



## **IAF Mandatory Document**



# **TRANSITION REQUIREMENTS FOR ISO 50003:2021**

## **Issue 1**

## **(IAF MD 24:2021)**

The International Accreditation Forum, Inc. (IAF) facilitates trade and supports regulators by operating a worldwide mutual recognition arrangement among Accreditation Bodies (ABs) in order that the results issued by Conformity Assessment Bodies (CABs) accredited by IAF members are accepted globally.

Accreditation reduces risk for business and its customers by assuring that accredited Conformity Assessment Bodies (CABs) are competent to carry out the work they undertake within their scope of accreditation. Accreditation Bodies (ABs) that are members of IAF and the CABs they accredit are required to comply with appropriate international standards and the applicable IAF application documents for the consistent application of those standards.

ABs that are signatories to the IAF Multilateral Recognition Arrangement (MLA) are evaluated regularly by an appointed team of peers to provide confidence in the operation of their accreditation programs. The structure and scope of the IAF MLA is detailed in IAF PR 4 - Structure of IAF MLA and Endorsed Normative Documents.

The IAF MLA is structured in five levels: Level 1 specifies mandatory criteria that apply to all ABs, ISO/IEC 17011. The combination of a Level 2 activity(ies) and the corresponding Level 3 normative document(s) is called the main scope of the MLA, and the combination of Level 4 (if applicable) and Level 5 relevant normative documents is called a sub-scope of the MLA.

- The main scope of the MLA includes activities e.g., product certification and associated mandatory documents e.g., ISO/IEC 17065. The attestations made by CABs at the main scope level are considered to be equally reliable.
- The sub-scope of the MLA includes conformity assessment requirements e.g., ISO 9001 and scheme specific requirements, where applicable, e.g., ISO TS 22003. The attestations made by CABs at the sub scope level are considered to be equivalent.

The IAF MLA delivers the confidence needed for market acceptance of conformity assessment outcomes. An attestation issued, within the scope of the IAF MLA, by a body that is accredited by an IAF MLA signatory AB can be recognized worldwide, thereby facilitating international trade.

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## **Introduction to IAF Mandatory Documents**

The term “should” is used in this document to indicate recognised means of meeting the requirements of the standard. A Conformity Assessment Body (CAB) can meet these in an equivalent way provided this can be demonstrated to an Accreditation Body (AB). The term “shall” is used in this document to indicate those provisions which, reflecting the requirements of the relevant standard, are mandatory.

## Transition Requirements for ISO 50003:2021

### 1. INTRODUCTION

All documents that provide information on transitions of normative documents will be mandatory documents to be followed by IAF MLA accreditation bodies and accredited CABs (Certification Assessment Bodies [CABs]), with the scope as detailed in this document. This document is developed by an appointed Task Force of the IAF Technical Committee using the draft IAF PR xx – Requirements for Producing IAF Mandatory Documents on Transitions, that is still in development, as a trial. The document is mandatory for all IAF MLA Accreditation Bodies and Accredited CABs.

This document provides transition requirements for:

Normative Document:	ISO 50003:2021
Replacing:	ISO 50003:2014
Current Status (at time of MD publication):	IS
Transition Period:	2 ½ Years (30 months)

### 2. SUMMARY OF KEY CHANGES

The main changes as indicated in ISO 50003 include but are not limited to:

- the definitions have been updated to include the audit time, the duration of the audit and terms related to multi-site audits;
- the phrase “maintained documented information” has been used to represent procedures, work instructions or other forms of documents that provide the who, what, when, how or why information;
- the phrase “retained documented information” or “record of audit evidence” has been used to represent records that demonstrate or provide evidence of the execution of a requirement;
- the structure has been updated to align with ISO/IEC 17021-1:2015;
- the phrase “man-days” has been changed to “audit days”;
- for audit day calculations, the number of energy types have been changed to those that comprise at least 80% of total consumption;
- the weighted values for complexity have been modified;
- the sampling requirements for multi-site EnMS have been updated;
- the use of IAF MD documents as they relate to Annexes A and 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 from audit duration to audit time;
- technical areas have been removed and requirements for technical competency added; and
- related to energy performance improvement the following have changed:
  - a. The definition in 3.6 of ISO 50003:2014 for “Energy performance improvement” has been removed, but the term is defined in ISO 50001 which is a normative reference
  - b. For surveillance audits the focus has switched for an organization to be required to demonstrate “implementation of actions for energy performance improvement” rather than to demonstrate “achievement of energy performance improvement”.

