

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEx
03

First edition
2005-12

**IEC Scheme for Certification to Standards
relating to Equipment for use in Explosive
Atmospheres (IECEx Scheme) –**

**IECEx Certified Service Facilities Program
covering repair and overhaul of Ex equipment –**

Rules of Procedure



Reference number
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International Electrotechnical Commission, 3, rue de Varembé, PO Box 131, CH-1211 Geneva 20, Switzerland
Telephone: +41 22 919 02 11 Telefax: +41 22 919 03 00 E-mail: inmail@iec.ch Web: www.iec.ch



Commission Electrotechnique Internationale
International Electrotechnical Commission
Международная Электротехническая Комиссия

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

**IEC SCHEME FOR CERTIFICATION TO STANDARDS
RELATING TO EQUIPMENT FOR USE IN
EXPLOSIVE ATMOSPHERES (IECEx SCHEME) –
IECEx CERTIFIED SERVICE FACILITIES PROGRAMME COVERING
REPAIR AND OVERHAUL OF Ex EQUIPMENT –
RULES OF PROCEDURE**

FOREWORD

The IECEx Management Committee (ExMC) has prepared this publication.

All of the annexes to this publication are normative.

This publication is directly related to Publication IECEx 01 containing the Basic Rules of the IECEx Scheme.

This edition of IECEx 03 takes effect immediately upon publication.

The text of this publication is based on the following documents:

Document	Report on voting
ExMC/230/DV	ExMC/272/RV

Full information on the voting for the approval of this standard can be found in the report on voting indicated in the above table.

INTRODUCTION

The IECEx is a single global certification Framework based on the International Electrotechnical Commission's international standards. It caters for differing countries whose national standards are either identical to those of the IEC or else very close to IEC standards. The IECEx is truly global in concept and practice, reduces trade barriers caused by different conformity assessment criteria in various countries, and helps industry to open up new markets. The goal is to help manufacturers reduce costs and time while developing and maintaining uniform product evaluation to protect users against products that are not in line with the required level of safety.

The aim of the IECEx Scheme and its Programs is to ease international trade of Explosion Protected Equipment (termed Ex equipment) by eliminating the need for duplication of testing and certification, while preserving safety. It is a voluntary scheme that provides an internationally accepted means of proving compliance of products and services with an IEC standard.

Where do you commonly find Ex equipment?

Flammable gases, vapours and mists, as well as combustible dusts create potentially explosive atmospheres. Ex equipment in such areas include:

- Automotive refueling stations or petrol stations
- Oil refineries, rigs and processing plants
- Oil and gas tankers, drilling ships and FPSO (Floating Production Storage Offloading vessels)
- Chemical processing plants
- Printing industries, paper and textiles
- Hospital operating theatres
- Aircraft refueling and hangars
- Surface coating industries
- Underground coalmines
- Sewerage treatment plants
- Gas pipelines and distribution centres
- Grain handling and storage and processing (flour-milling industry)
- Woodworking areas
- Sugar refineries
- Light metal working, where metal dust and fine particles can appear.

IECEx Certified Service Facilities Program

While certification of new Ex equipment is covered by the IECEx Certified Equipment Program, as detailed in IECEx 02, the IECEx Certified Service Facilities Program provides a single international scheme for the assessment and certification of Ex related service facilities that have an impact on the on-going compliance of Ex equipment with Ex safety standards.

Manufacturers producing new Ex equipment in accordance with their Ex Equipment Certification regime, cannot be held responsible for the actions or in actions taken during Ex repair and overhaul.

The IECEx Certified Service Facilities Program provides Ex equipment users, regulators and the community with the confidence that Ex safety is maintained when Ex equipment is repaired, overhauled or modified by an IECEx Certified Service Facility in accordance with this Scheme.

Ex Service Facilities that achieve IECEx Certification are required to demonstrate compliance with stringent IECEx requirements including:

1. Operational procedures and repair techniques meet IECEx Technical requirements encompassing IEC 60079-19
2. Possess and maintain in operating condition necessary facilities and equipment including test equipment and traceability of measurements
3. IECEx quality system requirements, based on ISO 9001
4. Competent personnel with current competencies related to Ex equipment Standards and certification requirements
5. Others necessary for proper servicing of Ex equipment

More Information

Further information is available from the official IECEx Website: www.iecex.com, containing free copies of the IECEx Rules and Procedures, from any of the IECEx Accepted Certification Bodies or directly from the IECEx Secretariat via the coordinates shown on the IECEx website.

