

*To all CABs accredited for the EnMS scheme*

*To the Associations of CABs*

**SUBJECT**                    **Certification and Inspection Department**  
**Informative Circular N. 03/2022 – Transition of**  
**accreditations issued ACCREDIA to the standard ISO**  
**50003:2021**

### **Foreword**

On May 4, 2021 the standard ISO 50003:2021 was published.

The standard ISO 50003:2021 replaces ISO 50003:2014, which has been withdrawn but continues to be valid during the transition period.

The main changes compared to the previous edition are the following:

- the definitions have been updated to include audit time, audit duration and terms related to multi-site audits;
- the term "documented information maintained" has been used to identify procedures, work instructions or other forms of documents that provide information about who, what, when, how or why;
- the term "documented information retained" or "record of audit evidence" has been used to identify records that demonstrate or provide evidence of the implementation of a requirement;
- the structure has been updated to conform with ISO/IEC 17021-1:2015;
- the term "man-days" has been changed to "audit days";
- for the calculations of an audit day, the number of types of energy has been changed to those which together comprise at least 80% of total consumption;
- the values have been modified according to their complexity;

- the sampling requirements have been updated for multisite EnMSs;
- the use of IAF MD documents relating to annexes A & B has been clarified;
- the information on EnMS effective personnel has been clarified in A.2;
- tables A.3 and A.4 have been modified to refer to the audit time rather than the audit duration;
- regarding the improvement of energy performance, the following changes have been made:
  - The definition in § 3.6 of ISO 50003:2014 of "Energy performance improvement" has been deleted. Reference should be made to the definition in § 3.4.6 of ISO 50001:2018,
  - In surveillance audits, an organization must demonstrate "the implementation of actions for the improvement of energy performance" rather than demonstrating "the achievement of energy performance improvement" as in the case of initial verification and renewal;
- to protect impartiality, the CAB must manage, as a potential conflict of interest, energy audits and/or other energy services (see § 3.13 of ISO 50007:2017 Energy services - Guidelines for the assessment and improvement of the energy service to users) carried out by the auditor or by the CAB in the last two years;
- the technical areas have been removed and the requirements for technical competence have been updated.

With regard to this last modification, ACCREDIA, in this first transition phase, will keep in force the current rules with reference to the technical areas indicated in ISO 50003:2014 for the sampling, in the accreditation cycle, of the purpose of accreditation and related competences. ACCREDIA will make changes to the sampling rules on the basis of any future decisions of the IAF TC.

In accordance with IAF MD 24:2021, applicable from 8/12/2021, the following expiry dates are applicable for the management of the accreditation transition:

- February 28, 2022: deadline for the preparation of ACCREDIA to begin to proceed with the transition activities of the accreditations issued by the certification bodies (CB);
- May 31, 2022: date from which ACCREDIA will use the new version of ISO 50003 for all initial accreditation assessments;
- November 30, 2023: deadline for the completion of the transition to the new revision of ISO 50003 by CABs with EnMS accreditation;
- November 30, 2023: deadline for CABs to use the new version of ISO 50003 for all clients.

## **1. ACTIVITIES OF THE CONFORMITY ASSESSMENT BODIES**

### **1.1 Preparation of a transition plan**

The CAB, after analysing what has been confirmed, modified and introduced in the 2021 revision of the standard compared to the 2014 version, must develop transition plans, in line with the above analysis, to apply the new requirements based on the expiry dates established and to give assurance as follows:

- a. updating the conformity of, at least, the processes with the new requirements:
  - commercial activities;
  - planning activities;
  - audits;
  - management of competences;
  - communication with clients regarding active certificates;
- b. training of the personnel involved in the certification process, verifying the results with respect to the achievement of an adequate level of competence;
- c. informing clients, at the first due opportunity, indicating that, with the criteria set out in Annex A of ISO 50003:2021, there could be changes regarding the duration of audits.

To facilitate the transition process, an example of how a transition plan can be structured is attached to this Circular.

This plan must be sent to ACCREDIA by 31 May 2022.

### **1.2 Recommendations for the management of new contracts and for the planning and implementation of the transition process of active contracts**

Starting from the date of completion of the transition by the CAB, for the new certification contracts the CAB must refer to the requirements of ISO 50003: 2021.

In the IAF document MD24:2021 it is considered acceptable that the contract between the CAB and the client is reviewed in accordance with the new requirements, at the latest, before the first renewal of the certification following the date of completion of the transition by the CAB to ISO 50003:2021, the deadline for which is November 30, 2023.

In all cases, CABs are recommended to update the contract with existing clients at the earliest opportunity.

