

WORLD STANDARDS Review

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Set A Scope For Your Information Security Management System (ISMS)

Your data is valuable and must be protected. In today's world, your information faces heightened security risks and breaches that can compromise confidential information within a matter of seconds. It's important to seek methods and strategies in order to determine your needs for your Information Security Management System (ISMS). ISO 27001:2013 is your solution to safekeeping valuable data, and there are many factors to consider when determining your ISMS's scope.



ISO 27001:2013 provides a solid framework for planning and maintaining information security management systems. Although it shares many similarities with other standards, ISO 27001:2013 includes requirements specific to assessing and treating information security risks. In order to best fit your company's needs, it is important to determine your ISMS scope. A scope defines what your organization does that will be covered by the policies and procedures of your ISMS. It isn't simply "my company's information security system". It is a detailed account of processes, products, services, people and locations that will meet the requirements of ISO 27001:2013.

(SCOPE CONTINUED ON PG 4)

Statutory & Regulatory Requirements – An Overview Of What To Anticipate

Neither statutory nor regulatory requirements are a new concept in the ISO 9001 standard, but they remain a point of confusion for many PJR clients, especially during the transition to ISO 9001:2015. At their most basic, both requirements are fairly simple to grasp; statutory requirements are mandated by a legislative body, while regulatory requirements are set forth by authorities appointed by a legislative body. Where they differ is purely in the source, from laws passed at the state or federal level or rules issued by government-created agencies like the EPA or FDA.

But why audit statutory and regulatory requirements during an ISO 9001 audit? ISO 17021:2015 includes language that holds PJR accountable as a certification body to include assessment of a management system's ability and performance with regard to statutory and regulatory requirements. In ISO 9001:2008, these

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What's HOT in the Registry?

ISO 9001

AS9100

ISO 14001



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FSSC 22000 & Gluten Free Certification: Key Changes

For those looking to become certified to the FSSC 22000 standard or obtain a Gluten Free certification, there are some key changes Perry Johnson Registrars have made to the registration process. In line with the current standard requirements, the changes must be implemented to currently certified organizations or organizations to be certified.

CHANGES TO FSSC

Surveillance Audits:

- One of two surveillance audits will be unannounced.
- Surveillance audits are to assess and report on conformity with all scheme requirements.
- All audit objectives must be fulfilled during an unannounced audit. If not, then an additional audit must be performed.



Recertification Audit:

- The recertification audit must be scheduled in due time to renew the certificate before the expiration date.
- Conformity and all scheme requirements must be met.
- A review of the organization's food management system over the entire certification period will be assessed. This includes previous surveillance audit reports and complaints.
- PJR will decide on the renewal of the certification cycle based on the results of the recertification audit, which must meet the same requirements as the initial audit.

Significant Changes:

- Any significant changes that effect requirements of certification must be submitted to PJR within 3 days. This includes legalities, ownership, organization management/staff, name, address, site details, management system, scope operations, and anything else that would deem the information on the physical certificate inaccurate.
- PJR will review the reported changes then decide whether or not additional verification steps are necessary and if the changes will be approved.

Serious Events:

- The organization must inform PJR of all serious events that may impact food safety or the certification status. Reports include legal proceedings, outcomes related to legality, public food safety events, and extraordinary events such as national disasters and wars.
- PJR will take steps to assess and act on any situation.

Public Recall:

- Immediate action is required if an organization did not detect or control a compromised product.
- PJR will determine any consequences or action needed.

(CHANGES CONTINUED ON PG 4)



Client Spotlight: **Camin Cargo Control (CCC)**



For over 30 years, Camin Cargo Control (CCC) has been providing the petroleum industry with inspection, laboratory testing, and additive treatment services. With more than 25 locations across the United States and Canada, CCC strives to fulfill their company's mission of superior service, quality, and customer satisfaction.

With their already-stellar reputation well-known throughout the realm of petrochemicals, petroleum products, and crude oil, it was logical for Camin Cargo to work towards ISO certification. Currently holding a certificate to ISO 9001:2008, Quality Assurance Director Brad Taylor wholeheartedly feels that "ISO certification has given us access to exclusive markets and has enhanced improvement of all our processes. It allows our organization to standardize processes, communication, and quality expectations across all locations."

