



**INTERNATIONAL ELECTROTECHNICAL COMMISSION
IEC SCHEME FOR CERTIFICATION TO STANDARDS RELATING TO
EQUIPMENT FOR EXPLOSIVE ATMOSPHERES (IECEX SCHEME)**

Members of the Management Committee ExMC

**The Seventh Meeting of the ExMC held
In Buxton, United Kingdom
6th and 7th October 2005
Confirmed Minutes**

This document sets out the Confirmed Formal Minutes of the 2005 Meeting of the IECEX Management Committee, ExMC, held in Buxton 6th and 7th October 2005. This document makes reference to the confirmed "List of Decisions", highlighted in blue, of the meeting, as detailed in document ExMC/300/DL.

The Secretariat wishes to thank the various officers and members who commented in favour of these Minutes and advises that changes made have been minor editorial changes only.

In line with ExMC decisions, these minutes have been confirmed via correspondence, and are therefore submitted for information.

With thanks and kind regards

**Chris Agius
IECEX Secretariat**

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ATTENDANCE:

NAME	COUNTRY	POSITION Head Delegate/Delegate
Dr Uwe Klausmeyer Chris Agius Christine Kane Heinz Berger		IECEX Chairman Secretary Secretariat Treasurer
Jim Munro		Chairman TC/31
Ronald Collis Ralph Wigg IEC SC31H Chair James Birch David Walker Jose David	Australia (AU)	Head Delegate Delegate Delegate Delegate Observer
Joe Gryn Dave Adams	Canada (CA)	Head Delegate, IECEx Vice-Chairman Delegate
Xie Jun Xu Jianping Wu Jianguo Xu Gang Cao Yabin Zhang Wei	P.R. China (CN)	Head Delegate Delegate Delegate Delegate Delegate Delegate
Jaroslav Šindler	Czech Republic (CZ)	Head Delegate
Gerhard Schwarz Michael Wittler Karl-Heinz Schwedt Ulrich Johansmeyer (IEC)	Germany (DE)	Head Delegate Delegate Delegate Delegate



NAME	COUNTRY	POSITION Head Delegate/Delegate
SC31G Chairman) Harald Hofmeister Dieter Fietz		Observer Observer
Steen Christensen	Denmark (DK)	Head Delegate
Michel Lhenry Michel Brenon Bernard Piquette Alain Czyz	France (FR)	Head Delegate Delegate (Secretary ExTAG) Delegate Delegate
Risto Sulonen	Finland (FI)	Head Delegate
Allan Ogden John Allen (EASA) David Eastwood Ian Cleare Ron Sinclair Kevin Stockwell Dave Stubbings	United Kingdom (GB)	Head Delegate Delegate Delegate Delegate Delegate Observer Observer
Janos Hankó Edit Molnár	Hungary (HU)	Head Delegate Delegate
Mirko Balaz	Italy (IT)	Head Delegate
Daimon Sugawara Minari Kogane Toshi Hayashi	Japan (JP)	Head Delegate Delegate Delegate



NAME	COUNTRY	POSITION Head Delegate/Delegate
Yun-soo Park Jeong-rae Koo Chang-Woo Lee Hae-Duk Jung Yeong Duk, Kim Hwang Kyung-Yong Jun-Gu, Kang	Korea (KR)	Head Delegate Delegate Delegate Delegate Delegate Delegate Observer
Amzidah Ahmad Mohamad Nasir Abdul Wahid Ismail bin Anuar	Malaysia (MY)	Observer Observer Observer
Theo Pijpker Mark Hikspoors	Netherlands (NL)	Head Delegate Delegate
Thore Andersen Rolf Hoel Bjørn Spongsveen	Norway (NO)	Head Delegate Delegate Delegate
Emilian Ghicioi Sorin Burian	Romania (RO)	Head Delegate Delegate
Vitaly Grudstyn Aleksandra Yaroslavtseva Alexander Zalogin Armenak Grevorkyan	Russia (RU)	Head Delegate Delegate Delegate Observer
David Lau Keong Ong David Sim Phuay Khuan	Singapore (SG)	Head Delegate Delegate



NAME	COUNTRY	POSITION Head Delegate/Delegate
Peter Bremer	Sweden (SE)	Head Delegate
Igor Likar	Slovenia (SI)	Head Delegate
Kerry McManama (IEC SC31H Secretary) Evans Massey William Fiske Paul House Paul Kelly David Chirdon Timothy Adam Wayne Williams	United States of America (US)	Head Delegate (ExTAG Chairman) Delegate Delegate Observer Observer Observer Observer Observer
Erich Seeger	South Africa (ZA)	Head Delegate



1 OPENING AND WELCOME – Meeting commenced 9.00am Thursday 6th October 2005.

The IECEX Chairman, Dr Uwe Klausmeyer, declared the meeting open at 9.00 a.m. and welcomed delegates and invited guests. The Chairman thanked Mr Sinclair and his staff for all the preparatory work regarding the meeting arrangements. He said, “that given such a delightful setting with such efficient arrangements, he was convinced that this meeting would be most successful”.

