



## IECEX Operational Document

**IEC System for Certification to Standards relating to  
Equipment for use in Explosive Atmospheres**

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**Operational Document - A Guide for Good Working  
Practices for the Management of the IECEx System's  
Working Groups**



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**INTERNATIONAL ELECTROTECHNICAL COMMISSION****Operational document No. IECEx OD 031**

**Title: A Guide for Good Working Practices for the Management of the IECEx System's Working Groups.**

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**INTRODUCTION**

**This IECEx Operational Document is a Guide for Good Working Practices for the Management of IECEx System's Working Groups.**

**Document History**

| <b>Date</b> | <b>Summary</b>  |
|-------------|---|
| 2008 01     | Original Issue (Version 1)  |
| 2009 01     | Edition 1.1 This is edition of IECEx OD 031 has been issued to take into account editorial formatting changes only. There have been no technical changes to this          |
| 2009 03     | Edition 1.2 This is edition of IECEx OD 031 has been issued to take into account editorial formatting changes only. There have been no technical changes to this document |
| 2012 02     | Edition 2.0 This edition includes the reference to the Good Working Practise of IEC TC 31   |
| 2018 06     | Edition 3.0 To include requirement for tracked changes to be included in IECEx documents  |

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## **Operational Document**

### **Guide for Good Working Practices for the Management of IECEX System's Working Groups.**

#### **1. Scope**

This document is intended to promote a common approach:

- To the working practices, organisation and communication of Conveners and participants of IECEx Working Groups.

#### **2. Background**

Participants in the IECEx System come from a variety of countries, cultures and backgrounds. To assist in the overall transparency of the document development process, as well as the conduct of WG meetings and communication, this document is presented as an example of 'Good Working Practices'. This document is based on a similar document prepared by IEC TC 31 titled 'Committee Good Working Practices'.

The IECEx System operates within a documentation hierarchy consisting of

- Basic Rules, IECEx 01
- Rules of Procedures for each Program, e.g. IECEx 02 and IECEx 03
- Operational Manuals, e.g. IECEx OD 009 for Certified Equipment program and IECEx OD 013 for certified service facility program
- Task orientated Operational Documents, e.g. IECEx OD 020 for sampling of Group I motors.
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#### **3. Guidance for Convenors of IECEx Working Groups**

This Section covers the release and control of IECEx System documentation

##### **a) Documents –**

New or revised documents are to be prepared in a manner that is consistent with existing documented rules. WG Members are to rely on their knowledge and experience to accomplish this. It is acknowledged that the following two categories of documents exist:

- Documents of a Technical or Operational nature requiring approval by the membership
- Documents of an administrative nature that may not require approval from the membership, e.g. IECEx OD 011 (instructions on the use of the On-Line CoC system)

Documents shall as a minimum identify

- Document reference Number, assigned by the IECEx Secretariat,
- Title
- Status and stage of Document e.g. CD (Committee Draft), DV (Draft for Voting), RV (result of Voting), R (Report), Inf (Document issued for Information), CC (Compilation of Comments), Q (questionnaire or form)
- History
- Document Originator
- Date
- Changes using tracking tool
- Establishments of transition periods for implementation of proposed revisions that involve increases in Rules and Operational procedures
- Consolidated summary statements for all proposed revisions, with with any proposed revisions that are other than simple editorials provided with greater explanation regarding the rationale for proposed revisions

**b) Impact on existing document –**

It is the responsibility of a WG, due to the outcome of their work, to determine if any changes are required to existing documents. It is the responsibility of the WG Convener to notify the originating WG Convener, when available, and the IECEx Secretariat of any required changes.

NOTE: Suggested updates of an administrative or editorial nature shall be forwarded to the originating WG for review and agreement or acceptance and to the Secretariat for publishing. More significant technical revisions shall be forwarded for voting /agreement of the Members at the Secretariat's discretion.

**c) Conduct of Working Groups –**

The following shall be adhered to for all work conducted through WGs:

- Progress reports are due from WG Conveners at least 1 month prior to the annual IECEx meetings
- Where meetings are held, including conference calls, a report of such shall be communicated to the WG within 6 weeks of the event.
- Sources of input into the WG work can be members of the WG and / or of Member Bodies, this input should be equally resolved within the comment resolution process.
- The co-opting of experts into the WGs, at the approval of the Convener, is permitted
- In situations where timely progress is not apparent, the Secretariat may contact the ExTAG or ExMC Chairman, as appropriate, who shall decide on the course of action. This action may include re-constitution of the WG or the appointment of a new Convener.



**4. Document Control Practices for Working Group (WG) and  
Maintenance Team (MT) Convenors Guidance:**

Guidance for convenors can be found in the following TC31 document

[IEC TC31 Good Working Practice Document](#)



**Annex A**

**INTERNATIONAL ELECTROTECHNICAL COMMISSION SYSTEM FOR CERTIFICATION TO STANDARDS RELATING TO EQUIPMENT FOR USE IN EXPLOSIVE ATMOSPHERES (IECEX System)**

**(Document Number)**

**(Date)**

**Working Group Identification)**

**Draft agenda** for the meeting to be held in .....,

**Date of Meeting**

**Sample Agenda below**

|             | <b>Description</b>   |                  |
|-------------|--|------------------|
| <b>Item</b> |  | <b>Documents</b> |
| 1           | Opening of the meeting   |                  |
| 2           | Approval of the agenda   |                  |
| 3           | Note the minutes/notes of the meeting held in XXX              |                  |
| 4           | Information from the Convenor                                  |                  |
| 5           | Review and complete  |                  |
| 6.          | Redraft document implementing the above and input from experts |                  |
| 7           | Recommend the next stage in the progress of the documents      |                  |
| 8           | Any other business   |                  |
| 9           | Date and place of the next meeting                             |                  |
| 10          | Close of the meeting   |                  |

**Annex B**

**Example Collated Comment Form**

|      |          |
|------|----------|
| Date | Document |
|------|----------|

| <b>Member Body</b> | <b>Clause/ Subclause</b> | <b>Paragraph Figure/ Table</b> | <b>Type of comment<br/>General/technical/<br/>editorial</b> | <b>COMMENTS</b> | <b>Proposed change</b> | <b>Observations</b> |
|--------------------|--------------------------|--------------------------------|---|-----------------|------------------------|---------------------|
|                    |                          |                                |   |                 |                        |                     |
|                    |                          |                                |   |                 |                        |                     |