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

**TITLE: Report from the combined IECEx Certified Service Facilities Scheme Committee (ExSFC) and ExMC Working Group 10 Meeting of May 2016**

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

**INTRODUCTION**

This document contains a report from the combined meeting of the new IECEx Certified Service Facilities Scheme Committee (ExSFC) and ExMC Working Group 10 following their May 2016 Meeting held in Northbrook, US and is submitted for consideration/discussion at the 2016 ExMC Umhlanga meeting.

**IECEx Secretariat**

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**2016 ExSFC and ExMC WG10 Combined Meeting**

**Monday 23rd May 2016, 8:30 AM to 5:35 PM at UL LLC, Northbrook, IL, USA**

**MEETING REPORT**

1. **Meeting Opening**

The meeting was opened by the Chairman, Mr Ron Sinclair MBE at 8:50AM with a thank you to UL LLC as our hosts. The safety briefing by Mr Slowinske (UL LLC) was followed by self-introduction by attending members. The attendance list is appended to this report as Annex A.

1. **ExSFC Officers**

The Officers of the new ExSFC were introduced to the membership

1. **ExSFC Membership**

In introducing this item the Chairman reminded the meeting that the ExMC has discussed the use of either the ExPCC or the ExTAG meeting format and committee constitution and agreed that the ExTAG ‘model’ is more appropriate. In noting this the Chairman explained the need for both flexibility and consistency and asked the meeting for views on use of either specific persons nominated by a Member Body or a facility for ‘unrestricted / non-specific representation of Member Bodies. It was agreed that there is a definite need for flexibility and active stakeholder input from a broad base of expertise (noting a comment that the stringency of the ExPCC approach may not engender participation by accepted members and may also preclude interested new participants) and hence non-specific representation is permitted (with an expectation that Member Bodies will ensure that their representatives at meetings are informed, prepared and fully representative of all stakeholders in their country).

The membership of ExSFC as established in accordance with IECEx 01, Edition 7.0, Clause 9.4.2 and outlined in the document *‘ExSFC\_001\_Inf\_230516’* was noted and accepted by the meeting.

RECOMMENDATION #1: that the ExMC endorse *‘ExSFC\_001\_Inf’* as presented as Annex B to this Report

1. **Welcome to IEC TC31 Officers**

The meeting noted the invitations extended to the officers of IEC TC31 and IEC TC31 Subcommittees and also the apologies received from these invitees.

1. **Review of ExMC WG10 plans, progress to date and status of work in progress.**
   1. **Revision of IECEx Guide 03A**

The meeting agreed that there is a need to revise IECEx Guide 03A and initially assigned this as a task to the IECEx Secretariat with subsequent work to be allocated to the ExSFC or a working group established by the ExSFC

ACTION #1: the IECEx Secretariat to conduct an initial review and drafting of a revision of IECEx Guide 03A

* 1. **Update of Rules and ODs for Area Classification**

The meeting noted the Chairman’s overview of the background to this agenda item and his understanding that some members of ExMC WG10 have progressed this work however their proposals have not yet been presented to the ExMC WG10 for broader consideration. In reply and in broadening the discussion to the extended 03 Scheme, Mr Ent and Mr Erdhuizen advised that DEKRA have applied for scope extension for the 03-4 ‘sub Scheme’ and queried the status of the application - in reply the Chairman assigned the following action:

ACTION #2: the IECEx Secretariat to review and report on the status of DEKRA’s application and any other applications or expressions of interest.

The Chairman observed that it is not clear what is achieved or delivered by the current publications for the 03-3 and 03-4 ‘sub Schemes’ and proposed a review of the intended and potential benefits to the different target audiences of these publications (which are perhaps too general and contain significant duplication of content). The Chairman then proposed the establishment of a Working Group to review the existing publications. This proposal was supported by Mr Wigg with a comment that any working groups established at this or subsequent ExSFC meetings will guide the allocation of this task to the appropriate working group(s)

The Chairman also observed that whilst the structure of the current IECEx publications mirrors that of the relevant IEC Standards this approach is perhaps not appropriate to how service facilities specialise their activities and also suggested that there may be a need to apply ‘scope limitations’ on service facilities certifications. Mr Wigg suggested that such ‘scope limitations’ could be on the basis of gas Group and/or by industry sector/type

ACTION #3: Working Groups established to review IECEx publications relevant to the IECEx Services Scheme to consider the above suggestion regarding the treatment of ‘scope limitations’.