A special and warm welcome was given to new member countries, attending the meeting in their capacity as Members for the first time, as well as to visiting countries.

Mr J. Gryn, Mr M. Brennon, Mr J.Xie and Mr R. Collis were welcomed in their additional roles as Members of CAB. Mr Dave Smith, IECQ Chairman, was also given a special welcome.

Apologies were received from YU, CH and Mr Don Gray, CAB Chairman and IEC Vice-President.

1.1 Welcome to IECQ Chairman, Mr Dave Smith.

The IECEX Chairman extended an invitation to Mr Dave Smith, IECQ Chairman, to give ExMC delegates and visitors an overview of the IECQ Scheme and its services. Mr Smith, previously the Director of Communications at Nortel, resides in the U.K. Mr Smith commenced his presentation by announcing the appointment of Mr Chris Agius as the IECQ Managing Secretary. His presentation served to demonstrate to members how the services of IECQ could serve as a useful tool for IECEX, especially in areas of verification of components, subassembly manufacture and supplier assessment, by Ex manufacturers. The IECQ Chairman also detailed the new initiatives of IECQ.

Members were very appreciative of Mr Smith’s presentation, acknowledging the various approval options, especially the Electronic Component Management Plan.

The meeting noted the various similarities between IECEX and IECQ particularly in the area of supplier assessment and assessment of quality management systems, acknowledging, as previously requested by IECEX, the work of IECQ to provide industry with an on-line database system of issued IECQ approvals.

The IECEX Chairman thanked Mr Smith for his very informative presentation noting the ECMP could prove a very useful tool for the IECEX Scheme.

[\[Recorded Decision 2005/02 \(ExMC/300/Inf\)\]](#)

2 APPROVAL OF THE AGENDA

The meeting approved the agenda ExMC /256C/ DA

[\[Recorded Decision 2005/01 \(ExMC/300/Inf\)\]](#)



3 MINUTES OF THE SIXTH ExMC MEETING

3.1 The Meeting noted the Confirmed Minutes, ExMC/217A/RM Brdo Minutes - October 2004. These minutes had previously been confirmed via correspondence.

3.2 Matters arising from these minutes

3.2.1 Report on Actions arising from the 2004 ExMC Brdo Meeting

The Secretary and Chairman reported that all action items had either been completed or were progressing to the next/final stage.

[\[Recorded Decision 2005/03 \(ExMC/300/Inf\)\]](#)

4 REPORT ON IEC CAB (Conformity Assessment Board) MATTERS IECEX Chairman, Vice-Chairman and Secretary to Report

The IECEX Chairman noted the work of CAB and informed the members that a formal apology had been received from the CAB Chairman, Mr Don Gray, who sent his wishes for a successful meeting.

4.1 Introduction on role of CAB by Mr Joe Gryn, (IECEX Vice-Chairman, Member of CAB)

Mr Joe Gryn gave an extensive presentation on the role of the IEC Conformity Assessment Board (CAB) noting in particular

- Constitution and Membership
- Key role of ensuring IEC Schemes comply with IEC Statutes and Rules
- Openness and transparency of the Schemes
- Others

Mr Gryn commented that it is important for IECEX not to look on CAB as a “policing body” but rather as a very useful resource to the Scheme and its Members.

Following the presentation there was some general discussion with the meeting expressing its appreciation to Mr Gryn for his excellent presentation. The presentation is to be circulated to members.

[\[Recorded Decision 2005/04 \(ExMC/300/Inf\)\]](#)

4.2 *Review of Conformity Assessment Board (CAB) Decisions from CAB meetings since Brdo 2004 ExMC meeting*

Documents noted:

- CAB/547/DL - List of decisions of the 6 June 2005 CAB Meeting in Geneva



- **CAB/517/DL** -List of decisions of the 19 October 2004 CAB meeting held in Seoul

The Chairman drew the meeting's attention to the above documents noting that main issues of interest to IECEx are dealt with as individual items.

4.3 Specific CAB Matters for noting or action by ExMC

4.3.1 CAB WG 7 – IEC Mark of Conformity

- **CAB/547/DL** - List of decisions of the 6 June 2005 CAB Meeting in Geneva
- **CAB/534/R** - Report from Convenor of CAB WG7 – Mr Chris Agius

The meeting noted CAB Decision 17/3 to cease work on a generic IEC Mark but to support work on a dedicated IECEx Mark. Item 10 of these minutes records the details of the meeting's discussion relating to a dedicated IECEx Mark.

