$35,000</b></p>
<p><b>2) Certificate Fee:</b></p> <p>An accredited RB will pay an annual fee for each SCC accredited certificate issued. The RB shall provide SCC with the number of its SCC accredited certificates as of its date of accreditation and annually thereafter. (The SCC reserves the right to verify number of certificates on site.)</p>	<p><b>\$50 per SCC accredited certificate issued.</b></p>
<p><b>Industry Sector Fee:</b></p> <p>In addition to the licensing and certificate fees, the SCC charges a fee for each Sector recognized/qualified. This fee is intended to provide specific Sector professional and administrative support to RBs accredited in a Sector or Sectors. A sector is defined above.</p>	<p><b>\$3,000 per Sector</b></p>
<p><b>Total Annual Fee Calculation:</b></p> <p>Total Annual Fee Calculation: Total = License Fee + Certificate Fee + Sector Fee</p>	<p>Annual Fee is capped at <b>\$70,000</b> for 1 program and <b>\$100,000</b> for 2 programs</p>

**C: Other Program Fees:**

Description	Fee
<p><b>1) Assessment/Audit Cancellation Fee:</b></p> <p>a) If an on-site assessment or audit activity is cancelled by the Registration Body for reasons other than acts of nature or if the RB fails to provide the appropriate documentation in sufficient time before the scheduled activity, the SCC has the right to cancel the assessment activity and charge the fee shown at the right;</p>	<p>(i) \$10% of the projected visit cost (fees only),                      (ii) travel cancellation fees incurred by the SCC are charged back, at cost</p>
<p><b>2) Re-instatement Fee:</b></p> <p>This fee is payable upon re-instatement to the Accreditation program following a suspension for any reason (note: the client will not be asked to provide a full application fee):</p>	<p><b>\$5,000</b></p>

**II: Assessment Costs: (applies to Document Reviews, Initial Applications, Surveillance Audits, Witness Audits, Verification Audits and Re-Assessments)**

**Activities:**

- Initial Application: includes document review, HQ-Assessment (legal entity), minimum of two Witness audits (note: pre-assessment may be required at times).
- Surveillance Audits: includes document review, HQ-assessment (legal entity) and witness audits.
- Witness Audits: includes document review and Witness Audit at RB’s client site. **Note:** Witness audits may be mandatory for the QMSAP/EMSAP programs and industry scope programs.
- Verification Audits: are special visits to review corrective action taken after such events as suspensions, etc.
- Re-Assessment: includes document review, HQ-Assessment (legal entity) and Witness Audits.

For specific information about QMSAP/EMSAP, refer to the specific program requirements and application documentation (including industry scope programs).

**Note:** There will be no direct charge, for staff and management, for support work carried out on the processing of SCC audit activities, except as described under Section I above.

<b>Description</b>	<b>Fee</b>
1) The assessor cost for audit activities relates to the processing of an application, document reviews, surveillance audit, witness audit, verification audits, re-assessment, audit preparation and reports etc. on a per person per diem basis.	<b>\$1,250/per day</b>
2) Travel and living expenses for on-site visits.	Travel/Living Expenses as per SCC Travel Directive (based upon Treasury Board Guidelines).
3) Travel time cost related to assessors time to and from client audit sites and weekend layovers (to reduce airline costs) will be charged on a per person per diem basis.	<b>\$750/per day</b>

## **Administrative Information:**

### **1) Review of Fee/Cost Structure**

The fee structure will be reviewed annually and adjusted as required following consultation with accredited RB's. Typically, consultations will take place in the last quarter of the calendar year with changes taking effect April 1<sup>st</sup> the following year. Applicant and accredited organizations will be advised of any changes that are made.

### **2) Payment of Fees and Assessment Costs:**

a) Remittances, payable to the Standards Council of Canada, are to be sent to:  
Treasurer, Standards Council of Canada  
270 Albert Street, Suite 200  
OTTAWA, Ontario  
K1P 6N7 Canada

b) Payments should reference the registration accreditation program and, when known, the designated SCC file number (i.e.: SCC 1009-8/xx);

c) The RB may choose to pay the annual fee in two six month installments, with the first installment being paid on the date of accreditation and the last (second) payment payable six months after the date of accreditation.

d) All fees quoted are in Canadian dollars. Applicable taxes are extra.