

Recommendations made by the ACCREDIA Steering and Guarantee Committee (CIG) regarding the definition of harmonized criteria for the verification of some requirements of the standard ISO/IEC 17021-1/15, during the assessments and surveillance visits at accredited certification bodies

Approved by the Steering and Guarantee Committee of December 3, 2019 – date of entry into force: June 1, 2020

The paragraphs below, taken from ISO/IEC 17021-1; 2015, outline the main definitions related to the recommendations made by the ACCREDIA Steering and Guarantee Committee.

Note: although some elements given in the table below are already clearly standardized in UNI CEI EN ISO 17021-1:15, they are stated here with special regard for the question of impartiality.

The requirements of the standard, together with the notes taken from the standard, are referred principally to the issue of conflicts of interests concerning accredited bodies.

Below there are some definitions and paragraphs from UNI CEI EN ISO 17021-1:2015 referring specifically to issues dealt with in the document.

3.2 Impartiality: Presence of objectivity.	Note 1: objectivity means that there are no conflicts of interests, or that any such conflicts have been resolved and do not impact negatively on the activities of the CB.
	Note 2: other terms used to express the concept of impartiality are "independence", "absence of conflicts of interests", "absence of prejudices", "neutrality", "honesty", "open-mindedness", "equity", "detachment" and "balance".
3.3 Consultancy activities related to the manage-	Example 1: Drawing up manuals or procedures.
ment system: participa- tion in the definition,	Example 2: Providing specific advice, instructions or solutions for the development and implementation of a MS.
implementation and maintenance of a MS.	Note 1: organizing training courses (*) and participate as trainer is not considered consultancy provided that such courses deal with MS or audit activities, providing information of a general nature; the trainer should not offer specific solutions to the client.
	Note 2: providing general information, but not specific solutions to the client concerning the improvement of processes or systems, is not considered consultancy. Such information may include as follows:
	 explain the meaning and aims of certification criteria; identify improvement opportunities;
	 explain theories, methodologies, techniques and related instruments;
	share non-confidential information concerning best practices;
	 other management items which are not covered by the audited MS. The term "training" is used in a broad sense of training and professional development.
4.8 Risk based approach	CBs need to take into consideration the risks associated with the act of providing competent, coherent and impartial certification. Risks include (amongst others) as follows:

the objectives of the audit:
sampling used in the audit process;
real and perceived impartiality;
issues regarding legal and mandatory responsibilities;
the organization of the audited client and its operative environment;
the effect of the audit on the client and its activities;
the health and safety of the audit teams;
the perception of the interested parties;
misleading statements by the certified client;
the use of symbols/marks.

The table below contains 6 columns:

- the first gives the progressive number;
- the second shows the reference paragraph of ISO 17021-1 ed. 2015;
- the third shows the typology of conflict of interests (macro category);
- the fourth gives examples expressed by the Committee;
- the fifth shows the modalities of investigation which may be used for verifying the conflict;
- the last one presents a brief summary of the acceptability or otherwise of the situation/activity, concerning conflict of interests.

This table can be used to create a risk analysis document or as a checklist for performing internal or external assessments.

N°	Requirement of the standard ISO/IEC 17021 (point)	Typology of conflict	Example of situation/activity in conflict	Method of investigation	Acceptability
1.	5.2.5: A certification body or any other part of the same legal entity or any other part under the organizational control of the certification body, shall not offer or provide consultancy activities relating to the management system,		A CB which issues certification against a certification standard provides consultancy on other certification standards, maybe in a peer context, for which it is not accredited.	Market analysis	A CB shall not offer consultancy on management systems, also in areas for which it is not accredited. See the Resolutions of the EA CC Committee of October 3, 2019.1
2.		clients gains revenue from the maintenance of every client.	A CB which operates for a single client or only for a more important client	activities.	Acceptable as long as it is managed within the CB's risk analysis.
3.	4.2 - 4.8 - 5.2. 3	Engagements accepted by the CB for other services which are not related to certification or evaluation/auditing. Risk: own interest, self-assessment	The CB provides its own staff which takes on the role of a Surveillance Body in accordance with Law Decree 231/01 or as DPO (Reg. EU 2016/679)	Verification of the revenue of the CB from the balance sheet and additional notes. (activity already routinely performed) In practice it is almost impossible to obtain data of this nature from a review of the account documents made available by CBs. See note alongside here. It is possible to intervene in cases of other evidences (e.g. published on the website).	Unacceptable threat for organizations certified by the same CB within two years of the last activity performed on the organization to be certified.