Mr Chris Agius, IECEx Secretary, also as Convenor of **CAB WG 7 - Marks** gave a full and detailed background on the development of the Mark and of the work carried out to date by this Working Group.

The U.S. questioned whether CAB has taken the decision to disband CAB WG7?

Mr Gryn, as Member of CAB, advised the meeting that the disbandment of CAB WG7 has yet to be decided.

The Secretary advised the meeting that there was, in fact, no need to keep CAB WG7 as an ongoing WG when an ExMC Working Group, also WG7, exists to cover the work.

GB and FR then supported the disbandment of the CAB WG 7 and requested that IECEx conveys this view to the CAB.

CA expressed concern at disbanding CAB WG7, suggesting that if IECEx were to support such a move, a proviso should be that IECEx maintains access to any resources required.

The meeting agreed to support the disbandment of CAB WG7 on the proviso that the IECEx gain access to all necessary resources to progress introduction of an IECEx Mark.

[\[Recorded Decision 2005/05 \(ExMC/300/Inf\)\]](#)

4.3.2 CAB/ILAC Cooperation

Document noted:

- **CAB/529/R** – Report on the CAB/ILAC Technical Panel

The Chairman gave an informative background address.

CA reported on the discussions that had taken place within the CAB/ILAC Technical Panel, which comprises the following members-



- The Chairman, Dr Uwe Klausmeyer
- The Secretary, Mr Chris Agius
- The Vice Chairman, Mr Gryn
- Mr Jun Xie

The meeting was informed that an outstanding issue regarding the clarification as to whether or not ILAC Members conduct an assessment of Ex Test Laboratory's staff, for the competency of circuit analysis, when assessing an ExTL for I.S was discussed. Furthermore, clarity of the coverage of scope by some of the Accreditation Bodies could be improved, noting that in general Accreditation Bodies have a wide scope of activity that extends well beyond the specialised field of Ex.

FR questioned the progress, if any, of discussions with IAF. CA advised the meeting that it is early days. The Secretary further informed that this is a matter for discussion at the next CAB meeting.

CN, Mr Xie, noting the successful expansion of co-operation with ILAC, suggested that we should endeavour to achieve the same co-operation with IAF.

Mr Munro, Chairman of the IECEX Panel of Assessors, detailed his experience of participating in a joint assessment. Mr Munro also informed the meeting that he had attended a training course.

Members discussed the approach to joint assessments.

GB advised that they would not expect any problems to arise when carrying out joint assessments.

FR advised that they had carried out a joint assessment with IECEE without any problems having arisen.

CA suggested that the members look to the future as this will be something we will need to focus on further

GB noted the work of co-operation with ILAC also acknowledging the need to focus in this direction.

[\[Recorded Decision 2005/06 \(ExMC/300/Inf\)\]](#)

4.3.3 Restriction of Hazardous Substances

Documents noted and considered

- **CAB/542/R** – Proposal from AU to CAB, considered at June 2005 CAB meeting,
- **CAB/544/INF** – Copy of presentation from IECQ Chairman on the operation of the new Hazardous substances Process Management (HSPM) Scheme, operated by IECQ.



- **CAB/547/DL** – List of Decisions of the 6 June 2005 CAB Meeting in Geneva, Item 17/16 “Hazardous Substances”
- **IECEX Officer Report** – Report from Mr Brenon, ExTAG Secretary and IECEx representative to the CAB WG9 Paris meeting

The meeting was asked to consider what action/position IECEx should take concerning the issue of Conformity Assessment in the area of “Restriction of Hazardous Substances”. The main area of impact being the requirements imposed on IECEx equipment manufacturers regarding their sourcing of components and materials. It is also noted that IECQ have developed a quality-based verification Scheme.

The IECQ Chairman, Mr Smith, gave a background report on the operation of the new Hazardous Substances Process Management (HSPM) Scheme. This report was circulated to members 20/9/2005.

Mr Brenon presented a report on CAB WG9 - Hazardous Substances.

AU proposed that it would be productive to work more closely with the IECQ, a view supported by many of the Members.

GB raised the point that, at this time, there are no requirements within the IECEx standards and that first we need to cover some basic points.

FR Mr Brennon gave a background on various issues noting that the industry would not want to be subject to individual audits by different auditors.

CA raised the point that it is premature to do anything at this stage, noting that, as yet, no Product Standards have been issued.

GB expressed concern that proper care is taken not to stray away from the IECEx core activities.

FR raised the point that it is in fact CAB who has requested that schemes look at the issue of Conformity Assessment for Hazardous Substances.

