



Held at: Chartered Quality Institute, 2nd Floor, Chancery Exchange, 10 Furnival St, London, EC4A 1AB

No.: 66

Date: Wednesday, 13th November 2019

68 Attendance List

Name	Company	CWG Role	Attended	Attended via Skype	Apologies	Not Attended
Mike Buss	Taylor Woodrow	Chairperson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tony Hoyle	Retired	Deputy Chair: CQK	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen McDonald	Skanska	Deputy Chair: QP Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keith Hamlyn	Retired	Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jonny Montgomery	Shirley Parsons	Membership / Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gavin Avery	BAM		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susannah Clarke	PMI		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Berni Daplyn	VVB		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Greenwood	Greenwood Consultants		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Luca Fiderio			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Colin Harley	KBR		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eric Loh	J Murphy and Sons		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Giorgio Mannelli	Nuvia		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Greg Faria	Heathrow Airport		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Ian Mills	Balfour Beatty		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keith Lucas			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kevin Rogers	Mott MacDonald		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Oliver Shadbolt	NG Bailey		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Richard Strugnell	HS2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Peter East	ISG		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Graham Taylor	Qualitas Consulting		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nicky Wells	EMICO		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Indi Bansal			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carmen Musat			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Helen Ball			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jonathan Buckett	United Living		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mike Duff	Network Rail		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Future Planned Meetings: (In the light of an agreement in the Steering Committee meeting, dates for all meetings from January 2020 onwards have been moved to a Thursday).

11 December 2019 05 March 2020
 09 January 2020 02 April 2020
 06 February 2020 30 April 2020

28 May 2020

Useful Links:

ConSIG: www.consig.org
 Designing Buildings Wiki: <https://www.designingbuildings.co.uk/wiki/Home>
 Twitter: <https://twitter.com/ConSIGCQI>
 LinkedIn: <https://www.linkedin.com/groups/4698737>



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1	Governance: a) Strategy b) Roles & Responsibilities c) Meeting arrangements etc.
1.1	The Workshop for the CQK retains a focus of developing articles for its own website and for the Designing Buildings WIKI (DBW). The drive is for competency. This represents no change in direction for the Workshop. [No change]
2	Update from Chairperson on key matters from Steering Committee
2.1	The ConSIG AGM will take place Wednesday 4 th December 2019. [Confirmed]
2.2	Fifteen persons have volunteered to develop the ConSIG NextGen network.
2.3	The Steering Committee needs to consider planning and executing events. [No change]
2.4	There is a move to update the governance of the ConSIG.
2.5	The ConSIG newsletter has been published and sent by email to members.
3	Update from Chairperson on key matters relevant to the Chartered Quality Institute
3.1	The Quality Day presentation has been hosted on the website
3.2	Work is being undertaken to correlate the requirements for MCQI to the relevant NVQ levels required under the CSCS scheme. Once complete, it will automatically permit members and above to apply for an “Academically Qualified Person” card, following satisfactory completion of the “Managers and Professionals” test.
4	Update from other ConSIG Working Groups
4.1	WG-01 “Cost of Quality”: JM has met with the NHBC in support of WG-01. It is hoped that they have a statistically significant sample of defect data that can be used to set up the database.
4.2	WG-02 “Common Defects” . With the return of the developer, work on the website will resume.
4.3	Measuring Quality Performance Working Group (GIRI) [provided by GA] A sub-committee has been set up to be an approved trainer or to use a GIRI-assessed external trainer. The supervisor’s course has gone well. GA provided a copy of the GIRI brochure. (attached to the email delivering these minutes)
4.4	WG-04 “Contract Quality Standards”: This is still in the initial investigation stages.
4.5	WG-05 “Construction Quality Professional Training”. The course has been developed by Nina Batty and will be prototyped on 24/25 th Nov 19 with ConSIG personal and others for review and discussion. Participants will be required to follow all protocols strictly.
5	Events Information
5.1	The AGM will take place on 04 Dec 19. No other events have been planned yet.
6	Membership / Communications: Update from the Membership / Communication Secretary
6-4	The graphical representation of the statistics for membership of the ConSIG was not available for discussion unfortunately, due to IT issues with the link. This was not covered in WG Meetings 65 or 66 and has been deferred to WG Meeting No. 67.
7	Website Update
	A link is to be provided to Quality World where there will be a Construction-centric article.
8	Construction Quality Knowhow
8.1	Article production
8.1.1	Twenty-three articles have been published on the DBW website with links to two templates on the CQK website. There have been 2927 views in the last calendar month and 50,761 views to the 13 th of November since the first articles were added in September 2017.
8.1.2	An explanatory article on use of the toolbox can be found on the ConSIG website in addition to the DBW articles.



