

CCAS Transition Guidance Document

Transition Process from ISO 9001: 2008 to ISO 9001:2015 & ISO 14001:2004 to ISO 14001:2015

1.0 Implementation of transition of the accredited certification

This document is intended to provide guidance to CCAS customers/stakeholders on the certification transition process from ISO 9001:2008 to ISO 9001:2015 and ISO 14001:2004 to ISO 14001:2015.

The Standards were officially issued on the 15 September 2015 resulting in all ISO 9001:2008 & ISO 14001:2004 certificates expiring on the 15 September 2018.

The main changes in the new version of ISO 9001: 2015/ISO 14001:2015 are seen as:

- I) The adoption of the HLS as set out in Annex SL.
- II) An explicit requirement for risk based thinking to support and improve the understanding and application of the process approach.
- III) Fewer prescribed requirements.
- IV) Less emphasis on documents.
- V) Improved applicability for services.
- VI) A requirement to define the boundaries of the QMS.
- VII) Increased emphasis on organisational context.
- VIII) Increased leadership requirements.
- IX) Greater emphasis on achieving desired outcomes to improve customer satisfaction

2.0 Transition Assessment Process (Phased Approach- During Surveillance, Re- assessments)

Step 1

In the first instance, for existing CCAS certificated ISO 9001: 2008/ISO 14001:2004 customers, CCAS will contact each customer in advance of each visit enquiring if they would like to be assessed to the new ISO 9001: 2015 / ISO 14001:2015 Standard.

Please note that for CCAS certificated companies to retain certification to ISO 9001: 2008 /ISO 14001:2004 they will need to maintain and keep up to date their existing ISO 9001: 2008/ISO 14001:2004 management system approval whilst the transition process is taking place.

Step 2

On receipt of confirmation from a company that it wishes to be assessed to the new standard, CCAS will provide a quotation confirming any additional time required on site (on top of the 9001:2008/ISO 14001:2004 requirements) to carry out an assessment focusing on the key changes outlined in section 1.0 above.

The additional time required shall be based on the size and complexity of the organisation.

Step 3

On acceptance of the quotation, CCAS planning department will arrange a convenient date for any extra time that is required on site (approximately 0.5 -1 additional day is expected) – this will be tagged on to an ISO 9001:2008/ISO 14001:2004 routine surveillance or recertification visit. A visit plan will be provided to the customer prior to the assessment which will outline the agenda assessment arrangements to cover the new requirements outlined in section 1.0 above. Prior to the assessment, CCAS will provide its customer with a self-assessment/gap analysis form, which is to be completed against the requirements of ISO 9001:2015/ISO 14001:2015 based on their management system. This is aimed at ensuring that all of the new requirements of the standard have been met before the CCAS transition assessment. The completed self-assessment document is to be submitted to the CCAS office for review prior to the onsite transition assessment.

Step 4

As standard practice, on completion of the assessment (surveillance, re –assessment) a report shall be produced by the CCAS auditor confirming how the company is continuing to meet the requirements of ISO 9001: 2008/ISO 14001:2004

A separate audit report will be provided confirming the status of the management system to ISO 9001: 2015/ISO 14001:2015.

If any deficiencies are identified these will be raised as a non-conformance on a non-conformance report form.

Organisations will have 6 working weeks to correct the non-conformities, which includes providing a corrective action response and evidence of action taken to CCAS, to confirm that the nonconformities have been closed out effectively.

Please note, only when all identified outstanding issues have been appropriately addressed and the effectiveness of the management system demonstrated, can auditors recommend certification to the published ISO 9001:2015/ISO 14001:2015 standard.

Step 5

On satisfactory closure of all nonconformities, the recommendation for certification will be confirmed by an independent certification decision team.

Once acceptance of the recommendation is made by the certification decision team a certificate of registration to the new standard will be issued.

Special Audit (Alternative Route To certification to the new Standards (Direct Approach)

CCAS can also carry out an assessment directly to the ISO 9001:2015/ISO 14001:2015 Standard by conducting a full assessment at a time outside a routine surveillance/reassessment visit.

CCAS will provide a formal quotation for this service.

Prior to the assessment, CCAS will provide its customer with a self-assessment/gap analysis form, which is to be completed against the requirements of ISO 9001:2015/ISO 14001:2015 based on their management system. This is aimed at ensuring that all of the new requirements of the standard have been met before the CCAS transition assessment. The completed self-assessment document is to be submitted to the CCAS office for review prior to the onsite transition assessment.

On completion of a successful audit (ie there are no outstanding nonconformities) a certificate of registration will be issued to the company which will supersede the ISO 9001: 2008/ISO 14001:2004 certificate.

Recognition of approval to the new standard will be recorded on the CCAS website certificate checker facility.

Additional Information

Copies of the new standard ISO 9001:2015/ISO 14001:2015 can be obtained directly from CCAS.

Training courses including ISO 9001:2015 1 day Workshop, and 2 day Internal Auditor courses are being provided to customers at discounted rates.

These courses can also be delivered, in-house at customer premises.

For further details of the transition process please call Tony Brachmanski or our administration team on 01543 509533.