**IEC SCHEME FOR CERTIFICATION TO STANDARDS
RELATING TO EQUIPMENT FOR USE IN
EXPLOSIVE ATMOSPHERES (IECEx SCHEME) –
IECEx CERTIFIED SERVICE FACILITIES PROGRAMME COVERING
REPAIR AND OVERHAUL OF Ex EQUIPMENT –
RULES OF PROCEDURE**

Publication IECEx 03

1 Scope

This publication contains the Rules of Procedure of the Scheme of the IEC, hereinafter referred to as the "Rules", for the certification of Service facilities involved in the repair, overhaul or modification of equipment which is intended for use in explosive atmospheres. (IECEx Certified Service Facilities Program).

The IECEx Service Facilities Program becomes operative as soon as at least three certification bodies have been accepted according to these rules.

This IECEx Service Facilities Program operates as a complimentary Scheme to the IECEx Scheme covering equipment for use in explosive atmospheres covered by IECEx 02.

These Rules relate to the Basic Rules of the IECEx Scheme, as given in Publication IECEx 01.

2 Normative references

The following publications contain provisions, which, through reference in this text, constitute provisions of these Rules. At the time of publication, the editions indicated were valid. The Ex Management Committee shall decide the timetable for the introduction of revised editions of the publications.

IECEx 01: 2005, Basic Rules of the IECEx Scheme.

ISO/IEC Guide 2:1996, Standardization and related activities - General vocabulary

ISO/IEC Guide 65:1996, General requirements for bodies operating product certification systems

ISO/IEC 17000: 2004, Conformity assessment – Vocabulary and general principles

3 Definitions

ISO/IEC Guide 2 and ISO/IEC 17000 gives basic definitions.

For the purpose of the IECEx Service Facilities Program, the definitions contained in IECEx 02 and those below apply:

3.1

IECEx Certified Service Facilities Program

Scheme of the IECEx for the certification of workshops and repair facilities involved in the repair or overhaul of equipment intended for use in explosive atmospheres.

3.2

IECEx Service Facility Certificate

document issued under these Rules indicating that adequate confidence is provided that a duly identified Service Facility has been found to operate procedures that provide confidence that the repair, overhaul or modification work undertaken complies with IECEx requirements and is under the surveillance of an IECEx Certification Body, ExCB.

3.3**IECEx Facilities Audit Report (FAR)**

a document that presents the results of an on-site assessment of a service facility's quality control system, Equipment, Operating Procedures and Competence of their Staff, by an ExCB, to the requirements of the IECEx Scheme

3.4**Applicant**

an organisation or a person who applies to an Ex Certification Body for an IECEx Service Facility Certificate.

3.5**Service facility**

an organization situated at a stated location or stated locations, that carries out or controls such stages in the repair, overhaul and or modification, as defined in IEC 60079-19, of an Ex product. At the same time the organisation accepts responsibility for continued compliance of the product with the relevant requirements and undertakes all obligations in that connection. This definition includes Manufacturers of Ex equipment that offers a repair and overhaul service as well as equipment users with their own repair service facility and includes reclamation

4 Governing of the IECEx Scheme

This IECEx Scheme will be governed by the Ex Management Committee (ExMC). The responsibilities of the ExMC, in this respect, are defined in the Basic Rules of the IECEx Scheme, Publication IECEx 01.

This document, IECEx 03, sets out the general rules and procedures of the IECEx Service Facilities Scheme. These general rules are supplemented by the Scheme's Operational Documents. These Operational Documents are available to all IECEx Member Bodies, ExCBs, and participating Service Facilities.

