|  |
| --- |
|  |

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

**TITLE: Report from the IECEx Marks Committee, ExMarkCo**

**Circulation to: Members of the IECEx Management Committee, ExMC**

**INTRODUCTION**

This document contains a report from the IECEx Marks Committee, ExMarkCo, following their May 2016 Meeting held in Northbrook, US and is submitted for consideration/discussion at the 2016 ExMC Umhlanga meeting.

**IECEx Secretariat**

|  |  |
| --- | --- |
| **IECEx Secretariat**  **Australia Square**  **Level 33, 264 George Street**  **Sydney NSW 2000**  **Australia** | **Tel: +61 2 4628 4690**  **Fax: +61 2 46 27 5285**  **Email: info@iecex.com** |

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

**MEETING REPORT and AGENDA**

**Meeting of the IECEx Mark Committee (ExMarkCo)**

**Held at UL LLC in Northbrook, IL, USA on Thursday 26th May 2016**

**(Commencing at 8:30 a.m. for a half day)**

**Attendance**:

Mr Timothy Duffy (TD) IECEx ExMarkCo Chairman and Rockewell (US)

Mr Chris Agius (CA) IECEx Executive Secretary

Dr Alexander Zalogin IECEx Vice Chairman and NANIO CCVE (RU)

Mr Paul Meanwell (PM) South African Flameproof Association (ZA)

Mr Ulrich Jacobs (UJ) TÜV SÜD Product Service GmbH (DE)

Mr Risto Sulonen (RS) VTT Expert Services (FI)