Following further discussion the US proposed the following steps

1. First the Standards need to be developed
2. Support the WG at CAB

After further discussion the meeting concluded that there must be a single scheme approach, and that given the absence of product Standards, the logical avenue is to support the IECQ HSPM Scheme. The meeting further commented, that in order not to have conflicting requirements between Schemes, a single scheme approach would be the most effective route to take.

[\[Recorded Decision 2005/07 \(ExMC/300/Inf\)\]](#)



5 IECEx OFFICERS

To elect experts to the IECEx Office Positions as listed below:

- Election of IECEx Chairman
- Election of IECEx Vice-Chairman
- Election of IECEx Treasurer

Documents considered:

- **ExMC/235/Inf** Call for Nominations for consideration as IECEx Chairman
- **ExMC/236/Inf** Call for Nominations for consideration as IECEx Vice-Chairman
- **ExMC/237/Inf** Call for Nominations for consideration as IECEx Treasurer

5.1 Election of IECEx Chairman

Nomination for Dr Uwe Klausmeyer, DE – to serve a second term in accordance with Clause 8.2 of the IECEx Basic Rules, IECEx 01

At this point in the meeting the IECEx Secretary took over as Chairman and informed the meeting that only one nomination had been received at the Secretariat for the position of IECEx Chairman. Dr Uwe Klausmeyer was nominated for a second term. There being only one nomination the Secretary asked the meeting to endorse the nomination of Dr Klausmeyer for approval by CAB.

The Meeting endorsed the re-election of Dr Klausmeyer who once again took over the chair and expressed his thanks and sincere appreciation for the confidence of the members and declared his unqualified commitment to the Scheme.

[\[Recorded Decision 2005/08 \(ExMC/300/Inf\)\]](#)

5.2 Election for IECEx Vice-Chairman

Document noted:

- **ExMC/240/Inf** – Nomination for Mr LIU Weijun, of China
- **ExMC/243/Inf** – Nomination for Dr Alexander Zalogin of Russia

On behalf of RU, Mr Grudstyn was the first to offer best wishes and congratulations to the Chairman, Dr Klausmeyer.

Mr Grudstyn went on to inform the meeting that Russia welcomes the extension of membership within the IECEx Scheme particularly in the S.E. Asian region. Stating that RU believes that the growth in this region is a very important development for the Scheme and taking this important point into account RU wishes to support CN's nomination as IECEx Vice-Chairman. RU therefore withdrew the nomination of its candidate.

The Chairman thanked Mr Grudstyn and RU for their congratulations. The Chairman also thanked RU for their long-term loyalty and active participation in the IECEx Scheme, noting RU as one of the founding countries of the IECEx. In particular, the Chairman noted RU's support and commitment towards growth of the Scheme.



In calling for further comments the Chairman invited Mr Xie, China's Head Delegate, to address the meeting in support of the CN nomination.

Mr Xie, on behalf of China's candidate for Vice Chairman, Mr Liu, addressed the meeting firstly extending his apologies on behalf of Mr Liu, who had been unable to attend the meeting. Mr Xie commented on the strong CN delegation present at this meeting as well as their presence at past meetings. He stated "this participation is a testament to the dedicated support and long term commitment from CN to the IECEX Scheme, its Members and the Global Ex community that we serve".

Mr Xie then went on to inform the members as to Mr Liu's credentials and interest in the Scheme, including his appointment and work as Chair of an APEC committee. He said "Chinese members have made a commitment to speed up the acceptance of the IECEX scheme within China". He concluded that CN very much appreciated the demonstrated support from RU and would be very pleased to work with RU and all other Members to ensure the on-going success of IECEX.

GB expressed concern, that Mr LIU, as the candidate, had been unable to attend the meeting. Continuing that "while Mr LIU is new to the IECEX Management Committee, GB do appreciate the commitment made by CN and trust that while being absent at this meeting, Mr LIU will become much more visible and active within the IECEX especially in its management". GB continued that, the energy of CN is without question.

The Chairman then called for further comments, and in conclusion, the meeting endorsed Mr Liu as the new IECEX Vice Chairman, for approval by CAB.

The Chairman then expressed, on behalf of the members, their appreciation and thanks to Mr Joe Gryn for his hard work in promoting the Scheme and its aims over his two terms in office as Vice Chairman. The Chairman continued "his, Mr Gryn's, energy and participation have been exemplary".

The meeting also noted the immense support and commitment from CSA International that enabled Mr Gryn to execute his duties to such a level.

Mr Gryn was then presented with an IECEX "Certificate of Appreciation".

[\[Recorded Decision 2005/09 \(ExMC/300/Inf\)\]](#)

5.3 Election of IECEX Treasurer

Nominations received:

Mr Heinz Berger, CH, expressed his willingness to serve a further 3-year term as IECEX Treasurer in accordance with Clause 8.4 of the IECEX Basic Rules, IECEX 01.