1. **Actions assigned to ExSFC**
   1. **Revision of TGD for IEC 60079-19** **(Action #24 from 2015 ExMC meeting (ExMC/1083/RM))**

The Chairman suggested that there is a need to finalise this TGD so that assessments, in response to applications from ExCBs, can proceed. In support of the Chairman, Mr Allen suggested that the TGD should provide guidance to ExCBs on how they should assess repair and overhaul facilities and Mr Allen offered assist with this work.

Mr Wigg questioned how the current ‘FAR approach’ would be used for a service facility providing design services. It was agreed that evidence of ISO 9001 certification would be sufficient in this situation.

* 1. **Review of AU proposal presented to 2015 ExMC meeting as ExMC/1071/CD** **(Action #33 from 2015 ExMC Meeting (ExMC/1083/RM))**

The Chairman with the assistance of Mr Wigg provided the meeting with the background the AU proposal outlined in ExMC/1071/CD and asked the meeting for views on whether we see any difference between (i) a manufacturer’s own facility and (ii) an ‘external facility’ and whether they should be treated differently. In reply Mr Ogden suggested that there is no need for special treatment for a manufacturer’s own facility. This view was supported by Messrs Meanwell, Ent and Allen. Mr Parmar (as an AU Member Body member present) declined to comment. Mr Wigg then suggested that it is not clear who should be included and hence some regulators appear to be attempting to force manufacturers to participate in the IECEx Scheme.

At the conclusion of the above discussion the meeting recorded the following

DECISION #1: that it is NOT intended that equipment manufacturers servicing (only) their own products must participate in the IECEx 03 Scheme but can do so if they choose to do so for marketing, commercial, strategic or other reasons.

AND

Equipment manufacturers servicing (only) their own products shall be treated like every other ‘external’ or ‘independent’ service facility with respect to Scheme requirements, fees, etc if they choose to be certified under the IECEx 03 Scheme.

RECOMMENDATION #2: that the ExMC endorse the above ExSFC Decision #1 as the ExMC response to ExMC/1071/CD

ACTION #4: IECEx 03-5 to be revised to include text that reflects the above Decision and provided for ExMC approval to publish

1. **Proposal for establishment of ExSFC WG01 to continue previously agreed work of ExMC WG10**

The Chairman noted that he has seen limited demand to date for the expanded IECEx 03 Scheme and wondered why this is the case.

In clarifying the requirement to commence operation of a new Scheme or, in this case, new ‘sub-schemes, the Executive Secretary advised that there is no need for more than one accepted ExCB before we can begin operation of the 03 ‘subschemes’. Mr Agius also reminded the meeting that addition of ‘sub-schemes’ to an existing ExCB’s scope can be provided as a scope extension.

The IECEx Chairman queried the need (as a function of market demand) for the ‘sub-schemes’ and raised the question of ‘who are the customers’ of the sub-schemes. Dr Arnhold suggested that we need to determine the identity and needs of customers before we expend effort in the further development of IECEx publications to support the 03 ‘sub-schemes’. Dr Arnhold proposed that we prioritise effort in this work on the basis of clear customer demand.

In reply to the above points Mr Thurnherr questioned whether we have properly and adequately advised the market of the existence of the ‘sub-schemes’ and suggested that a lack of communication to the market may be part of the problem of low demand.

Mr Allen observed that the uptake of the Repair and Overhaul ‘sub-scheme’ has been disappointing and suggested that this is because customers don’t recognise the risks in their business and hence don’t see the benefits of certification of repair and overhaul service providers (as opposed to other providers.

Mr Sinclair suggested that the uptake in the UK and The Netherlands relates to the fact that both of these countries previously operated national schemes for repair services.

