ISO 9001:2008
Internal Audit Meeting Minutes
10/11/16 – 2016 Quarter 3

In Attendance:
A. Drobek, S. Guzman-Agle, P. Harrington, C. Richie, M. Weissmuller, R. Wright, T. Yildirim

Unable to attend:
W. Ernst, C. Fielding, K. Hahn, K. Lane

Internal Audits (4 Discussed)

- **Audit – Calibration** – No Non-Conformities were found.
  - Auditors – Peggy Harrington, Karen Lane, Cait Fielding (Shadow). Presenter – Peggy Harrington
- **Audit – Purchasing & Scheduling** – No Non-Conformities were found.
  - Auditors – Ty Yildirim & Christine Richie. Presenter – Ty Yildirim
- **Audit – Production - Packaging** – In Progress, will be complete for the ISO Management Meeting.
- **Audit – Production – Mixing –** In Progress, will be complete for the ISO Management Meeting.

ISO Management Review Meeting – Thursday, October 20th at 9:30am

- The meeting will be SKYPED between Horsham, Warminster, and Ivyland ISO Management Team members. It will be held in the Brakleen conference room in Horsham, the Perma-Lock (Main Conference) room in Warminster, and Jaime's office in Ivyland.

ISO 9001:2008 Recertification

- Thursday, July 20th and Friday, July 21st (2017)
- Recertifying early next year to beat the launch of the new ERP system.
  - Procedures and processes will need to change and be updated because of the new ERP system.
  - Give the system a chance to work out the "kinks" before an external SRI Audit.
- Only January through June audits will be conducted to the 2008 standard. The remaining year audits will be to the 2015 standard.
- Management meeting Quarter 1 and 2 will be for the 2008 standard

ISO 9001:2015

- The ISO 9001:2008 certification expires September 14, 2018. We must certify to the 2015 standard by then.
- Looking to certify to the new standard in July of 2018.
- Key changes with the 2015 standard:
  - ISO 9001:2015 has 10 clauses instead of eight

2008	2015
0. Introduction	**0. Introduction**
1. Scope	**1. Scope**
2. Normative reference	**2. Normative reference**
3. Terms and definitions	**3. Terms and definitions**
4. Quality management system	**4. Context of the organization**
5. Management responsibility	**5. Leadership**
6. Resource management	**6. Planning**
7. product realization	**7. Support**
8. Measurement, analysis and improvement	**8. Operation**
	9. Performance evaluation
	10. Improvement

  - Ty will work on getting some webinars and/or lunch and learns together to discuss topics in the new 2015 standard.
- Training - Auditor Training for the 2015 standard will happen in 2 groups, 2 sessions.
  - 2 groups of ~10 people per session
  - The training last 2 days
- Audits - All Internal Audits are to be completed to the 2015 standard prior to certification and 1 Management Meeting.
  - July through December 2017 audits and January 2018 through June 2018 audits will be to 2015 standard.
  - Management Meeting for Q3 and Q4 2017 will be to 2015 standard.

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Concerns, Comments, Discussions

- Form #77 Audit Non-Conformity – Corrective Action form will be changing to satisfy the 2015 requirements.
  - A Root Cause section will be added – This will cover the risk or effect of the non-conformity.
  - A Proposed Correction Statement – What needs to be corrected?
  - A Proposed Corrective Action – Actions or steps to be taken to achieve the Correction and prevent future happenings (very similar to what we are already doing)
- Electronic Signature for all procedures. We are looking into going paperless for all PROCEDURES (only), the forms will remain the same.
  - Training will be necessary for all personnel
  - Signature could be a "survey" box within Outlook or something similar
  - A generic email address alerting a need for signatures or approval
  - Will not be activated until after the recertification in 2017.
- "ISO Certified" labeling – not to be on packaging, boxes, trucks, literature.
  - Ty will discuss more at the Management meeting.
- Chemfree certification
  - Looking to get Chemfree ISO certified by the end of 2018 possibly beginning of 2019.
  - They are at the very beginning stages of ISO. They have a long way to go. Ty will be working closely with them to get them up to speed and possibly bringing some employees here to discuss the process and work with us to see how audits are performed, the process for procedure and form updates, quality checks, label reviews, etc…