¹ <u>Question</u>: A CB accredited according ISO/IEC 17021-1 for ISO 9001 and ISO 14001, but is not accredited for ISO 45001. This CB is offering non-accredited ISO 45001 certification. This CB is offering ISO 45001 consultancy to one QSE (ISO 9001-14001-45001) certified client: is it acceptable? If the client was certified only to ISO9001 and ISO 14001, would this be acceptable? Answer: The answer to both questions is NO. The requirement has been written with the intent that a CB shall not offer or provide MS consultancy irrespective that the CB is accredited or not.

	4.2 - 4.8 - 5.2. 3	the CB for other services which are not related to certification or evaluation/auditing. Risk: own interest, self-assessment	Provision of competent medical service, qualified expert, authorized medical doctor. The CB provides its own staff who take on the role of Surveillance Body in compliance with D. Lgs 231/01 or as DPO (Reg. EU 2016/679) In general, the ACCREDIA assessors can analyze data regarding the balance sheet and the additional note, also the active and passive invoices of the CB, but they cannot perform audits of an administrative or fiscal nature in such a way as to analyze the details of the balance sheet.	formed) In practice it is almost impossible to obtain data of this nature from a review of the account documents made available by CBs. See note alongside here. It is possible to intervene in cases of other evidences (e.g. published on the website).	for organizations certified by the same CB within two years of the last activity performed on the organization to be certified.
5.	4.2 - 4.8 - 5.2. 3		The CB provides an audit service upon request by the Surveillance Body in accordance with Law Decree 231/01.	Verification of the revenue of the CB from the balance sheet and additional notes. (activity already routinely per- formed)	
6.	4.2 - 4.8 - 5.2. 5	I Engagements accepted by the CB for other services which are not related to certification or evaluation/auditing. Risk: own interest, selfassessment	The performance of any form of consultancy on a company MS.	Verification of the revenue of the CB from the balance sheet and additional notes. (activity already routinely per- formed)	
7.	4.2 - 4.8 - 5.2. 6	the CB for other services	Certify the MS of organizations where the CB has performed internal audits. (requirement of the standard)	Verification of the revenue of the CB from the balance sheet and additional notes. (activity already routinely per- formed)	

8.			The performance of conformity assessment activities (accredited or non-accredited)	Verification of the revenue of the CB from the balance sheet and additional notes. (activity already routinely per- formed)	Acceptable
9.	42 - 4.8 - 5.2. 5	the CB for other services which are not related to cer-	Carrying out second or third party audits with reference to other standards not included in the scope of accreditation. Carrying out investigation activities which do not propose specific solutions but only a gap analysis (e.g. legal compliance audit, penetration test, Intrusion detection, related work stress analysis HACCP) Diagnostic tests of a technical nature (e.g. noise or lighting, ergonomics etc.)	the CB from the balance sheet and additional notes. (activity already routinely per-	it is managed in the CB's risk analysis.
10.	4.2 - 4.8 - 5.2. 6	Engagements accepted by the CB for other services which are not related to certification or evaluation/auditing.		the CB from the balance sheet	it is managed in the CB's risk analysis.