Mr Wigg suggested that our publications appear to target large end-user organisations and that we should consider a greater emphasis on small and medium size end-users. Mr Wigg also suggested that there is a need for ‘certificates of completion’ and that this is an opportunity to assist the signatory to ‘back up’ their signature with independent certification credentials. Mr Ogden suggested that the IECEx CoPC can and should serve this purpose and hence there is no need for any additional certifications for the signatory’s organisation. In addition to this point Mr Allen reminded the meeting that the ongoing capability of a service organisation is a function of it retaining competent staff. In reply to the above points Mr Ent observed that there is demand in The Netherlands and that certification is a key consideration in choosing a service provider.

Mr Thurnherr suggested (with support from Mr Tacconi) that the IECEx 03 Scheme provides a framework for an organisation to use their competent personnel.

Mr Agius suggested that perhaps the lack of demand is a consequence of the lack of an offer to the market and proposed that we need to focus on developing a ‘product’ to promote. Mr Agius then invited comment from Mr Jones as representing National Oilwell Varco (NOV). In reply Mr Jones offered the following points:

* NOV provide a range of services to Shell and other ‘majors’ in the oil and gas sector
* Repair is not a priority for the ‘majors’ when business is good and during these times the purchase of new equipment is the focus. When business is not good the interest in repair increases
* There is a demand (and need) for inspection services
* A Business Plan for the IECEx 03 Scheme would assist NOV and other potential ‘customers’ to understand the objectives and outputs of the certification of service providers
* NOV sees the future demand for Ex services and competent personnel to support these coming from countries other than USA and Europe

Mr Ent supported Mr Jones’ comment about the need for a Business Plan and suggested that promotion efforts should be focused on end-users and NOT on OEMs which appears to have been the strategy in the past. Mr Ent also emphasised the demand from end-users for proof of the capability of the organisation in addition to the competency of the personnel providing the Ex services. Mr Ent closed his comments with an observation that there is limited expertise within the ExCBs for Ex services however he, Mr Thurnherr and Mr Allen have a wealth of knowledge that should be utilised.

Mr Tacconi supported the comments by Mr Jones and Mr Ent and added that the ABB approach to selecting service providers considers personnel competency, equipment and the management systems.

Mr Wigg suggested that end-users don’t understand the process outcomes (certificates, reports, etc) of the IECEx 03 Scheme and how these can meet their needs. For example the Equipment Scheme provides an artefact in the form of a rating plate that can be linked to a Certificate … as no ‘certificate’ is provided following the provision of an Ex service the customers don’t see value because they don’t receive any proof that the service has been provided. Mr Agius proposed that the Certification of an organisation under the IECEx 03 Scheme could include authorisation for them to issue a document (using a template specified by IECEx) to their clients as a form of artefact of the service provided. Mr Wigg proposed that we need to commence the design of the output from the provision of an Ex service and that this work will guide any appropriate work on the provision of artefacts.

Following the above discussion the ExSFC Chairman proposed that we need to review (rather than redesign) the current expanded IECEx 03 Scheme as documented in the currently published IECEx Rules and ODs. In support of this the NL delegates proposed that the 03-4 ‘sub scheme’ represents the greatest need and greatest potential – members agreed with this approach. The outcomes of this discussion is recorded in Item 8 of this report.

DECISION #3: ExSFC members agreed that there is, or will be, sufficient demand for all current ‘sub-schemes’ and that all should be retained in the ‘expanded IECEx 03 Scheme’

DECISION #4: there is a need to provide for scope limitations (eg. by service activity, by voltage, by equipment size or type, etc.) in the ‘sub-schemes.

RECOMMENDATION #3: that the ExMC endorse ExSFC Decisions #3 and #4

After further discussion on Agenda Items 7 and 8 as a combined item, the meeting also agreed to establish ExSFC WG5 (for the IECEx 03-5 ‘sub-scheme’ regarding Repair and Overhaul services) instead of the proposed designation ExSFC WG01 (as a way of avoiding confusion)

* 1. **Appointment of Convenor**

The meeting agreed to appoint Mr Erdhuizen as the Convenor of ExSFC WG5

* 1. **Members**

The meeting agreed that the members of ExMC WG10 present at this meeting be accepted (subject to endorsement by their Member Body) as members of the new ExSFC WG5 and noted Mr Wigg’s decline of this invitation.