### 3. KEY TIMESCALE

Activity	Due Date
<b>AB</b>	
AB to be ready to assess to the new version of ISO 50003 no later than	9 months from end of publication month of document* - 28 February 2022
AB to use new version of ISO 50003 for all initial accreditation assessments <b>after</b>	12 months from end of publication month of document* - 31 May 2022
AB transitions of all CABs completed	30 months from end of publication month of document* - 30 November 2023
<b>CAB</b>	
CAB to use new version of ISO 50003 for all initial clients after accreditation for new version of ISO 50003	Date determined for each CB based on transition date
CAB to use new version of ISO 50003 for all clients no later than	30 months after end of publication month of document <sup>**</sup> 30 November 2023

\* ISO 50003 revision was published in May 2021.

\*\* For existing certified clients: As requirements for audit time determination have changed in the 2021 edition, it is acceptable that the contract between the CAB and the client is revised to follow new requirements, at the latest, at the first recertification audit following the CAB’s transition of accreditation (based on recertification timing, this may occur after the end of the transition period).

## 4. TRANSITION PROCESS ACTIONS

### 4.1 AB Actions

<b>Activity</b>	<b>Y/N</b>	<b>Notes</b>
AB's Arrangements	Y	<ul style="list-style-type: none"> <li>- Plan and prepare to be ready to assess to the new version at the earliest opportunity and at latest according to set due date.</li> <li>- Identify the changes between new and old version.</li> <li>- Ensure timely communication to CABs on required transition arrangements including any interim deadlines within the transition period.</li> <li>- Ensure that relevant personnel affected by the changes are competent for the revised version and transition process.</li> <li>- NOTE: ABs are encouraged to plan and commence required actions at the earliest opportunity.</li> </ul>
CAB Document Review	N	
CAB Technical Document Review	Y	Review of the CAB's Gap Analysis, transition/implementation plan, relevant documentation for the changes including evidence of implementation and other relevant information deemed necessary by the AB.
Technical Assessment at CAB Head Office (on-site or remote) Review)	IF APPLICABLE	If AB is able to review required changes and implementation by CAB as a result of the CAB technical document review then a CAB head office assessment is not required. <i>If AB is not able to, then an office assessment is required.</i>
CAB Witnessed Assessment(s)	N	
Others	N	
Is extra time likely to be needed for the transition?	Y	Minimum of 1 assessment day to confirm transition of the CAB.
Other	Y	AB to make the transition decision, to the revised document, when all identified outstanding issues have been appropriately addressed and competence has been demonstrated.

## 4.2 CAB Actions

<b>Activity</b>	<b>Y/N</b>	<b>Notes</b>
CAB's Arrangements	Y	<ul style="list-style-type: none"> <li>- Plan and prepare to apply to AB for transition and be ready to apply new requirements according to the set due dates.</li> <li>- Complete Gap Analysis.</li> <li>- Develop transition plan to address the following:               <ul style="list-style-type: none"> <li>i) Identify the changes between new and old version. Typical processes considered for changes can include sales/quoting, auditing process, competence management and communication with existing certified clients.</li> <li>ii) Analyse impact of changes on relevant activities/processes and identify required actions to ensure conformance (e.g., management system/documents, IT tools).</li> <li>iii) Implement required actions</li> </ul> </li> <li>- Ensure that relevant personnel affected by the changes are competent for the revised version and transition process. Personnel may include, but not be limited to, auditor, reviewers of audit report, certification decision maker, contract reviewer, planner.</li> </ul> <p>NOTE: CABs are encouraged to plan and commence required actions at the earliest opportunity.</p>

## 4.3 Other

4.3.1 Certified clients will be affected by the changes. Most likely changes include:

- changed requirements for audit time determination which may affect the required audit time specified in the contract with the CAB
- changed approach related to energy performance improvement

End of IAF Mandatory Document Transition Requirements for ISO 50003:2021



**Further Information**

For further Information on this document or other IAF documents, contact any member of IAF or the IAF Secretariat.

For contact details of members of IAF see the IAF website: <http://www.iaf.nu>.

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