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The current position can be found at the following URL:

https://datastudio.google.com/reporting/1P3_DrRGkOBg3jCN1YuVve1kSvnVP-oZi/page/Q9XI

[Secretary's Note: This URL may not work. The matter is being looked into.]

8.1.3 Articles that have been Published

No articles have been published since the previous meeting:

8.1.4 Articles for Steering Committee Approval

- a. Accreditation of Certification Bodies. The revised version was accepted for submission to the Steering Committee [ACTION TH]
- b. Quality Management Systems. GT reviewed the two articles and considered that both should be hosted. The reason was that the existing article described the mechanics of a QMS, whilst the new article reflected the sociological aspects of introducing Quality into a management system. TH is to alter the title to "Quality Management Systems (QMS) Beyond Documentation and submit it to the Steering Committee. No further review was considered necessary. [ACTION TH]
- c. Cost of Quality. The article is to be submitted to the Steering Committee with a request to John Adshead to take a close look. [ACTION TH]

8.1.5 Articles with Comments following ConSIG CWG Review

- a. Mechanical and Electrical Contracting. BD has considered the review comments. After some discussion, it was agreed that reference should be made back to the Article Guide which may, in itself, require re-assessment. This should lead to presentation of a revised article. [ACTION BD]

8.1.6 Articles for ConSIG CWG Panel Review

- a. Lean Construction. The document has been written by Stuart Anwyl and reviewed by Tony Blanch. Jim Taylor-Rose has been asked to act as a second reviewer. There has been no response yet from JT-R. [ACTION MB]

8.1.7 Articles in the Pipeline

- a. Defects Management/Control of Non-Conformity. This article is under peer review. Revised date to be advised. [ACTION MB/IM/PE/CH]. [No change]
- b. Checklists. Luca Fiderio to write and Keith Hamlyn to review. Date to be advised. [ACTION LF/KH] [No change]
- c. Benchmarking. Author has been confirmed as Jon Adshead. MB to review. Date to be advised subject to JA's other commitments. [ACTION J/MB] [No change]
- d. Temporary Works Design. KR has been confirmed as author with KH as reviewer. Anticipated for review by KH at end of November 2019. [ACTION KR/KH] [No change]
- e. Checking and Approval in Design. KR has been confirmed as author with TH and KH as reviewers. This article is expected at the end of December 2019. [ACTION KR/TH/KH] [No change]
- f. Building Control and Regulations. PE has been confirmed as author. [ACTION PE] GT will ask Anna Thompson if she would be willing and able to review [ACTION GT]
- g. Rail. The author and reviewers are to be defined. KH to keep liaising with MD and others in Network Rail. [ACTION KH] [No change]
- h. MB will be reviewing the ITP article, How to write an ITP and the ITP template for currency [ACTION MB]
- i. Adam Rumens will be reviewing the article on lifts and escalators for currency. A decision will be made as to whether or not the articles should be split into two, one for each topic. [ACTION AR]
- j. Adam Rumens has volunteered to produce an article on 'Air passenger boarding bridges' and David Myers has agreed to be reviewer. [ACTION AR/DM]
- k. The Article Guide for "Off-Site Manufacturing" was reviewed. Changes were suggested. These will be incorporated and resubmitted to the Working Group for approval. [ACTION KH]

9 Any other business

- 9.1 TH will retire from his role later this year. The hunt for a volunteer is still on-going. [No change]



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9.2 Artificial Intelligent software used by DBW has identified a number of concepts within the ConSIG articles which have not been explained but have appeared in articles without an explanation of what the term meant. HB agreed to look at the list and propose some suitable short definitions. It was agreed that definitions from ISO specifications, such as ISO 9000, should be the first port of call. [ACTION HB] [MB to chase. [ACTION MB] [No change]

Topics for discussion at the next meeting are to include the following:

- a. The statistics of membership of the ConSIG
- b. Discussion on potential new workstreams.