ACTION #5: The IECEx Secretariat to seek and confirm Member Body endorsement of the members of ExMC WG10 present at this meeting as ExSFC WG5 members

ACTION #6: The IECEx Secretariat to contact members of ExMC WG10 not present at this ExSFC meeting and invite them to indicate interest in joining ExSFC WG5 (subject to Member Body endorsement)

* 1. **Assign tasks and timetables to ExSFC WG5**

ACTION #7: Mr Ent to propose an ExSFC WG5 task list (with timetables for completion) for ExSFC consideration

1. **The need for additional ExSFC WGs to work on new aspects of the expanded scope of the IECEx 03 Scheme** 
   1. Establishment of additional WGs

Members considered the need for additional ExSFC WGs to work on new aspects of the expanded scope of the IECEx 03 Scheme and agreed to establish ExSFC WG4 to support the development of the 03-4 ‘sub-scheme’

* 1. Appointment of Convenors

It was agreed that Mr Mark Ent will convene a new ExSFC Working Group to be designated as ExSFC WG4 regarding the IECEx Inspection and Maintenance Services ‘Sub-scheme’. The following ExSFC members volunteered (subject to national member body endorsement to be organised by the Secretariat along with a call for additional members) to assist Mr Ent in the work of ExSFC WG4: Allan Ogden, Roger Jones, Ralph Wigg, Peter Thurnherr, Xu Jianping and Marco Erdhuizen.

The tasks assigned to ExSFC WG4 include the following:

1. The preparation of a draft of Edition 2 of IECEx 03-4
2. The preparation of revised IECEx Operational Documents to support the draft of Edition 2 of IECEx 03-4
3. The preparation of a list of ideas to market the IECEx Inspection and Maintenance Services ‘sub-scheme’ and this work could involve:
   * 1. Collect ‘facts’, testimonials, etc that show / explain / outline the need for this sub-scheme
     2. Listing benefits to stakeholders
     3. An explanation to the market about the sub-scheme in terms of the requirements on and outputs from IECEx certified Inspection and Maintenance Service providers
4. Prepare a ‘Guide to Applicants’ for the 03-4 ‘sub-scheme’ based on the revised IECEx Guide 03A (Refer Action #1). This document for 03-4 will serve as guidance to a similar task for other ExSFC Working Groups established to support the other IECEx 03 ‘sub-schemes’
   1. Members

Refer above regarding the membership of ExSFC WG4

* 1. Assign tasks and timetables to new ExSFC WGs

Refer above regarding the tasks assigned to ExSFC WG4

DECISION #4: ExSFC members agreed to place revisions of IECEx 03-2 and 03-3 “on hold” until the higher priority work on 03-4 is able to be finalised and implemented as a ‘product’

AND

that this Decision NOT be made public at this point in time (in case it could be wrongly interpreted that IECEx was abandoning these parts of the scheme)

RECOMMENDATION #4: that the ExMC endorse ExSFC Decision #4

1. **Status of implementation of expanded IECEx 03 Scheme**
   1. **Applications from ExCBs**

Refer to Item 5(b) above in this report with noting that the progress of this application will rely on any short term changes to Rules, ODs and other publications being finalised as appropriate.

* 1. **Assessments in progress**

Nil

* 1. **Assessors**

It was agreed that we need to first consider the suitability of Assessors in the current list of accepted IECEx Assessors for accommodating applications for acceptance to the 03-4 ‘sub-scheme’. It was also agreed that the following should be considered as an initial short list of suitable assessors for any assessments in the near future:

* Mr Allan Ogden
* Mr Ralph Wigg
* Mr Heinz Farke
* Mr John Allen

ACTION #8: IECEx Secretariat to invite other experts in the field of ‘Ex services” (eg. Mr Peter Thurnherr) to apply for acceptance as IECEx Assessors. Members to advise the Secretariat of other experts that could be invited to apply.

It respect to the planning of assessment it was agreed that assigning a single assessor for more time is preferred to multiple assessors for a shorter assessment site visit.