5 Principles of the IECEx Service Facilities Program

5.1 IECEx Service Facility Certificate

The IECEx Certified Service Facilities Program provides the means for Service Facilities to obtain an IECEx certificate that is intended to provide the international Ex community with confidence that such Service Facilities undertake repair and overhaul work in accordance with the technical and quality system requirements of the IECEx Service Facilities Program. The aim of the IECEx Service Facilities Program is to ensure that IECEx Certified Service Facilities comply with the following:

- Possess and maintain in operating condition the equipment (including specialized equipment) required for repair (including, major repair) of Ex equipment.
- The establishment and implementation of system procedures
- Possess as a minimum one person determined as competent in the Ex repair field by the ExCB
- Possession and maintenance of necessary test and measuring equipment that is adequate and under calibration control.

IEC 60079-19 and IECEx Certified Service Facility Program's quality management system requirements, based on the relevant requirements of ISO 9001 with additional requirements specific to the repair, overhaul or modification of Ex equipment, form the basis of the IECEx Service Facilities Program requirements.

The IECEx Service Facility certificate may be issued for a specific area of operation of an Ex repair facility, for example to cover repair and overhaul of Ex d rotating machines only.

Ex Repair and Overhaul Service Facilities that have attained and maintain IECEx certification may affix the IECEx logo to workshop repair reports and stationery providing that there is no misrepresentation of the scope of certification.

5.2 Method of Application

An ExCB approved by the ExMC in accordance with these rules and associated IECEx Operational Documents may issue IECEx Service Facility Certification. Applications from organisations seeking ExCB acceptance for the purpose of issuing IECEx Service Facility Certification can be accepted from Bodies that reside in an IECEx Participating Member Country. The application is made to the Secretary of the ExMC.

Refer to IECEx 01 regarding country membership of the IECEx.

5.3 Acceptance

Certification bodies are accepted into the IECEx Service Facilities Program following satisfactory assessment of their competence by assessors appointed by the ExMC as providing adequate confidence to regulatory authority, user, manufacturer and certification body interests. Competence is judged by reference to ISO/IEC Guide 65 and IECEx Scheme requirements.

5.4 Permissions

Only ExCBs that have been accepted for the purpose of issuing IECEx Service Facility Certification and reside in an IECEx participating country are permitted to issue IECEx Service Facility Certificates.

6 Confidentiality

All those participating in any Program of the IECEx Scheme shall respect the confidentiality of any information that they obtain and take all reasonable steps to bind their staff and those working under contract to preserve that confidentiality. The effectiveness of such steps taken shall be evaluated as part of the IECEx assessment of the ExCB.

7 IECEx Certificate Issuing Countries

In order for a country to participate in the Management of the IECEx Certified Service Facilities Program the country must first be a member of the IECEx Scheme, as required by IECEx 01 and comply with the requirements for IECEx Membership as detailed in IECEx 01. Countries that are existing members of the IECEx Scheme shall be considered members of the IECEx Certified Service Facilities Program.

8 IECEx instruments

8.1 IECEx Service Facility Certificate

8.1.1 Issue

An ExCB, on the basis of a satisfactory IECEx Facilities Audit Report. (FAR), issues an IECEx Service Facility Certificate certifying that the type of Ex Repair and overhaul service identified on the Certificate conforms in all relevant respects with the IECEx requirements concerning Technical and quality management system procedures; and utilises at least one person demonstrated as Competent by the ExCB. The principle purpose of an IECEx Service Facility Certificate is to provide independent verification that the Service Facility, listed on the IECEx Service Facility Certificate, has the capability to comply with IECEx Service Facilities Program requirements.

NOTE The ExCB obtains evidence to verify the competence of the Service Facility Staff, as claimed by the Service Facility, during the assessment which may be by way of examination, interviews or combination of both. Formal training, both internal and external, concerning Ex should also be taken into account.

8.1.2 Layout

The ExMC shall decide on the layout and content of IECEx Service Facility Certificates.

8.1.3 Contents

The IECEx Service Facility Certificate shall contain at least the following information:

- 1) Certificate Number
- 2) Date of Issue
- 3) Indication of changes to Certification and amendment issue
- 4) clear description of the Repair or Overhaul Service,
- 5) the name and address of the Service Facility,
- 6) the locations that are included within the scope of IECEx Service Facility Certification,
- 7) the reference number of the original FAR that enabled IECEx Service Facility Certification to be issued
- 8) Name of the issuing ExCB
- 9) Conditions on certification, if any

8.2 IECEx Facility Audit Report

8.2.1 Content

A FAR is prepared and issued by an ExCB recording the assessment of an Ex Service Facility's quality system for compliance with the IECEx Repair and Overhaul requirements. The assessment includes assessing conformity of the Service Facility's documented quality system with the requirements of the IECEx Certified Service Facility Program in addition to assessing the implementation of the quality system by the Service Facility and the system for verifying competency of Ex repair staff.