## **2. ACCREDITATION ACTIVITIES**

### **2.1 New applications for accreditation**

Starting from the date of publication of this Circular, ACCREDIA will not accept any new application for accreditation that refers to the accreditation standard ISO 50003:2014.

### **2.2 CABs already accredited to ISO 50003:2014 - transition management**

Starting from the date of publication of this Circular, following receipt of the transition plan sent by the CAB, ACCREDIA will verify the conformity of the CAB's processes to the new standard (transition verification) with a document assessment lasting 1 day.

ACCREDIA, unless otherwise specified, will proceed with the document assessment during the surveillance and renewal assessments in accordance with the normal accreditation cycle.

In particular, the ACCREDIA assessment team will verify the transition plan, gathering evidence relating to the completion of the actions according to the plan, such as the completion of training courses on the new standard for all the personnel concerned and the adaptation of checklists/guidelines/instructions, which the CAB has adopted for the management of processes.

The CABs must ensure that, before managing certification files in accordance with the requirements of ISO 50003:2021, their directly involved personnel (commercial staff, planners, auditors, and decision makers) are trained for their level of competence, on what has been confirmed, modified and introduced by ISO 50003:2021 and its requirements.

Any findings relating to the transition process of the CAB's accreditation, which emerged during the transition verification, must be managed by the CAB which must make the relevant implementation/closure records available, before the ACCREDIA Management can recommend that its Sector Accreditation Committee approves the transition of accreditation to ISO 50003:2021.

If the outcome of this assessment is negative, an additional assessment could be necessary, which could consist, based on the nature of the failures found, in a supplementary document review, or on-site or witness assessment.

The transition process of the accreditations of CABs already possessing EnMS accreditation shall be concluded by November 30, 2023.

With kind regards,

**Dott. Emanuele Riva**

Director Department  
Certification and Inspection

## Annex 1 – Example of a plan for transition to ISO 50003:2021

A CAB which intends to use this module for the preparation of its transition plan, must fill it in and make it available to ACCREDIA before the transition assessment and in any case not later than 31 May 2022. It is possible to attach further documentation if considered useful for the purposes of a correct evaluation.

1.	Has a document been prepared in which the elements confirmed, modified and introduced for the first time in the 2021 revision of the standard compared to the 2014 version have been analysed?  Are the actions taken by the CAB, described below, consistent with the analysis carried out?	
	<u>Space reserved for the CAB</u>  <i>Space for recording the planned actions including timelines and persons responsible for their fulfilment.</i>  <i>Report the reference to any additional documental evidence attached.</i>	
	<u>Space reserved for ACCREDIA</u>  <i>Space for recording the sampled evidence to verify the closure of the planned action.</i>  <i>If the action is reported in the adjacent column as still open, specify what has yet to be completed and the expected timeframe for completion.</i>  <i>In the case of issuance of findings, provide specific reference to the finding reported in the audit report.</i>	Action C <input type="checkbox"/> O <input type="checkbox"/>
2.	How will the risk analysis be updated?  <u>Space reserved for the CAB</u>	

	<u>Space reserved for ACCREDIA</u>	Action C <input type="checkbox"/> O <input type="checkbox"/>
3.	How will communication to clients regarding transition management be managed?	
	<u>Space reserved for the CAB</u>	
	<u>Space reserved for ACCREDIA</u>	Action C <input type="checkbox"/> O <input type="checkbox"/>
4.	Using what modalities and with what timeframe will the training for commercial staff, contract reviewers and audit programmers be carried out and evaluated?	
	<u>Space reserved for the CAB</u>	
	<u>Space reserved for ACCREDIA</u>	Action

		c <input type="checkbox"/> o <input type="checkbox"/>
5.	Using what modalities and with what timeframe will the training for auditors be carried out and evaluated?	
	<u>Space reserved for the CAB</u>	
	<u>Space reserved for ACCREDIA</u>	Action c <input type="checkbox"/> o <input type="checkbox"/>
6.	Using what modalities and with what timeframe will the training for decision makers be carried out and evaluated?	
	<u>Space reserved for the CAB</u>	
	<u>Space reserved for ACCREDIA</u>	Action c <input type="checkbox"/> o <input type="checkbox"/>

7.	Which documents of your organization will have to be modified, and with what timing will they be distributed and made applicable?	
	<u>Space reserved for the CAB</u>	
	<u>Space reserved for ACCREDIA</u>	Action C <input type="checkbox"/> O <input type="checkbox"/>
8.	Additional considerations that you want to add to better explain how you will manage this transition. Remember to attach supporting evidence/documentation to this plan.	
	<u>Space reserved for the CAB</u>	
	<u>Space reserved for ACCREDIA</u>	Action C <input type="checkbox"/> O <input type="checkbox"/>