11.	4.2 - 4.8 - 5.2. 3	the CB for other services	E.g.: Preparation of the risk analysis document (e.g. with regard to the security/safety standard or environmental crimes against D L 231) Activity for attainment, renewal or modification of the Integrated Environmental Authorization, preparation and availability of the files for the renewal of the fire prevention certificate, preparation of an LCA report with results obtained and interpretation thereof.	the CB from the balance sheet and additional notes. (activity already routinely per- formed)	service but not to certified or applicant
12.	4.2 - 4.8 - 5.2. 3	Engagements accepted by the CB for other services which are not related to certification or evaluation/auditing.		(activity already routinely per-	service but not to certified or applicant

² IAF Resolution (Frankfurt, Germany – Saturday/Sunday 11th-12th April 2015). Consensus of the IAF TC: Decision Log: 15/04/01 The IAF TC could not reach consensus regarding whether an energy audit in accordance with ISO 50002 is management system consultancy. The performance of energy audits - in accordance with ISO 50002, as well as environment and energy management system certification for the same client is considered to be an unacceptable threat to impartiality.

13. 4.2 - 4.8 - 5.2	Ownership, governance,	The CB - or its partners - has shares or stakes in		
	management	a MS consultancy company.	the CB to discover any partici-	-
			pations.	same legal entity or
	Risk: self-audit, own inter-			
	ests	systems consultancy from a body that has a rela-	Commerce business profile or	
		tionship with a certification body, this is a signifi-		
		cant threat to impartiality.	participations.	ganizational contro
		The valationship between a CD and a consultance	(activity already routinely per-	
		The relationship between a CB and a consultancy company constitutes a significant threat when	formed)	body (see require
		such consultancy occurs with regard to a client of		ments 5.2.5 and
		the CB.	the business profile regarding	
		the obi	the CB's properties, with par-	
			ticular regard to its operative	
		Apart from MS consultancy activities, also to be		
		considered are the limits provided for by "en-		
		gagements carried out by the CB for other ser-		
		vices which are not certification or assessment ac-	there are situations of proper-	relationship, there
		tivities", as set out elsewhere in this document.	ty.	can be parties which
				can perform consul
				tancy activities con
				sidering and in ac
				cordance with the risk analysis. It is no
				permitted that there
				s a direct influence
				undertaken by the
				CB.
				If the CB is part of a
				larger group (e.g
				company, consorti
				um, corporative net
				work) and in thi
				group there is a con
				sultancy company
				the risk is acceptable if considered in the
				risk analysis. If
				CB's clients coincide
				with those of the
				consultant, the CE
				may certify the clien
				if two years have
				passed between the
				consultancy activities
				and the certification
ACCREDIA				or as envisaged by
	December delice of the ACC	DEDIA CIC Committee regarding the definition of consistent with the	for ouditing come requirements of the	the IAF Decision of
	Page 7 of 16	REDIA CIG Committee regarding the definition of consistent criteria	nor auditing some requirements of the star	Shanghai which in-
	(490 / 0. 10			cludes an alternative
				method to the im-

	4.2 - 4.8 - 5.2	Ownership, governance, management Risk: own interests, self- audit, familiarity	Verifications done by means of review of the business profile, but effectiveness is low.	participations can be inferred. Review of business profile. (activity already routinely performed)	Possession of stock/shares bought on the stock market is acceptable only if such investments are minor and insignificant.
15.	4.2 - 4.8 - 5.2	Ownership, governance, management Risk: self-audit, own inter- ests	Members (physical persons) of the CB possess: - stock or company engagements in consultancy companies; - stock or company engagements in certified organizations.	Review of business profile. (activity already routinely performed)	Unacceptable threat. To be assessed in the CB's risk analysis Note: Possession of stock/shares bought on the stock market is acceptable only if such investments are minor and insignificant.
16.	4.2 - 4.8 - 5.2	Ownership, governance, management Risk: self-audit, own inter- ests	The partners (juridical persons) of the CB are consultancy companies of management systems, or they are certified companies certified by the same CB.	(activity already routinely per-	Unacceptable threat, except in cases of a public entity or large client if the owner shares are not significant. To be managed in the risk analysis
17.	4.2 - 4.8 - 5.2	Ownership, governance, management Risk: own interests, self- audit	CB and SOA have the same ownership. ³	Review of business profile. (activity already routinely performed)	The Constitutional Court did not admit the case (see the sentence reported in the note). However the issue is affected by legal modifications. The matter will be dealt with in future legal dispositions.