As only 1 nomination had been received by the Secretariat, the ExMC were asked to endorse the nomination of Mr Heinz Berger, for approval by CAB.

CN, FR, GB, all endorsed this nomination. Mr Xie, CN, also commented on the great respect and high esteem that CN has for Mr Berger, not only for his excellent work in the area of his fiscal management, but also in his role as an IECEX Assessor; citing his recent work as part of the IECEX assessments in China.

Mr Berger thanked the members for their continuing confidence and indicated his ongoing commitment to the Scheme and its aims.

[\[Recorded Decision 2005/10 \(ExMC/300/Inf\)\]](#)

6 IECEX MEMBERSHIP

6.1 Current Membership

Document noted:

- **IECEX Operational Document OD 001 Version 21**

The meeting noted the current level of membership reflected in Document OD 001/Version 21.

6.2 New Country Membership

Document noted:

- **ExMC/250/DV** Vote on the acceptance of Japan as a participating country within the IECEX Scheme

The Meeting was pleased to note the recent new member, Japan.

Mr Daimon Sugawara, JP, addressed the meeting reminding delegates that it had been only 1 year since Japan had formed a committee to deal with IECEX matters and now it was pleased to take its place as a member.

Mr Cleare, GB, former Chairman of the IECEX Scheme, noted the long-standing involvement of JP as member of the original Ex Working Group and thereby their assistance in the development of the IECEX Scheme. He expressed much appreciation for the persistent work that enabled Japan to become members after such a short time. He further noted the efforts of Dr Tanaka.

AU raised the question as to when would JP be in a position to accept ExTRs?

JP stated that they would work hard to fulfil the aims of the IECEX Scheme. Mr Hayashi also advised that Dr Tanaka had been very happy for Japan to join and asked that his personal best wishes be passed to the members at the meetings.



6.3 Other Possible new Countries

New Membership.

The Chairman noted and welcomed Malaysia's attendance, as observers, at the meeting. He encouraged them to consider joining as a full member, noting the new services being offered by IECEX e.g. the IECEX Certified Service Facilities Program, which might well prove to be an incentive.

The Chairman stated that it is most desirable to increase the Scheme's membership. He continued, with TC31 planning to meet in Brazil in 2006 it would, perhaps, be productive to hold an Industry Seminar to create interest in the Scheme.

US, Mr McManama, advised that during a recent visit to the US by an Indian industry group to National Institute of Standards and Technology (NIST), one of the areas raised for discussion had been the petroleum industry. Mr Paul Kelly, who had given a presentation at the time of the visit, advised the meeting that we could expect some interest in the Scheme from India.

The Secretary undertook to work with both Mr Kelly and Mr McManama in pursuing India's interest in joining.

6.4 New ExCBs and ExTLs

6.4.1 New ExCB and ExTL – KEMA Quality BV, Netherlands

Documents noted:

- **ExMC/220/DV** – KEMA, ExCB, Assessment Report
- **ExMC/221/DV** – KEMA, ExTL. Assessment Report
- **ExMC/233/RV** - Voting results for KEMA as ExCB
- **ExMC/234/RV** - Voting results for KEMA as an ExTL

The meeting was asked to note the previous acceptance, via correspondence, of KEMA Quality BV as an IECEX Certification Body (ExCB) and IECEX Test Laboratory (ExTL). Members noted the acceptance of KEMA as an Accepted Ex Certifying Body and ExTL within the Scheme. Mr Theo Pijpker, from KEMA, addressed the meeting informing the membership as to how very pleased KEMA was to be accepted as member of the Scheme.

6.4.2 New ExCB – ITACS, Australia

Documents noted:

- **ExMC/241/DV** – ITACS, ExCB, Assessment Report
- **ExMC/244/RV** - Voting results for ITACS as an ExCB

The meeting was also asked to note the previous acceptance, voting via correspondence, of ITACS as an IECEX Certification Body (ExCB). ITACS have been members of the scheme, as an existing IECEX Test Laboratory (ExTL), for many years. AU advised the members that,



ITACS, like KEMA, were very pleased to be an accepted member of the Scheme. The Secretary then advised that a comment had been received, during the ITACS vote, from Canada. This comment related to the co-operation by an ExTL with more than one ExCB, however this did not delay the acceptance of ITACS, with the CA comment being directed into the overall revision of the Scheme rules.

6.4.3 New ExCB and ExTL – Centro Elettrotecnico Sperimentale Italiano S.p.a (CESI)

Documents noted:

- **ExMC/231/DV** – CESI ExCB Assessment Report for voting via correspondence
- **ExMC/284/RV** - Result of Voting on ExMC/231/DV
- **ExMC/232/DV** – CESI ExTL Assessment Report for voting via correspondence
- **ExMC/285/RV** - Result of Voting on ExMC/232/DV

Members noted the acceptance of CESI as an IECEx Certification Body (ExCB) and IECEx Test Laboratory (ExTL) within the Scheme. Mr Mirko Balaz stated that acceptance within the Scheme was very much appreciated by CESI.