PJR is proud to have helped Camin Cargo in their work to set the benchmark for quality leadership and innovation in the industry. "PJR has provided remarkable customer service and has bent over backwards to help meet client and project deadlines," said Taylor. With goals of increasing the scope of their services and expanding internationally, Camin Cargo is confident that ISO certification through PJR will help every step of the way. ♦

Welcome To The U.K.!

PJR U.K. has a new head office in Bristol! We can now be found at:

Whiteladies Business Centre
12 Whiteladies Road
Clifton, BS8 1PD

For more information on our services in the United Kingdom, please call **0117 298 0608** or visit www.pjregistrars.uk. ♦



(SCOPE CONTINUED FROM PG 1)

How to Determine Your Scope

- **Understand Your Organization:** Define your mission and goals as it relates to your security management system. Take in to account all parties involved with the data and the objectives of those directly involved with the business, as well as, any regulatory or statutory requirements that are applicable. A consulting company, for example, would have a scope that ensures all systems, client data, people, and processes are protected.
- **Set Boundaries:** Include your entire organization, from the locations, people, processes, and systems. Identify the exit and entry points of a data network, taking into account the demarcation points where you no longer have administrative control of these networks. Organizational charts help determine the paths and make it easier to define your ISMS.
- **State Specifics:** If a scope is specific to a single product or service, a known strategy is to create a data flow chart to organize the locations and specifics of the networks. Include all locations where data is sent and stored, as well as individual systems.



Pros and Cons of Narrowing Your Scope

Narrowing your scope can make your ISMS more organized, as well as reduce labor costs. However, it may not apply to every business or organization. According to industry expert John Laffey, it is suggested to first determine what your organization does that would have the greatest benefit for interested parties and to identify the people, processes, and systems involved.

For More Information

For more information on determining your personal scope, please see the former webinar presented by John Laffey, which can be downloaded at www.pjr.com/past-webinar-slides-3. If you wish to be notified of any upcoming ISMS webinars, subscribe to our mailing list at www.pjr.com, or contact us at 1-800-800-7910 for a Project Manager in your area. ◆

(CHANGES CONTINUED FROM PG 1)

Computer Aided Audit Techniques (CAAT):

- CAAT can only be used with interviews and reviews of policies, procedures, and records. It cannot replace physical assessments.

CHANGES TO GLUTEN FREE

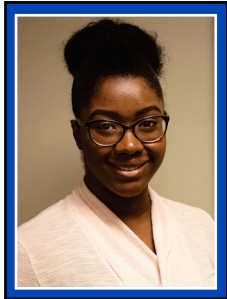
Gluten Free certification is new to PJR, but it will be implemented on January 1, 2019. Certification bodies are given two years to apply and transfer to ANAB.

PJR has submitted an application to ANAB to become accredited over the ISO 17021 standard, and has auditors that will continue GFCP audits for current clients. Auditors will be requalified and reapproved to meet TS 22003 once the new Gluten Free certification is approved. Expect more news in the next few months, as transition plans for internal management of the change will be prepared and enacted. For more information please visit www.pjr.com. ◆



Meet Your New PJR Team Members!

Perry Johnson Registrars keeps growing! With the addition of new standards and scopes of registration, our world headquarters team continues to grow! Our goal is to continue to provide value-added auditing and outstanding customer service to all our clients! ♦



CANDACE HAMMOND
Food Safety Program Assistant



TINA WAGNER
Senior Sourcing Specialist



NATALIE KOCH
Receptionist



STEPHANY BALLARD
Receptionist



KALI MEESEMAN
Administrative Assistant



LAUREN THAYER
Administrative Assistant (Part Time)



MYA MAOLA
Administrative Assistant (Part Time)



BRIAN KOSCIANSKI
EMS Lead Auditor



GEORGE SANTILLIAN
EMS Lead Auditor



McKENNA THAYER
EMS Lead Auditor



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(REQUIREMENTS CONTINUED FROM PG 1)

requirements were referred to in three auditable clauses; ISO 9001:2015 increased the number of auditable clauses mentioning statutory and regulatory requirements to six.