Ms Lucy Frieders (LF) *Observer* – UL LLC

**REPORT + AGENDA**

| **SUBJECT** |
| --- |
| 1. **OPENING OF THE MEETING** (Start at 8:30 a.m. on 26th May 2016 and close at noon on 26th May 2016)   **The Chairman, Mr Duffy opened the meeting at 8.35am welcoming those in attendance thanking UL for their kind hosting of these meetings and called for self-introduction of all participants. He also extended a special welcome to Ms Lucy Frieders of UL.** |
| 1. **APOLOGIES**   Members to note the apologies as listed above.  **The meeting noted various apologies, also noting in the interest of meeting efficiency and to contain the IECEx meetings to a week period, there were some that were occupied in other meetings.** |
| 1. **APPROVAL OF THE AGENDA**   Members to consider any other items for raising that are not listed on the agenda and then approve this agenda.  **Agenda was approved without change** |
| 1. **CONSTITUTION**   Members to note the membership of the ExMarkCo and its terms of reference as per IECEx 01 Basic Rules - Document for Noting**: ExMarkCo/01N/Inf**  Members are reminded to forward nominations for membership vacancies of the ExMarkCo to the Secretariat.  Members to also note the ExMarkCo dedicated webpage on the IECEx site at <http://www.iecex.com/exmarkco.htm>  **The Meeting reviewed the current Membership noting the vacant Regulator positions and also noted the activity of the RTP (Recognised Training Provider) as a new area for IECEx and agreed that attempts be made to reach out to fill these positions.**  **The Chairman asked the meeting to consider How can we get more involvement to fill the vacant positions with the meeting taking a discussion about the need to meet face to face agreeing to make more use of the following**   * **Possibly hold the meeting via web conference.** * **Possibly have three meetings per day with shorter meetings** * **Possibly have participation via teleconference**   **ACTION: Chairman and Secretary to reach out to Regulators that are already involved in the work of IECEx in an attempt to fill the Regulator positions. In addition RTPs to be approached to see if there is an interest in participating on ExMarkCo**  **In addition the meeting noted the need to correct/update some of the existing member details, eg**   * **VTT address** * **Ulrich Jacobs telephone details** * **Dalia El Tawy – change in manufacturer to Siemens Energy** |
| 1. **Ex CERTIFYING BODIES EXCBS) FOR THE IECEx MARK**      * 1. **LIST OF CURRENTLY AUTHORISED ExCBs as per OD 001**   Available on-line <http://www.iecex.com/directory/bodies/OD001.asp> (members area) and at <http://www.iecex.com/directory/bodies/bodies3.asp?id=5> (Public area)  **The meeting noted the list of current ExCBs with the Secretariat advising that renewals of Licensing agreements between ExCBs and the IEC are in hand with the Secretariat. The Secretariat noted that at this point the only ExCB for which renewal is pending is Presafe as noted in agenda item 13. The Chairman suggested and Members agreed it would be helpful to know the renewal dates for each of the ExCBs and agreed to include this with the report of the meeting as follows:**  **ExCB Country Renewal Date**  **TestSafe AU May 2019**  **SIMTARS AU June 2019**  **VTT FI Dec 2017**  **LCIE FR May 2019**  **INERIS FR July 2019**  **TUV SUD DE June 2018**  **PTB DE March 2017**  **BKI HU Dec 2017**  **DEKRA NL Feb 2018**  **KIWA NK Feb 2019**  **Presafe NO Due Now**  **SGS Baseefa GB June 2019**  **ITS GB May 2019**  **SIRA CSA GB Sept 2017**  **CML GB Dec 2017**  **UL US Mar 2017**  **The meeting in dealing with this agenda item also dealt with item 13.**   * 1. **LIST OF CANDIDATE ExCBs and STATUS**   **There are no Applicant ExCBs for the IECEx Conformity Mark as at 21st April 2016.**  **The meeting noted that at this point there are no applicant ExCBs for the Mark Licensing Program. At this point the meeting moved to Item 13.** |
| 1. **ExMarkCo MEETING NO. 8, Toronto, 21st May 2015**    1. **Report on the Status of Actions Items arising from previous meetings**   Members to receive a report from the Secretariat on the status of Action Items detailed in the report on the 2015 IECEx ExMarkCo Meeting held in Toronto on 21st May 2015  **The meeting reviewed the report of Actions noting most have been dealt with but noted the following for carry over with the Secretariat to follow up.**   * **Survey by ExCBs of their customers concerning use of the IECEx Mark** * **Follow up on a contact from the EU Commission, re R Sinclair** * **Suggestions that WG13 work with the Secretary to prepare a welcome pack for new bodies and members into IECEx and that WG13’s ToR includes Marketing**   **ACTION**  **Secretariat to follow up on outstanding items listed above.**  **In further discussion the meeting focused on stakeholder participation not only regarding the IECEx Mark but the broader stakeholder involvement noting the requirements of Clause 5.1 of the new Harmonised Basic Rules and agreed that ExMC should address this as a separate issue. The meeting agreed to make the following recommendation**  **Recommendation No. 1 to ExMC:**  **While noting the current level of industry and stakeholder participation in IECEx, ExMarkCo recommends that ExMC consider ways to assist in increasing the current level especially in line with the requirement in the Harmonised Basic Rules Clause 5.1.** |