³ The Constitutional Court (C. cost., 20 may, n. 94) Clarified that the principle of exclusivity of the object of the SOA, with the corollary of prohibition of the performance of certification and attestation activities, is a material principle which, for combating tax evasion, prohibits any negotiation or any other method of reaching the objective, banned by the law, of contemporary per-

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18.	4.2 - 4.8 - 5.2	Ownership, governance, management	The members of the CB are associations of trade categories	(activity already routinely performed)	Acceptable, provided it is managed in the CB's risk analysis.
19.	4.2.1/5.2.3	Shared human resources Risk: own interests, self-audit, intimidation.	The CB shares location or branch locations with MS consultancy companies.	ACCREDIA assessment at the	Possible, if the CB's clients are not the same as those of the consultancy company (if the consultancy regards certified activities). Possible (also if the clients are not the same) if, at the same location, there is no staff belonging to the MS consultancy company (secretarial, general services or administration staff are therefore acceptable). Business centers / co-working are evaluated case by case.
20.	4.2.1/5.2.3	Shared human resources Risk: own interests, self-audit, intimidation.	The CB shares operative premises with consultancy operators of another type (e.g. accountants, law firms, SOA).		
21.	5.2.9	Shared human resources Risk: own interests, self-audit,	The CB takes part in conventions, meetings jointly promoted by the the CB and consultancy companies.	Verification of the revenue of the CB from the balance sheet and additional note to investi- gate the type of revenue, mon- itoring of the market. (activity already routinely per- formed)	

formance of certification and attestation activities by the same party. The prohibition is not applicable only in cases of the same legal person performing contemporarily certification and attestation activities, and if the certification body which participates in the SOA, but it is applicable also if there are two formally distinct companies – one performing attestations and the other performing certifications, possessing the same company team, with participation and control of the same persons.

22.	5.2.9	Shared human resources	The CB is present (as guest or simple intervention) during services performed by consultants (e.g. trainings, conventions, meetings promoted by consultancy companies).	Monitoring of the market	Acceptable, provided it is managed in the CB's risk analysis.
23.	5.2.12	Personnel Risk: own interests, self- audit	The CB's staff who perform the audit or decide on the granting of the certificate possess stock in the certified or applicant companies or have company engagements. It would be extremely hard work to do a business profile for all the auditors of accredited CBs and, above all, not very effective given the facility with which it is possible to transfer stock to other persons, thereby avoiding controls.	Business profile review and the signed commitments regarding the absence of specific conflicts of interests. (activity already routinely performed)	
24.	5.2.12	Personnel Risk: own interests, self- audit, familiarity and intimi- dation.	The CB's staff (dependent) performing the audit or decision on the granting of the certificate, has engagements of another type (project contracts, dependent employment, occasional work efforts) by certified/applicant companies by the same CB.	Examination of the work commitments signed concerning the absence of specific conflicts of interests. (activity already routinely performed)	the CB's dependent
25.	5.2.10	Personnel Risk: own interests, self- audit, familiarity		Examination of the invoices and work engagements signed regarding the absence of specific conflicts of interests. (activity already routinely performed)	Not acceptable for companies directly followed by audits or decision unless at least 2 years have passed since the last engagement. Acceptable in other cases, provided it is managed in the CB's risk analysis

26	5.2.8	Personnel	The CB entrusts assignment for auditing activities	Verification of the auditing as-	Not acceptable for an
		Risk: own interest, self-	and certificate decisions to a consultancy compa-	signments and of decision tak-	
		assessment, familiarity.	ny.	en during assessment at CB's	perform consultancy.
				location (activity normally per-	
				formed).	Acceptable if a free-
					lance auditor who
					could also perform
					consultancy has es-
					tablished a company
					for reasons of organ-
					ization or for tax
					purposes.
					Acceptable if a CB
					has a contract with a
					consultancy company
					for collaborating with
					one or more employ-
					ees of the company
					for audit activities
					(with tasking of the
					auditor by the CB), if
					such activities are
					provided for in the
					risk analysis (see
					ISO clarification re-
					quest on ISO_IEC
					17021-1 clause
					5.2.8- August20194)
					In Italy it is prohibit-
					ed to make available
					to third party com-
					panies a work activi-
					ty without a real or-
					ganization of such
					services