8.2.2 Layout

The ExMC shall prepare a document detailing quality requirements for the Program and the layout and content of FARs.

8.2.3 Issue

Upon issuing FARs, ExCBs shall ensure that the FAR refers to the location(s) of the Service Facility's activities.

8.2.4 Restrictions

The FARs are documents used in the preparation of IECEx Service Facility certificate and basis for on-going surveillance of the Service Facility, they shall not be used in any form of advertising or sales promotion in a way that the information may be misrepresented.

9 Certification procedure

9.1 Applicant

An Ex Service Facility may make an application for an IECEx Service Facility Certificate to any ExCB, that has been accepted for this purpose by ExMC. The applicant may be a workshop or repair facility.

9.2 Documentation

The documentation submitted by the applicant shall accurately identify the Repair and Overhaul services for which certification is required, the names of Ex repair person(s) that are to be verified as being competent as well as the location(s) where the Ex Service Facility conducts its activities. In case of dismissal of the personnel identified in the documentation submitted by the applicant, the applicant can engage other persons that they deem to have the necessary knowledge and experience in this field with the subsequent approval by the ExCB. This would normally require an assessment of new person which may require a site visit or interview by the ExCB. In exceptional circumstances, this review may be conducted at the next surveillance audit.

The documentation may be provided in paper form or electronic format. If electronic format is used, it shall be provided in a commonly used file format as determined by the ExMC, e.g. PDF or TIFF on a commonly used storage medium, e.g. 3.5" disk, CD-Rom, DVD-ROM.

9.3 Examination

The ExCB shall conduct an examination of the documentation to verify that the Ex repair and overhaul service is in conformity with IECEx requirements, which embody the requirements of IEC 60079-19.

9.4 Assessment of Service Facility's Quality System

The ExCB shall assess the conformity of the Service Facility's quality system and associated quality plan(s) for compliance with IECEx Certified Service Facility Program requirements. The ExCB shall issue an IECEx FAR, only when full conformity with IECEx Service Scheme requirements have been established.

An FAR has a limited duration (3 years) and can be withdrawn or suspended if intermediate follow-up assessments are not satisfactory.

9.5 Completion

Upon satisfactory completion of the work, the ExCB shall review the FAR to ensure that it covers the Service Facility location(s) and the type of product and Ex protection. If the review is satisfactory the ExCB shall issue the FAR together with an IECEx Service Facility Certificate shall be issued to the applicant, with a copy of each being retained by the ExCB. The Service Facility and the ExCB shall each retain a set of the documentation referred to in the certificate. The ExCB shall arrange for the details of the FAR to be available to the Secretary of the ExMC.

9.6 Surveillance

The ExCB shall sign an agreement with the Service Facility to enable the ExCB to carry out, or arrange for another body to carry out on its behalf, periodic surveillance of the Service Facility's quality system and quality plan(s) that shall include onsite assessments at the Service Facility's premises. The frequency of such surveillance, inspection and assessment shall be determined by the ExCB in accordance with the IECEx Scheme requirements and in light of the effectiveness of the Service Facility's quality plan(s). Such frequency shall take into account whether the Service Facility holds current ISO 9001 certification/registration by a competent body.

9.7 Changes

If the Service Facility wishes to make any changes, not covered by the FAR, that may compromise the Ex repair service listed on the Certificate, the Service Facility shall apply for an Addendum to the ExCB which granted the IECEx Service Facility Certificate. The Service Facility is required to describe the changes and the measures adopted to ensure continuing conformity with IECEx requirements. The ExCB shall arrange for such work as is necessary to be carried out to verify that the repair service incorporating the change will still conform to the scheme requirements. The ExCB shall issue a new Certificate authorizing the change. The ExMC shall specify the layout and content of the addendum. An ExCB may determine that a major change(s) requires a new Certificate to be issued. The ExCB shall issue an addendum to the Certificate authorising the change.