Next Meeting: The next meeting will take place on the 11th of December 2019.

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Accreditation of Conformity Assessment (Certification) Bodies

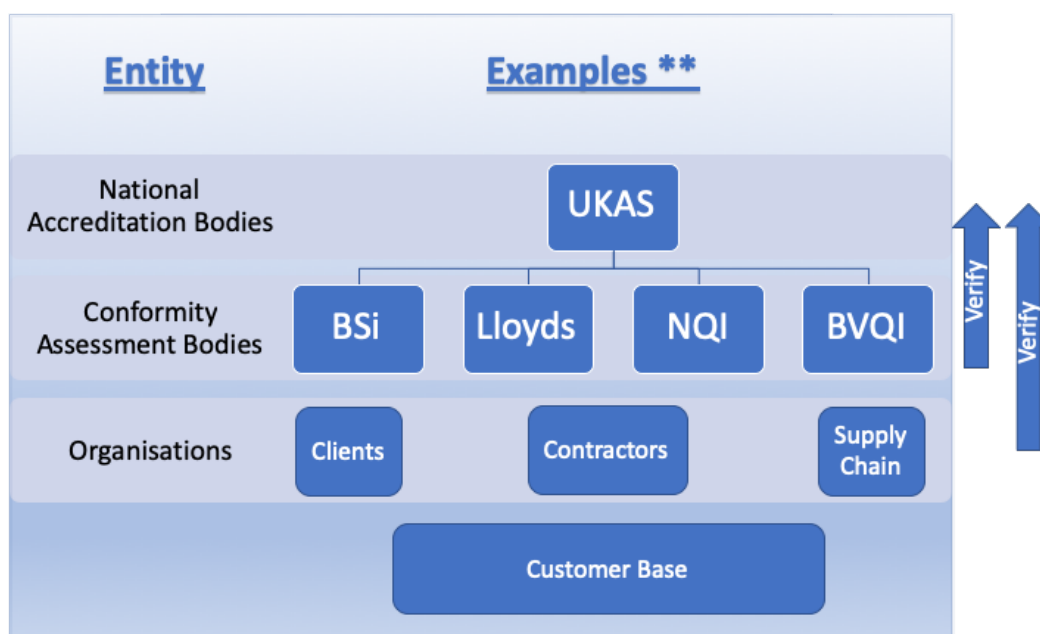
Summary

Conformity Assessment or Certification Bodies hold registers of organisations that they have audited and have been shown to conform to the requirements of one or more internationally recognised specifications, such as ISO 9001.

National Accreditation Bodies provide recognition that a Conformity Assessment Body is conducting itself in a manner that demonstrates competence and impartiality in undertaking registration of organisations. A list of National Accreditation Bodies can be found at:

https://www.iaf.nu/articles/IAF_MEMBERS_SIGNATORIES/4

National Accreditation Bodies hold lists of the Conformity Assessment Bodies they have accredited which can be used to confirm that they really have been accredited.



** (UK organisations only shown. There are equivalents in many other countries.)

This diagram shows the relationships between the various entities and the opportunities for verifying conformity.

Purchasers of goods or services can gain confidence when procuring from a supplier that has been registered by an Accredited Conformity Assessment Body that its management system is operating in accordance with the specification(s) as stated on its certificate with the result that the goods and/or services will meet requirements. Confirmation should be obtained that the registration covers the scope of work, product or material to be supplied. The evidence leading to that confidence may not be as strong where a Non-Accredited Conformity Assessment Body has been employed by the organisation and may lead to unforeseen risk to delivery of goods or services. Purchasers can confirm that the supplier has been formally registered to the appropriate standard with an accredited Conformity Assessment Body by referring to the National Accreditation Body website for its list of accredited Conformity Assessment Bodies.

Organisations selecting Conformity Assessment Bodies to register their organisations should review the Chartered Quality Institute policy on the use of Non-Accredited Conformity Assessment Bodies, which is to avoid them. This can be found at:

[Link to Policy Statement when published]

Further explanation of the reasons behind this policy can be found at:

<https://www.quality.org/knowledge/world-accreditation-day-special-dangers-cowboy-certification>