⁴ ISO clarification request on ISO_IEC 17021-1 clause 5.2.8 - August 2019

Question: Does the standard allow a CB to have a contract with an organization which provides consultancy services, if this contract doesn't constitute any outsourced activity but is limited to the use of specific employees of that organization as external auditors for the CB (with formal assignment of each audit by the CB to the auditor, impartiality declaration signed by the auditor, etc.)?

Answer: YES, as long as the risk evaluation provides for adequate mitigation of any related threats to impartiality and confirms the absence of any conflict of interest

27.	5.2.11	Personnel	The CB shall give audit engagements always to	Verification during the assess-	The same audit team
	5.2.11	Risk: familiarity	the same assessment group.	ment of the CB of the turnover	
		Triski rammarity	the same assessment group.	rate of the engagement for the	
				same client.	audits at the same
				(activity already routinely per-	
				formed)	not possible to
				Torriled)	change the audit
					team, try to
					strengthen the con-
					trol activities per-
					formed by the CB
					(e.g. on-site moni-
					toring, use of ob-
					servers, other asses-
					sors in the team)
28.	4.2.2 - 5.2.3 5.3.2	Financial resources	The CB is financed by a certified or a consultancy	Verification of the balance	Not acceptable ex-
		Risk: own interests, intimida-	company	sheet and additional note of	
		tion		matters related to the CB's	of public entities
				debts (covering of losses)	(e.g. certification of a
				(activity already routinely per-	regional structure
				formed)	with financing from
				-	the same regional
					authority).
29.	4.2.2 - 5.2.3/5.3.2	Financial resources	A sizeable proportion of the CB's revenue can be		
		Risk: own interests, intimida-	traced to organizations related to the same con-	for certification regarding the	
		tion	sultancy company.	consultancy used by the organ-	
				izations.	with the approval of
			OK – but it's too easy to avoid controls.	(activity already routinely per-	
				formed)	committee.
30.	5.2.9		The consultancy service is publicized jointly with		Not acceptable
		commissions, incentives	the certification service (or vice-versa).	of the websites	
			See above - ACCREDIA has intervened in all cases	(activity already routinely per-	
			of this type of which it has had evidence.	formed)	

31.	5.2.9	Contracts, marketing, sales	Recognition of payments to consult	Analysis of the cost of the CB	In consideration of
		commissions, incentives	ants/consultancy companies for bringing it to the	and additional note.	the IAF Resolution of
			attention of the certified or applicant organization.	(activity already routinely per-	Oct. 24-25. 2010,
		Risk: own interests, intimida-		formed)	this situation is now
		tion			acceptable under the
					conditions of the IAF
					Resolution ⁵ .
					6
					CBs shall make
					available the lists
					and the data during
					the audit at their lo-
					cation.

IAF Resolution of 24-25 Oct., 2010 - Shanghai. The IAF working group has agreed that there can exist an alternative method to the impossibility of certifying a company for 2 years, in cases where there has been payment (for the purchase of the certification contract) between the CB and the company/person who performed consultancy activities.

The CB shall demonstrate compliance with the following points:

An AB may need additional time to assess the management of such relationships and may also need to conduct additional witness audits⁵

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[✓] Transparency – all the documents related to this relationship shall be kept and made available upon request by the AB. The client and the CAB's personnel are aware of its relationship and/or payment of commission/finder's fee and that the CAB does not provide special treatment.

[✓] Management of the CAB has signed the relevant declaration of impartiality that includes reference to such relationships and their management.

