

Transition Plan

(From ISO 50003:2014 To ISO 50003:2021)

BRILLIANT TRANSITION PHILOSOPHY

- BRILLIANT considers ISO 50003:2021 revisions to be significant in nature, primarily due to changes in the structure of the standard to comply with the ISO 17021-1:2015 along with introduction of some additional concepts and themes. It is our goal to ensure that we perform value added audits that establish an organization's level of conformity to these standards and in doing so help our clients understand both the intent and the philosophy behind the changes.
- This plan relates to BRILLIANT's certification services covered under its EGAC accreditation.
- BRILLIANT's philosophy is to maintain a simplistic transition approach that is easy for our certification process, Accreditation transition process, our clients and auditors to comprehend.

Identification of the changes between new and old version

The main changes as indicated in ISO 50003:2021 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:
 - 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.

- 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”.

Transition Timescale

#	Action	Timeframe	Notes
1-	Brilliant Certification will use the new version of ISO 50003:2021 for all initial clients after accreditation for new version of ISO 50003	Based on the accreditation transition date – Expected June 2023	
2-	Brilliant Certification will use the new version of ISO 50003 for all clients no later than	30 months after end of publication month of ISO 50003:2021 document (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)
3-	Plan and prepare to apply to AB (EGAC) for transition and be ready to apply new requirements according to the set due dates.	Application and Transition assessment: April 2023	
4-	Complete Gap Analysis.	December 2022	

5-	<p>Develop transition plan to address the following:</p> <ul style="list-style-type: none"> 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. 	Jan 2023	
	<ul style="list-style-type: none"> Analyse impact of changes on relevant activities/processes and identify required actions to ensure conformance (e.g., management system/documents, IT tools). 	Jan 2023	
	<ul style="list-style-type: none"> Implement required actions 	Directly from Jan-June 2023	
6-	Ensure that relevant personnel affected by the changes are competent for	Directly from Jan-June 2023	

	<p>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.</p>		
7-	<p>Certified clients will be affected by the changes. Most likely changes include:</p> <ul style="list-style-type: none"> changed requirements for audit time determination which may affect the required audit time specified in the contract with Brilliant Certification 	<p>Update the client contract based on the related updated requirements for audit time determination and update P16/L2 (Duration of Management System Audits) accordingly: Jan-June 2023</p>	
	<ul style="list-style-type: none"> changed approach related to energy performance improvement 	<p>Update P02/L2 (Control of Audit Activities Pro.) and the related system documentation accordingly: Jan-April 2023</p>	

TRANSITION PROCESS

- BRILLIANT appreciates that in order to facilitate a successful transition, all parties must work together to ensure solid planning is performed, proper and effective communication occurs, everyone understands the areas of significant focus, and that the responsibilities are understood.
- ISO 50003:2021 revision was published in May 2021.
- For existing certified clients: As requirements for audit time determination have changed in the 2021 edition, The contract between Brilliant Certification and the client is revised to follow new requirements,

at the latest, at the first recertification audit following Brilliant Certification transition of accreditation (based on recertification timing, this may occur after the end of the transition period).

Audit Durations

- Each of the transition options has different implications for the client in terms of duration and cost. The minimum time for all transition audits is the equivalent audit time of a reassessment audit for that client.

***Note:** Where transition audits are carried out in conjunction with scheduled surveillance or recertification (i.e. progressive or staged approach) then a minimum of 1 auditor man-day is required to be added to cover existing and new requirements implied by ISO 50003:2021. Recognizing that each client and transition audit is unique and audit duration will be increased above the minimum as needed to sufficiently demonstrate conformity to ISO 50003:2021.

- Nonetheless, the exact transition audit duration will depend upon several factors. Audit time can be reduced or increased depending the size and complexity of the client's processes and management systems. These factors are outlined in the table below.
- However, the minimum audit transition duration for all clients will not be less than the equivalent audit time of a recertification visit.

Approach to Client Communications

- Our latest transition policy will be available to all clients in our official website www.brilliantcert.com to understand our transition process.
- It is BRILLIANT's position that it is best for client for transition at their next reassessment visit, therefore, we will be writing to all customers to tell them that we have by default allocated this as their transition audit in our scheduling system. If the client wishes transition earlier or later than this audit, they will be asked to contact BRILLIANT to make suitable arrangements.
- We will also be asking all BRILLIANT auditors to guide clients to make suitable transition arrangements as soon as possible.
- At the point of scheduling a transition audit, clients will be informed of the audit duration.

Factors for The Adjustment of Audit Time for Transition Visits

Additional Time

- a. Complicated logistics involving more than one building or location where work is carried out. e.g.,
- b. Staff speaking in more than one language (requiring interpreter(s) or preventing individual auditors from working independently).
- c. Very small/large site for the number of personnel.
- d. High degree of regulation (e.g. food, drugs, aerospace, nuclear power, etc.).
- e. System covers highly complex processes or relatively high number of unique activities.
- f. Activities that require visiting temporary sites to confirm the activities of the permanent site(s) whose management system is subject to certification.
- g. Outsourced functions or processes.
- h. Maturity of the management system.
- i. Prior knowledge of the client organization's management system (e.g. already certified in another voluntary scheme by us)
- j. Client preparedness for related scheme certification .



Multisite

Annex B – ISO 50003:2021 will be applied in addition to 9.1.5 (ISO 17021-1:2015)

Commitment and Migration/Transition Plan from Brilliant CB

Our CB has the commitment to

1. Train its auditors and check the achievement of results for an adequate level of competence.
2. Inform clients and share with them a guide for the management of the transition.
3. Plan the timeframes for audit activities and the issuance of certificates against the revised standard.
4. Take into consideration both the transition period and the ongoing certification period.
5. Schedule the audits at the client organizations.
6. Brilliant Certification will ensure that the clients' ongoing conformity to ISO 50003:2021 will be maintained through the migration/Transition process.
7. Plan the timeframes for decisions regarding certification for the prompt updating of the certificates.
8. Encourage organizations certified against the previous version to adopt the new version from the first steps.
9. Encourage organizations without accreditation to adopt the new version directly.

*YASSER FAROUK MOUSTAFA / 01.01.2023
The Managing Director / Signature*