This increased emphasis has led PJR to approach our assessment of these requirements with greater consideration; audit reports now include a specialized grid to record assessments of the statutory and regulatory requirements, and our auditors are instructed to sample the requirements at every audit without exception. Applicability of requirements is determined by a number of factors, but PJR auditors pay particular attention to customer contracts, blueprints and specifications, and the organization's website in order to determine what ought to be evaluated.

Statutory/Regulatory Requirement (be as specific as possible)	Effectiveness of Implementation (if not effective, summarize correction/corrective actions being taken as needed)
OSHA	Confirmed appropriate postings, as well as, safety content within training records.
ITAR	Confirmed a sign in protocol at the front desk and locks on the cabinets holding ITAR sensitive records. No ITAR regulated product in house at today's audit.

Nonconformities issued due to failing to connect a statutory or regulatory requirement with an implemented process requires finesse on the part of the auditor; it must be ensured that the requirements cited include appropriate clauses from the ISO 9001 standard in question.

The transition to ISO 9001:2015 is full of new challenges, but PJR is dedicated to our clients' continued success and is striving to assist in understanding new or altered requirements. If you have further questions regarding statutory and regulatory requirements, visit our website at www.pjr.com to sign up for an upcoming webinar or to download slides from a past presentation. Or, reach out to us by email at pjr@pjr.com or by calling 1-800-800-7910. ♦

Annual Auditor Training

It seems like summer has only just ended, but the time for our annual auditor training is nearly here! This year, training will take place at our Troy, Michigan headquarters December 7-9. Sector-specific breakout training for aerospace, automotive, and sustainability auditors will take place 12/8, while general training will occur 12/9. In addition, invitation-only R2 training will be taking place 12/5-7 as well as exclusive RIOS training 12/6-7. Please stay tuned for a more detailed schedule of events. ♦

Career Opportunities

PJR is currently seeking qualified auditors in the following fields and locations. We believe in maintaining an exceptional quality of life by reducing the amount of travel for our auditing staff and by increasing our audit team. We strive to meet this goal.

R2 Auditor:

Candidate has third party experience in auditing R2. Must be well spoken and an excellent writer, be great with time management and possesses the ability to balance many responsibilities at once. May be located anywhere in the continental US. Must be able to travel roughly 80% of the time. This is a sub-contracted position.

QMS Auditor:

Ideal candidate possesses ISO 9001 Lead Auditor Certificate for ISO 9001:2015 and applicable third party auditing experience. Must be able to travel roughly 50% to 80% of the time. This is a subcontracted position.

Environmental Auditor:

Minimum 3 to 4 years working experience in the environmental field. Lead Auditor certificates for ISO 9001, ISO 14001 required. An undergraduate degree is required preferably an environmental degree, however science engineering background is acceptable. Must be willing to travel about 80% of the time. This is a subcontracted position.

Aerospace Auditors:

Ideal candidate is in OASIS for AA or AEA status of AS9100 and/or AS9110 and/or AS9120. Candidate must have experience in third party auditing for ISO 9001 and internal auditing for AS9100 and/or AS9110 and/or AS9120. Must be able to travel roughly 80% of the time. This is a subcontracted position.

Information Security Management Systems Lead Auditor:

Minimum of 4 years working experience in the information technology field, with a minimum of 2 of those years in information security and strong presentation skills is a must. An undergraduate degree is required, preferably in information systems/technology. Experience in implementing ISO 27001 and passing the ISO 27001 lead auditor course and exam. Must be willing to travel. This is a subcontracted position.

For more information or to apply please visit our website at www.pjr.com/contact-us/career-opportunities. ♦





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Call: 248-358-3388 or Visit our website: www.pjr.com

FREE Training! Exclusively From PJR!

PJR continues to expand their webinar topics to include: “ISO/IEC 17021:2015 Overview” to “What to Expect During Your Stage 1 Audit”! Check out PJR’s current webinar schedule at www.pjr.com. Registration is easy. ♦



Upcoming Webinars:

Wednesday, December 13th
Risk Assessment Considerations
For Your ISMS

Wednesday, December 20th
Non-Applicable Clauses, Permissible
Exclusions & Exemptions

**More dates can be found on our
website at: www.pjr.com**