[✓] Risk assessment conducted for the specific relationship between the involved parties. Special attention given to the threats arising from relationships of the parties/individuals involved.

[✓] Impartiality committee reviews the effectiveness of management of risk due to such relationships.

[✓] A process is established to ensure there is no special treatment of clients during the certification process.

[✓] Instances of pressure or influence from management, consultant or client are reported and mitigated.

[✓] Additional witnessing of the audits may need to be conducted by the CAB.

[✓] Closer scrutiny of audit output and certification / recertification decisions.

[✓] Monitoring of such relationships through internal audit...

	5.2.9	Contracts, marketing, sales commissions, incentives Risk: own interests, intimidation	Invoices to the client sent directly by the consultancy company and not by the CB.	Analysis of the cost of the CB and additional note. (activity already routinely performed)	The same principle is applied of payment of commissions (IAF Resolution, 24-25 Oct., 2010) if the agency also performs consultancy activities. CBs shall make available the lists and the data during the audit at their location.
33.	5.2.9	Contracts, marketing, sales commissions, incentives Risk: own interests, intimidation	Invoice sent to the client directly by an agency operating in the name and on behalf of a CB	Analysis of the cost of the CB and additional note. (activity already routinely performed)	The same principle is applied of payment of commissions (IAF Resolution, 24-25 Oct., 2010) The agency also performs consultancy activities. CBs shall make available the lists and the data during the audit at their location.
34.	5.2.9	Contracts, marketing, sales commissions, incentives Risk: discriminatory behavior between different certified clients.	Price discounts or rises agreed for certain organizations.		Acceptable, ACCREDIA does not enter into the com- mercial policy of CBs (Resolution of the EA ⁷ CC)

⁷ CC Interpretation of ISO/IEC 17065, 4.4, Discrimination (<u>The fees charged by a certification body are a purely commercial decision for the certification body and it is perfectly acceptable for a CB to charge different clients different fees, providing the certification process is applied equally to all clients. Certification bodies operate in a competitive environment. Most clients obtain multiple quotations for certification and cost will be one of the factors taken into account. Certification bodies need the flexibility to vary their fees in order to attract clients. There is no requirement in ISO/IEC 17065 for the CB to justify the reasons for the fees it charges or for applying a discount).</u>

35	5.2.3		Promotional activities (e.g. free or reduced cost training courses) agreed for certain organizations.	Acceptable, ACCREDIA does not enter into the commercial policy of CBs (Resolution of the EA8 CC).
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⁸ CC Interpretation of ISO/IEC 17065, 4.4, Discrimination (<u>The fees charged by a certification body are a purely commercial decision for the certification body and it is perfectly acceptable for a CB to charge different clients different fees, providing the certification process is applied equally to all clients. Certification bodies operate in a competitive environment. Most clients obtain multiple quotations for certification and cost will be one of the factors taken into account. Certification bodies need the flexibility to vary their fees in order to attract clients. There is no requirement in ISO/IEC 17065 for the CB to justify the reasons for the fees it charges or for applying a discount).</u>

 3.3 Notes 1 & 2	Training	Deliver training courses at the CB or the client or-	Analysis of training courses	It is possible to de-
	Risk: activity assimilated to		held by the CB and comparison	
	consultancy	Delivery of safety courses in accordance with legal		(custom designed or
	•	requirements.		other) only if this ac-
			(activity already routinely per-	tivity can in no way
			formed)	be associated with
				consultancy activi-
				ties. The training can
				be conducted for
				persons traceable to
				various legal persons
				as well as for single
				persons. In the latter
				case, irrespective of
				the location of the
				training (at the certi-
				fied company, at the
				CB's location or
				elsewhere), the CB
				shall fully analyze the
				risks of excessive
				familiarity. It is al-
				ways possible to
				make interventions
				of simple interpreta-
				tion / divulgation of
				the standard as long
				as they are general
				and of limited dura-
				tion.
				If the instructor is
				also the auditor, the
				CB shall ensure
				greater control in or-
				der to limit the risks
				of familiarity.