6.4.4 New ExCB and ExTL – Det Norske Veritas (DNV).

Documents noted:

- **ExMC/252/DV** – DNV ExCB Assessment Report for voting via correspondence
- **ExMC/291/RV** - Result of Voting on ExMC/252/DV
- **ExMC/253/DV** – DNV ExTL Assessment Report for voting via correspondence
- **ExMC/292/RV** – Result of voting on ExMC/253/DV

Members noted the acceptance of DNV as an IECEx Certification Body (ExCB) and IECEx Test Laboratory (ExTL). Mr Bjorn Sponsveen thanked the members for their acceptance, explaining that one of the motivating factors in DNV's application for membership had been the interest from customers.

6.4.5 New ExTL – Gas Measurement Instruments Ltd., GMI

Documents noted:

- **ExMC/247/DV** - Acceptance of Gas Measurement Instruments Ltd., (GMI) as an Ex Testing Laboratory
- **ExMC/290/RV** – Result of voting on ExMC/247/DV

The meeting noted the result of voting on the acceptance of GMI as an IECEx Test Laboratory (ExTL). GB, on behalf of GMI expressed their thanks.



6.4.6 New ExCB and ExTL – INERIS of France.

Documents noted:

- **ExMC/254/DV** – INERIS ExCB Assessment Report for voting via correspondence
- **ExMC/293/RV** - Result of Voting on ExMC/254/DV (to be issued)
- **ExMC/255/DV** – INERIS ExTL Assessment Report for voting via correspondence
- **ExMC/294/RV** – Result of voting on ExMC/255/DV
-

The meeting noted the result of voting on the acceptance of INERIS as an IECEx Certification Body (ExCB) and IECEx Test Laboratory (ExTL). Mr Piquette thanked the meeting.

[\[Recorded Decision 2005/11 \(ExMC/300/Inf\)\]](#)

6.4.7 New ExCB - CQM

Document considered:

- **ExMC/279/DV** – Report from the IECEx Assessment Team for the acceptance of CQM as an ExCB

The Chairman, noted the recent completion of the IECEx Assessments for 1 candidate ExCB and 3 Candidate ExTLs from China. He expressed his thanks to all Members of the IECEx Assessment Team, Mr Munro, Mr Brenon and Mr Berger for their diligence and timely execution of the assessment. The Chairman also expressed his appreciation to the CN Member Body and the CN Candidates for their cooperation and work with the assessment Team.

The Chairman then invited comments concerning the CQM report.

CA expressed some concern, and sought clarification over, Item 18 “Special Facts” regarding whether or not CQM could accept ExTRs to National Differences?

Mr Zhang Wei informed the meeting that they can accept testing to national differences and that as the issuing body fully understands CN's national differences. CQM will not require re-testing.

GB questioned whether CQM would go back to the body that issued the ExTR (re IECEx 02)?

Further discussion took place with CN confirming that they would meet, and thereby comply, with all the requirements of the IECEx Scheme.

CA noted that the review of the CQM report is a timely reminder for all bodies to consult and enter into co-operation with other bodies of the Scheme. The Chairman summed up discussions noting the importance of the topic.

The Meeting agreed to the acceptance of CQM.



Mr Zhang Wei, of CQM addressed the Meeting and expressed appreciation to the Members, the Assessment Team and the Secretary.

6.4.8 New ExTL – CQST

Document considered:

- **ExMC/280/DV** – Report from the IECEx Assessment Team for the acceptance of CQST as an ExTL

The Meeting considered the CQST Assessment Report and agreed to their acceptance as an IECEx Testing Laboratory, ExTL

6.4.9 New ExTL – NEPSI

Document considered:

- **ExMC/281/DV** – Report from the IECEx Assessment Team for the acceptance of NEPSI as an ExTL

The Meeting considered the NEPSI Assessment Report and agreed to their acceptance as an IECEx Testing Laboratory, ExTL

6.4.10 New ExTL – PCEC

Document considered:

- **ExMC/282/DV** – Report from the IECEx Assessment Team for the acceptance of PCEC as an ExTL

The Meeting considered the PCEC Assessment Report and agreed to their acceptance as an IECEx Testing Laboratory, ExTL

Mr Jianping expressed appreciation to the officials and the assessment team for their valuable work carried out at the time of the assessments.

[\[Recorded Decision 2005/12 \(ExMC/300/Inf\)\]](#)

6.5 Applications for Extension of Scope

6.5.1 Processing of applications for extension of scope

The Chairman presented the following documents for discussion.