1. **Promotional activities for expanded IECEx 03 Scheme**

ACTION #9: IECEx Secretariat to investigate potential possibilities as mechanisms for promotion noting the prior need for something to promote and offer in response to demand arising from such promotion.

1. **Other Business**

Following a discussion on the experiences and feedback from the implementation of the Repair and Overhaul ‘Sub-scheme’ it was noted the customers want more information on the Certificate about the Certificate holder / Service Provider in terms of their capabilities regarding equipment size limits, voltage limits, etc. It was agreed that there is a need for IECEx Rules and ODs to specify the essential information that needs to be included on the Certificate on the ‘Scope of Service’ field and on the Facilty Assessment Report (FAR). It was also agreed that there is a need for a checklist or similar document that provides guidance on the preparation and presentation of the essential information about capabilities.

The ExSFC then took a DECISION that there is a need for a facility for the ExSFC to publish ExSFC Decision Sheets that satisfy the previously agreed need, in some specific areas, for Rule, ODs and guidance documents. The ExSFC Decision Sheets will, as appropriate, use the same format and development process as that for ExTAG Decision Sheets. This development process will include a comment process of circulating drafts to all ExSFC members.

ACTION #10: the ExSFC to request ExMC permission to commence the development of ExSFC Decision Sheets.

ACTION #11: ExSFC WG4 and ExSFC WG5 to consider how the information about a service provider’s capabilities shall be presented in ExSFC Certificates. This could form the subject matter of an ExSFC Decision Sheet.

1. **Next meeting of ExSFC**

It was agreed that the next meeting of the ExSFC will be convened on Sunday 4th September in Umhlanga, South Africa. The purpose of the meeting is to maintain the momentum of the work being undertaken to develop the sub-schemes and to provide any guidance requested by the Working Groups. It will not prepare documents for submission to the MC later in the week.

It was also agreed that subsequent future meetings will be held as part of the IECEx Operational Meeting series each year. This will enable the preparation of recommendations for consideration by the ExMC meetings that are held later each year

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**Meeting closed at 17:25**

***ANNEX A***

**Meeting Attendance List**

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| **Name** | **Organisation** | **Position /Affiliation** |
| Ron Sinclair MBE | SGS Baseefa | ExSFC Chairman |
| Marco Erdhuizen | DEKRA KEMA | ExSFC Deputy Chairman |
| Davide Tacconi | ABB | ExMC WG10 member |
| Evans Massey | Baldor ABB | ExMC WG10 member |
| Mike Slowinske | UL LLC | ExMC WG10 member |
| Susan Lee | UL LLC | ExSFC member as 03 Scheme ExCB rep |
| Matt Crow | Joy Global | ExMC WG10 member |
| Harman Bin Alang Kasim | SIRIM | ExSFC member as 03 Scheme ExCB rep |
| Bipin Parmar | SIMTARS | ExSFC member as 03 Scheme ExCB rep |
| Mark Ent | Spit Electric Mechanics | ExMC WG10 member |
| Ralph Wigg | Ex Solutions International | ExMC WG10 member |
| John Allen | Sheppard Engineering & EASA | ExMC WG10 member |
| Allan Ogden | SGS Baseefa | ExSFC member as 03 Scheme ExCB rep |
| Jianping Xu | NEPSI | ExMC WG10 member |
| Peter Thurnherr | thuba | ExMC WG10 member |
| Thorsten Arnhold | R. Stahl AG | IECEx Chairman |
| Chris Agius | IECEx Secretariat | ExSFC Secretary |
| Mark Amos | IECEx Secretariat | ExSFC Secretary |
| Jasmin Omerovic | UL Demko | Observer |
| Roger Jones | National Oilwell Varco | Observer |
| Paul Meanwell | SAFA | Observer |
| Wilson Bonato | NCC Brasil | Observer |