| 1. **ACTION ITEMS REFERRED TO THE IECEx ExMARKCo FOR CONSIDERATION:**  * NIL from 2015 IECEx Executive Meeting in Toronto * NIL from the 2015 ExMC Meeting in Christchurch (refer ExMC/1083A.RM)   **The Meeting that at this point no matters have been referred to them and agreed to maintain this as a standing agenda item** |
| 1. **Current IECEx CONFORMITY MARK SCHEME DOCUMENTS for noting:**  * IECEx 04 Ed. 1.0 – *IECEx Conformity Mark Licensing System – Regulations* * IECEx 01B Ed. 2.0 – *Guidance for the use of the IECEx Logo* * IECEx 04A Ed 2.0 – *Guidance for making applications for and use of the IECEx Conformity Mark* * OD 422 Ed. 1.0 (2012-03) – *Rules and Procedures for the granting of Licenses to issue and use the IECEx Conformity Mark* * OD 023 V1 (2007-10) – *Terms and Conditions for use of the IECEx Conformity Mark* * IECEx OD 011-4 Ed.1.3 - *Guidance on Use of the IECEx Internet based “On-Line” Certificate of Conformity System (Part 4: Creating IECEx Conformity Mark Licenses)*   **The meeting noted and endorsed the current status of Rules and ODs governing use of the IECEx Mark noting that at this point in time no changes were warranted other than the pending minor changes to IECEx 01B.** |
| 1. **IECEx Guide 01B – draft revision proposal**   Members to consider a draft revision of IECEx Guide 01B, *Guidance for the use of the IECEx Logo*  **Document for consideration:**   * Draft of IECEx Guide 01B, Edition 3.0   **The meeting reviewed IECEx 01B draft Edition 3.0 noting advice from the Secretary of the new IECEx logos with the Registration and Trade Mark symbols being included. The meeting also received a verbal report from the Secretary of work within Central Office on the issue of a single Policy document regarding use of the IEC logos and Trademarks.**  **Following a review of the Draft edition 3, the meeting approved the draft for publication with the inclusion of Member Bodies to item 3.2**  **ACTION**  **Secretariat to proceed the draft edition 3 of IECEx 01B for publication with the inclusion of Member Bodies to item 3.2** |
| 1. **CONFIDENTIALITY AGREEMENT**   Members to note an update on action in response to Mr Duffy’s report to the Dubai 2014 ExMarkCo Meeting on the Action Item from the Buxton 2013 Meeting of ExMarkCo  **The meeting discussed the various aspects of a set confidentiality agreement and in review determined that at this point in time there was no action warranted however did suggest that the overall issue of confidentiality could be included in a welcome pack and therefore agreed to refer to the Secretariat in conjunction with WG13.**  **At this point ExMarkCo agreed to close this item but maintain a watchful brief and report this position to ExMC**  **ACTION**  **The Chairman to report the ExMarkCo position to the next ExMC meeting** |
| 1. **USE AND MIS-USE OF IECEx MARK AND LOGO – Report from Secretariat**   Members to identify, discuss and follow up on any cases of misuse of IECEx Mark or Logo.  **The Secretary informed the meeting of a current case involving misuse of both the IEC and IECEx logos and Mark, advising that the matter has been referred to IEC legal whom are handling the situation.**  **The Secretary also noted CAB will be informed of the situation**  **The Secretary informed of a related item with ExMC WG1 agreeing to form a task group to look at guidelines of what ExCB’s are expected to deal with when dealing with the suspension or cancellation of a Certificate, which also includes looking at how manufacturers advertising has been addressed.**  **The Chairman then called on the meeting to review various publications and during the course of the review identified a number of areas where the IECEx logo has not been correctly used and called on the Secretary to follow these up separately.**  **The Secretary informed that they have a staff member whose roles include the active monitoring of use of the Logo and to date the focus of this review has been to check to see if the companies actually do have a valid Certificate or not.**  **ACTION**  **Secretariat to review and follow up by contacting the respective organisations concerning their improper use of the IECEx logo.** |
| 1. **CAB ISSUES CONCERNING IECEx CONFORMITY MARK**   Secretary to report on CAB Issues relating to misuse of the IECEx Mark and Logo.  **The Chairman noted that other than the example shared by the Secretary there are no other items that we need to bring to the CAB’s attention where the integrity of the IEC is brought into question** |
| 1. **IECEx MARK LICENCE AGREEMENT RE**NEWALS   Members to note that the following status, as @ 21st March 2016, of IECEx Conformity Mark License Agreements:  **The Chairman noted that this item was dealt with under agenda item 5.1 above.** |