9.8 Ensuring conformity

The Service Facility has the responsibility to ensure that all Ex equipment is repaired, overhauled or modified in accordance with IECEx requirements. Following such work, the Service Facility shall issue their clients with a "IECEx Repair and Overhaul Report" that may bear the IECEx logo. The Service Facility shall ensure that the IECEx logo or IECEx Service Facility Certificate is not subjected to misuse or misrepresentation. Such misuse or misrepresentation could lead to suspension or withdrawal of the IECEx Service Facility Certificate.

9.9 Documentation retained

In placing an application with an ExCB, the Service Facility authorises the ExCB to keep, for future reference, photographs and technical documentation of the service facility. Such reference material shall be confidential.

9.10 Surcharges

An Ex Service Facility who is not in an IECEx participating country and an applicant acting on behalf of a Service Facility in such a country shall pay a contribution to the costs of the IECEx Scheme in the form of a surcharge for each application, the amount to be decided by the ExMC. The surcharge is to be collected by the ExCB handling the application, and remitted to the IECEx account.

9.11 Suspension or cancellation

An IECEx Service Facility Certificate may be suspended or cancelled by the issuing ExCB if

- Non payment of outstanding fees
- it has been issued in error,
- the holder requests cancellation,
- it is used in a misleading way,
- the Ex repair service no longer complies with the IECEx requirements, or
- the Service Facility's quality system and associated quality plan no longer provides adequate confidence that Ex equipment will be repaired or overhauled in accordance with IECEx requirements.

The ExCB shall give due notice to the Service Facility of such suspension or cancellation and shall give the reason(s).

When an IECEx Service Facility Certificate is suspended or when it has been cancelled, the Service Facility shall no longer describe the Ex repair or overhaul service, or their organisation, as "IECEx certified", nor shall he use the IECEx logo on Repair and Overhaul Reports. The ExCB responsible for issuing the IECEx Certified Service Facility Certificate shall determine the effect of equipment already repaired prior to the cancellation of the Certificate.

9.12 Notification of cancellation

When an IECEx Service Facility Certificate has been cancelled, the issuing ExCB shall notify the Secretary of the ExMC as soon as possible. Cancellation of Certificates shall be communicated to other ExCBs.

9.13 Compliance with rules

The applicant shall follow the rules of procedure of the ExCB and shall confirm readiness to comply with all the relevant provisions regarding, for example, factory surveillance and payment of fees.

9.14 Appeals

Should a Service Facility or applicant be refused the issuing of an IECEx FAR or IECEx Service Facility Certificate or be the subject of suspension or cancellation of an IECEx Service Facility Certificate and disagree with this decision he may lodge an appeal to the IECEx Board of Appeals, through the Secretary of the ExMC.

10 Acceptance of certification bodies

10.1 Acceptance of certification bodies (new ExCBs)

10.1.1 Conditions for acceptance

A certification body shall be accepted as an ExCB by the ExMC and given the right to issue IECEx Service Facility Certificates and FARs, under the following conditions:

- a) the certification body shall be located in a participating country;
- b) the certification body shall be recognised at national level for operating Ex certification or approval schemes for specified types of protection;
- c) the competence of the certification body to comply with these Rules shall be demonstrated by assessment. The general competence, efficiency, experience, familiarity with the relevant standards and the types or concepts of protection included in those standards and competence to carry out quality management system assessments as well as compliance with ISO/IEC Guide 65 shall be assessed. Acceptance in another IEC Scheme or accreditation by a recognized national accreditation body shall be taken into account. In those cases, the ExMC shall decide upon the extent of the assessment that is necessary;

10.1.2 Application

The candidate certification body, via the national Member Body of the IECEx Scheme, shall make an application for the acceptance of a certification body for the issuing of IECEx Service Facility Certificates.

The application shall be submitted to the Secretary of the ExMC and shall be accompanied by a declaration as detailed in Annex A. Applications from ExCB's currently operating in the IECEx Certified Equipment Program, seeking to participate in the IECEx Certified Service Facilities Program shall submit an application for extension of scope to the IECEx Secretariat.