Documents noted

- **ExMC/271/Inf** – Procedures used by the Secretariat for processing applications for extension of scope.
- **ExMC/251/Q** - Capability Declaration by ExCB and ExTL

The Chairman called on the Secretary to advise the meeting of the process for dealing with applications for extension of scope by ExCBs and ExTLs. The Secretary outlined the process noting Document ExMC/271/Inf, this document being an extract of the overall



assessment procedures, used to process applications received from ExCBs and ExTLs when seeking an extension of scope. The Secretary also referred to the form ExMC/251/Q that must be completed by ExTLs and ExCBs at the time an extension is sought. This document provides a clear statement by the body that they have conducted an internal review to verify that they meet IECEX requirements. This is then reviewed and where necessary, an on-site assessment is conducted.

In discussing the procedures, GB requested that more room be made available on the form that records any rationales. The Secretary took this on board and will review the form accordingly.

Following further discussion the meeting agreed to allow further time for members to submit comments calling for any additional comments to be received by the Secretary by 31 December 2005.

[\[Recorded Decision 2005/13 \(ExMC/300/Inf\)\]](#)

6.5.2 Application from TÜV Nord.

Documents noted:

- **ExMC/245/DV** - IECEX Assessment Report for an extension of scope for existing ExCB (Ex Certification Body) TÜV NORD CERT GmbH+Co.KG
- **ExMC/286/RV** - Result of Voting on ExMC/245/DV
- **ExMC/246/DV** IECEX Assessment Report for an extension of scope for existing ExTL (Ex Testing Laboratory) TÜV NORD CERT GmbH+Co.KG
- **ExMC/287/RV** - Result of Voting on ExMC/246/DV

The meeting noted the positive result of voting on the extension of scope for TÜV Nord CERT GmbH+Co.KG

[\[Recorded Decision 2005/14 \(ExMC/300/Inf\)\]](#)

6.5.3 Application from SIRA

Documents noted:

- **ExMC/248/DV** IECEX Assessment Report for an extension of scope for existing ExCB SIRA
- **ExMC/288/RV** - Result of Voting on ExMC/248/DV
- **ExMC/249/DV** IECEX Assessment Report for an extension of in scope for existing ExTL SIRA
- **ExMC/289/RV** - Result of Voting on ExMC/249/DV

The meeting noted the positive result of voting on the extension of scope for SIRA.

[\[Recorded Decision 2005/15 \(ExMC/300/Inf\)\]](#)



6.6 IECEx 5-Year Re-Assessments

6.6.1 Procedures for Re-assessment

Members were asked to note the proposed procedures for surveillance audits of ExTRs and QARs, included as Section 3 of OD 003, which have been extracted and presented in Document ExMC/295/CD.

Documents noted:

- **IECEX OD 003** – Updated IECEx Assessment Procedures to supersede ExMC/100/CD
- **ExMC/295/CD** - Surveillance procedures Reviews of ExTRs and QARs

In noting the updated procedures CA suggested that the re-assessment teams might include an assessor from the same country as an ExTL and ExCB providing this was not in the role as a team leader. The meeting supported this position.

In conclusion the meeting agreed to the incorporation of ExMC/295/CD in OD 003 for immediate use. However, the meeting did agree that any further comments be sent to the Secretary by 31 December 2005.

[\[Recorded Decision 2005/16 \(ExMC/300/Inf\)\]](#)

6.6.2 First round of Re-assessments completed

Following the successful completion of re-assessments the meeting endorsed the following re-assessment reports.

- a) **ExMC/258/R** – ExCB Re-assessment report for EXAM of DE
- b) **ExMC/259/R** – ExTL Re-assessment report for EXAM of DE
- c) **ExMC/260/R** – ExCB Re-assessment report for PTB of DE
- d) **ExMC/261/R** – ExTL Re-assessment report for PTB of DE
- e) **ExMC/262/R** – ExCB Re-assessment report for KOSHA of KR
- f) **ExMC/263/R** – ExTL Re-assessment report for KOSHA of KR
- g) **ExMC/264/R** – ExCB Re-assessment report for SP of SE
- h) **ExMC/265/R** – ExTL Re-assessment report for SP of SE
- i) **ExMC/266/R** – ExCB Re-assessment report for TestSafe of AU
- j) **ExMC/267/R** – ExTL Re-assessment report for TestSafe of AU
- k) **ExMC/268/R** – ExCB Re-assessment report for SIMTARS of AU
- l) **ExMC/269/R** – ExTL Re-assessment report for SIMTARS of AU
- m) **ExMC/270/R** – ExTL Re-assessment report for ITACS of AU
- n) **ExMC/248/R** – ExCB Re-assessment report for SIRA of GB
- o) **ExMC/249/R** – ExTL Re-assessment report for SIRA of GB

[\[Recorded Decision 2005/17 \(ExMC/300/Inf\)\]](#)

7 IECEx ASSESSMENTS OF ExCBS AND ExTLS

7.1 Status on surveillance of accepted ExCBs and ExTLs – Report from the Secretary



The Chairman noted that the basis for credibility of the Scheme lay in both the assessment and ongoing surveillance of ExTLs and ExCBs. The Secretary advised the meeting that, in line with the surveillance procedures, the IECEx Scheme requires ExTLs and ExCBs, not covered by acceptable national accreditation, to an annual surveillance visit. This annual visit is in addition to the full re-assessment visit conducted every 5 years.