| 1. **PROMOTIONAL ACTIVITIES AND MARKETING OF THE IECEx MARK:**   Members   * to inform the ExMarkCo of recent and planned Promotional Events * to note the various promotional items listed under IECEx website “News Releases at <http://www.iecex.com/news_releases.htm> * and also to consider any other promotional aspects and Marketing opportunities to promote the benefits of the IECEx Conformity Mark in support of an expansion of the IECEx Conformity Mark System.   **The Chairman introduced this item noting the following current statistics:**  **No of Licenses = 32**  **No of Certs covered under these = 229**  **No of current Licenses =30**  **No of certs covered under these = 221**  **He then called for a general discussion concerning the apparent limited take up of the IECEx Mark and what can or should be done to improve this.**  **The meeting undertook a detailed discussion addressing many aspects and considering various options including:**   * **That ExCBs should survey their clients to understand why or why not the Mark is used or not?** * **Whether or not the Mark should mandatory when a manufacturer applies for a CoC?** * **Whether or not ALL ExCBs should be part of the IECEx Mark Licensing system?** * **Noting that IEC 60079-0 requires that the Certificate number, if issued, forms part of the marking requirements hence serves as somewhat a competing mark.** * **Reference to the IECEx Mark should be included in the revision of the UNECE CROs** * **Others including the need for marketing**   **The meeting proceeded to discuss a number of potential Ideas including:**  **Possibly reaching out to current companies to understand what is their perceived value in the IECEx Conformity Mark, with the Secretariat to prepare a simple survey form that ExCCBs send to their IECEx Mark Clients**  **Members of the ExMarkCo to submit possible questions to the Secretariat for development of the survey. Also send to the ExMark Licensing ExCBs for their input such as:-**   * **What do you as the holder of the Mark Certificate see as the benefits of the Mark versus the Logo?** * **What is the value to you as a user?** * **Do your customers see value in the IECEx Mark?** * **Do regulators know of the IECEx Mark?** * **What can the IECEx do to help raise awareness of the IECEx Mark?** * **Question for the participating ExCBs – How do you promote the existence or availability of the IECEx Mark?** * **Question for the non-participant ExCBs – Why have you not signed up for the IECEx Mark Licensing?** * **Question for Should the Mark continue?**   **The meeting then raised that from the IEC perspective it would b good to understand what is the value of the Mark to IEC?**  **Further the meeting raised the value in reaching out to the regulator community through the Member Bodies to expand awareness –**   * **develop some marketing materials directed to regulators for circulation through the Member Bodies.**   **Since UNECE CRO is targeted to undergo revision, there is a possible opportunity to include information on the IECEx Mark**  **The meeting then discussed other possible options such as altering the On-Line certificate system to show CoCs that are associated with an IECEx Mark License such as**   * **On-line certificate system that identifies whether the IECEx Mark is authorized – similar to the Unit Verification designation** * **MC – Include ExMark and link to License Certificate on page 2 of the Certificate similar to link to Test Report: e.g. FR/LCI/ExTR11.0027/00 and Quality Assessment Report: e.g. FR/LCI/QAR10.0001/01**   **Other suggestions included**   * **the possible Rethink of approach to using the Mark – where can it be used and how can we promote the System and hence possibly work with WG13 Business Development to develop marketing materials** * **Possible communication with new/existing IECEx certificate holders to mention the option for the IECEx Mark – may cause problems for non-participant ExCBs.** * **Possible article in trade journals or HazardEx to promote the benefits of the IECEx Mark – do you know about it and have your asked your ExCB about getting the ExMark?** * **Develop targeted brochures for distribution at trade shows or other events.** * **Do the participating ExCBs have marketing materials they would be willing to share?**   **In conclusion, the meeting felt that in addition to requesting ExCBs to conduct a survey of their IECEx Mark License clients, a general discussion within ExMC noting the above points should be undertaken to gain a wider consensus of views.**  **ACTION**   1. **The Chairman to include in his reporting to ExMC a request for some discussion on the issue of low take up of the IECEx Conformity Mark, with the Secretary to include an agenda topic on the ExMC Agenda** 2. **Secretariat to prepare a survey document based on the above and any further input from ExMarkCo for the ExCBs to issue to their clients.** |
| 1. **OTHER BUSINESS**   Any other business not notified prior to the meeting.  **There was no other business raised** |
| 1. **NEXT MEETING**   To consider the date and time for the next meeting.  **The meeting agreed that the next face to face meeting should be held during the 2017 IECEx Operational Meetings but this would not prevent a web based meeting noting the various time zones** |
| 1. **CLOSE**   **The Chairman closed the meeting at 1200 noon thanking members and also UL for their excellent host arrangements** |