10.1.3 Assessment

The candidate certification body shall be assessed according to the IECEx Assessment procedures to determine that the conditions according to 10.1.1 are fulfilled

Assessors appointed by ExMC shall carry out the assessment. The candidate shall be given the names and current appointments of the assessors proposed. All those IECEx Assessors proposed will have a working knowledge of repair or other service facility. Candidates may object "for cause" (reasons to be stated) to the appointment of the assessors.

The candidate to be assessed shall express its willingness to pay the professional fees of the assessors. The amount will be decided by the ExMC, and will include reasonable travelling and living expenses arising from the assessment. An estimate of these expenses shall be provided to the candidate in advance and agreed by the candidate.

IECEx Assessment Teams shall report to the Secretary of the ExMC who shall manage all assessments, including the appointment of assessors, to ensure assessments are carried out in a timely manner and in accordance with the requirements of the Scheme.

10.1.4 Resolution of differences

During the assessment, the assessors shall prepare a draft report that shall be discussed with the management of the candidate certification body. Efforts should be made to resolve any differences of opinion between the assessors and the candidate during this discussion.

10.1.5 Report to ExMC

The assessors shall submit to the ExMC, with a copy to the representatives of the candidate certification body, a confidential report containing their findings and recommendations, taking into account the declaration submitted together with the application. The candidate may attend an ExMC meeting or submit written comments in order to respond to enquiries regarding its application.

10.1.6 Acceptance

The ExMC shall decide upon the acceptance of the candidate certification body at a meeting or by correspondence. In the latter case, the decision shall be reported to the next meeting of the ExMC and recorded in the minutes.

10.1.7 Notification

If the decision of the ExMC is positive, the Secretary of the ExMC shall inform the candidate certification body in writing.

If the decision of the ExMC is negative, the Chairman of the ExMC may, depending on the findings, suggest to the candidate certification body

- a) to withdraw the application, or
- b) to accept a new assessment.

10.1.8 Changes

Each ExCB shall inform the Secretary of the ExMC about changes in the information given according to 10.1.2.

10.1.9 Extension of scope

When an ExCB wishes to extend its scope of acceptance an application shall be made to the Secretary of the ExMC via the Member Body of the IECEx Scheme. When the ExCB has been assessed within the last five years, the members of the Assessment Team who assessed the ExCB, should give their comments on the application.

The ExMC shall decide whether the extension can be accepted on the basis of the information thus available or whether a full or limited assessment will be needed.

The matter shall either be submitted to a meeting of the ExMC for decision or handled according to 10.1.10.

10.1.10 Reporting of decisions

The ExMC may delegate the decisions according to 10.1.9 to the Chairman and Officers of the ExMC to be made by correspondence between meetings. Such a decision shall be reported to the next meeting of the ExMC and recorded in the minutes.

10.1.11 Re-assessment

By means of re-assessment to the extent and frequency deemed necessary, the ExMC shall verify whether ExCBs are still fulfilling the conditions of 10.1.1.

10.1.12 Withdrawal

An ExCB wishing to withdraw from the IECEx Certified Service Facility Program shall notify the Secretary of the ExMC via the Member Body of the IECEx Service Facility Scheme. This notification to be at least one year in advance shall indicate the reason for the withdrawal and the date from which the withdrawal will become effective.

10.1.13 Suspension

The acceptance of an ExCB may be suspended or withdrawn by the ExMC if the ExCB no longer fulfils the conditions of 10.1.1 or, if in the opinion of the ExMC, the ExCB hampers the aim, operation or development of the IECEx Certified Service Facility Program, fails to take action regarding misuse of IECEx Repair Certificates, or violates these Rules. Before such a decision is made, the ExCB shall be given the opportunity to take corrective action over a period of six months and state its own opinion on the matter.

A decision to suspend or withdraw the acceptance of an ExCB shall require agreement at a meeting of the ExMC by a majority of at least four fifths of the total number of members. Members not attending that meeting shall have the right to cast their vote in writing by registered mail to the Secretary of the ExMC prior to the meeting.

In case of a suspension or a withdrawal, the certification body in question shall not be allowed to claim any relationship with the IECEx Scheme.