**Apologies**

|  |  |  |
| --- | --- | --- |
| **Name** | **Organisation** | **Position /Affiliation** |
| Theo Pijpker | DEKRA KEMA | ExMC WG10 Convenor |
| Gerhard Schwarz | GSA Consult | ExMC WG10 member |
| Heinz Berger | CERTICONSULT GmbH | ExMC WG10 member |
| Jorg Flototto | PTB | ExMC WG10 member |
| Karsten Hoeland | Infracor GmbH | ExMC WG10 member |
| Tim Marks | AEMT | ExMC WG10 member |
| Ujen Singh | Testsafe | ExSFC member as 03 Scheme ExCB rep |
| Ajay Maira | TUV Rheinland Aust | ExSFC member as 03 Scheme ExCB rep |
| Matej Debenc | SIQ | ExSFC member as 03 Scheme ExCB rep |
| Alexander Zalogin | Nanio CCVE | IECEx Vice Chairman |
| Thierry Houeix | INERIS | IECEx Treasurer |
| Julien Gauthier | LCIE | IECEx ExTAG Secretary |
| Mark Coppler | IEC TC31 | IEC TC31 Chairman |
| Mick Maghar | IEC TC31 | IEC TC 31 Secretary |
| Manfred Kaiser | IEC TC31 | IEC TC31G Chair |
| Nicholas Ludlum | IEC TC31 | IEC TC31G Secretary |
| Neil Dennis | IEC TC31 | IEC TC31J Chair |
| Marino Kelava | IEC TC31 | IEC TC31J Secretary |
| Michael Beyer | IEC TC31 | IEC TC31M Chair |
| Anke Sachtleben | IEC TC31 | IEC TC31M Secretary |
| Andrew Redgate | IEC TC31 | IEC TC31 Technical Officer |

***ANNEX B***

**Proposed ExSFC Constitution and Membership**

(as extracted from ExSFC/001/Inf (May 2016))

**Chairman**: Mr Ron Sinclair – SGS Baseefa UK

**Deputy Chair:** Mr Marco Erdhuizen – DEKRA, NL

**Secretary:** IECEx Secretariat

*PLUS*

**All IECEx Member Bodies** (with voting rights):

*PLUS*

**All Accepted ExCBs operating in the IECEx 03 Scheme** (with voting rights):

All ExCBs operating in the IECEx 03 Services Scheme are members of the ExSFC and are expected to be active and represented at ExSFC meetings by a single representative. An up to date list of accepted ExCBs is found at <http://www.iecex.com/directory/bodies/ExCB_service.asp?id=5>

At the time of publishing this document, they are as listed below:

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| **Country** | **Acronym** |
| Australia | SIMTARS |
| Australia | TestSafe |
| Australia | TRA |
| Germany | DEKRA EXAM |
| Germany | PTB |
| Korea | KGS |
| Malaysia | SIRIM |
| Netherlands | DEKRA |
| Norway | Presafe/DNV/NEMKO |
| Slovenia | SIQ |
| United Kingdom | SGS BASEEFA |
| United Kingdom | SIRA |
| United States of America | UL |

*PLUS*

IEC TC 31 and IEC TC 31 SC Officers

*PLUS*

Trade Associations (that have been endorsed by at least one IECEx National Member Body) at the discretion of the ExSFC on a meeting by meeting basis

*PLUS*

Expert representatives from various stakeholder groups such as:

* Manufacturers
* End Users
* Regulators
* Service Providers, eg Repair Workshops
* Training bodies
* Others

as endorsed by IECEx National Member Bodies on a meeting by meeting basis

Noting that:

1. ExSFC members attend meetings of the ExSFC or participate as members of its Working Groups following nomination to the IECEx Secretariat by their location country’s National IECEx Member Body. Attendance at annual meetings of the ExSFC requires the Member Body nomination for each meeting.
2. All Member Countries of the IECEx are also Member Countries of the ExSFC and will receive ExSFC circulated documents.

**Voting Rights during Meetings of the ExSFC**:

During meetings of the ExSFC, each ExCB operating in the IECEx 03 Scheme shall have the entitlements of one vote. Each Country present at a meeting of the ExSFC shall have one vote with the country’s Member Body responsible for ensuring that the collective views of all stakeholders in their country are represented.

Any voting on documents and matters outside meetings shall occur at the discretion of the ExSFC Chairman.