10.1.14 Acceptance of existing ExCBs

ExCBs previously accepted according to IECEx 02, *IECEx Equipment Certification Scheme*, may apply for an extension of scope to participate in the IECEx Certified Service Facility Program according to assessment procedures approved by the ExMC.

11 IECEx publications

11.1 Types of publications

The publications detailed in IECEx 02 shall be expanded to accommodate the relevant information regarding Ex Repair and Overhaul.

In addition, the IECEx Management Committee through its Secretariat may issue Operational Documents to ensure the common application of these Rules of procedures by all ExCBs.

The ExMC Secretary shall maintain a current list of all Operational Documents.

11.2 Information to be available

The following information shall be made readily available, to the public.

- A current list of Accepted ExCBs
- Service Facility holding IECEx Service Facility Certificates,
- IECEx Service Facility Certificates,

This and other relevant information may be made available on the Official IECEx Website www.iecex.com

11.3 IECEx Bulletin

The Bulletin detailed in IECEx 02 shall be amended to accommodate the relevant information regarding the IECEx Certified Service Facility Program.

11.4 Source of information

The information published in the IECEx publications is based on information given by the Member Bodies of the IECEx Scheme, ExCBs and ExTLs. Neither the IEC nor the Secretary of the ExMC is therefore liable for the accuracy of that information. Publication of commercial information shall be avoided.

12 Complaints

If there are complaints concerning the actions of an ExCB that the ExMC cannot resolve, the ExMC or the complainant shall have the right to refer the matter to the IEC Conformity Assessment Board (CAB) for appropriate action.

Annex A
(normative)

**Declaration by a certification body applying
to become an Ex Certification Body for the IECEx Certified Service
Facilities Program**

The declaration by a certification body applying to become an Ex Certification Body (ExCB) under the IECEx Certified Service Facilities Program, shall be a self-contained document including the following information:

- a) a description of the body which gives, in addition to an organization chart, information about the legal status of the body, the address(es) at which it carries out its operations, the means by which the body will demonstrate compliance with ISO/IEC Guides 62 and 65, the responsibilities at national level concerning certification, and the schemes operated, the arrangements for appeal, the documents available for providing supporting information, for example with regard to existing accreditation;
Details of Senior Management and Staff with competence in the validation of Ex Service Facilities.
- b) a list of the type of Ex equipment and methods of protection according to which the body wishes to issue IECEx Certified Service Facility Certificates;
- c) a statement of the number of certificates issued in the preceding two years for each type of protection covered by the standards listed in b)
- d) a statement that the body will abide by the Rules.

Annex B
(normative)

ExCB application form

This Annex contains copies of the following application forms –

IECEx Application to become an Ex Certification Body in the IECEx Service Facilities Scheme.



Mr C Agius
Secretary ExMC
286 Sussex St
SYDNEY 2000
Australia
Tel:+61 2 8206 6940
Fax: +61 2 8206 6272
Email: Chris.agius@iecex.com

Date:

Reference:

For the attention of the Secretary of the IEC Ex Management Committee.

Application for a certification body to become an Ex Certification Body in the Scheme of the IECEx for Certification of Ex Repair and Overhaul Facilities (IECEx Service Facilities Program).

The IECEx Member Body of (name of country).....
makes the following application in accordance with 10.1.2, 10.1.3 and annex B of Publication IECEx 03

- a) description of the certification body
 - name of the body
 - organisation chart (use a separate page or pages)
 - the legal status of the body
 - the address(es) at which it carries out its operations
 - the means by which the body will demonstrate compliance with ISO/IEC Guide 65
 - the responsibilities at national level concerning certification, and the schemes operated
 - the arrangements for appeal
 - the documents available for providing supporting information, for example with regard to existing accreditation

- b) a list of the Ex equipment accepted for use in the IECEx Service Facility Scheme according to which the body wishes to issue IECEx Service Facility Certificates (tick one or more of the following):

Ex Equipment Type	Group		Ex Protection Techniques							
	I	II	d	e	i	n	m	p	DIP	other
Rotating Machines										
Enclosures										
Luminaries										
Instrumentation										
Process Control Equipment										
Others, Please Specify										

The certification body undertakes to abide by the Rules and Procedures laid down in Publication IECEx 01 and IECEx 03

(signature)

(name)

(role)

(date)