The Secretary further advised that for bodies with national accreditation, the Secretariat undertakes a website check of their national accreditation. In some instances this may require consultation with bodies for further information.

The Secretary further informed that, while many accreditation bodies host websites providing useful information regarding scope and currency of accreditation, there are some that do not. The absence of this information makes it difficult to determine what is actually covered by accreditation. The Secretary informed the meeting of his plans to raise the matter formally within the CAB/ILAC Technical Panel.

7.2 WG2 Development of Technical Guidance Documents – Report on progress from Mr Ian Cleare

Document noted

ExMC/274/R - Report from WG2 Convener, Mr Ian Cleare

In introducing this item the Chairman called on Mr Cleare, Convener of the TGD Working Group, WG2, to present his report.

Mr Ian Cleare gave a brief background to the introduction of TGDs commenting that they are a significant tool for the gaining of confidence in the scheme by IECEx Members and Stakeholders.

Mr Cleare further reported that apart from a tool for assessors, the TGDs have also been found to be most useful for Bodies (ExTLs) when preparing for an assessment. He continued that in looking to the future, it might assist if the information gathered in the TGDs be divided into 3 parts

- 1) Personal Competence
- 2) Systems
- 3) Equipment

Mr Cleare noted that using a clause-by-clause approach to the Standard was most efficient and appropriate. He advised, that the revised TGD should be recording evidence rather than asking if it exists, e.g. change the questioning from “do you have a procedure?” to “what is the procedure?” After further discussion Mr Cleare sought the meeting’s acceptance to allow the WG to go forward with the proposed approaches.

Before closing the discussion the Chairman posed the question as to whether the TGDs should have some reference link to the ISO/IEC 17025 document? Mr Cleare advised that this is the philosophy behind the proposed review.

In conclusion, the meeting agreed to the following:



- a) Agreement of the approaches outlined by Mr Cleare
- b) Preparation of a TGD covering General Requirements

The following members to assist in the preparation of TGDs

Ex 'd' - Dave Adams and Theo Pijpker
Ex 'i' - Jim Munro
Ex 'e' - Baseefa
Quality Assurance TGD - Ian Cleare

The concern from CA about an ExTL working with more than one ExCB was opened for discussion. Mr Gryn has expressed concern over who controls the ExTL.

AU commented that they feel it is permissible for a manufacturer to have a choice of ExTL when dealing with one ExCB.

GB supported AU's views

FR expressed similar concerns to those of CA

After some discussion the meeting agreed to refer this matter to WGI/WG5.

[\[Recorded Decision 2005/18 \(ExMC/300/Inf\)\]](#)

8 REVISION OF IECEx 02 – IECEx SCHEME, RULES AND PROCEDURES

Documents considered:

- **ExMC/238/DV** – Draft Revised edition of IECEx 02
- **ExMC/273/RV** – Result of voting and compilation of comment
- **ExMC(Buxton/WG1+WG5)4**

The Chairman called upon the Secretary, as Convener of the WG1/WG5 meeting, held last Sunday to report.

The Secretary referred the meeting to the WG's 1 and 5 report, ExMC(Buxton/WG1+WG5)4, noting that as stated in Section A of the document, there is a real need to finalise the next edition of IECEx 02. The WG's concerns being the inclusion of changes within the IECEx along with the introduction of the new IECEx Certified Service Facilities Program. The WG Members proposed the publication of the new IECEx 02, incorporating the recommendations of the WG1/WG5 meeting's deliberations over the comments listed ExMC/238/DV, as soon as possible

The Secretary further informed the meeting that the WG1/WG5 meeting categorised the comments listed in ExMC/238/DV into:

- a) those requiring immediate decision from the ExMC and
- b) those that may require a little more time to resolve and should therefore be referred to WG1/WG5 for consideration of an amendment or future revised edition



The Secretary further advised that arising from the WG1/WG5 meeting there are 4 separate recommendations proposed for acceptance by ExMC

Discussion concerning Recommendation No. 1:

The ExMC meeting discussed the report as follows-

RU advised that there is currently no rule to require use of the IECEx CoC rather they insist on a requirement for procedures to exist on how CoCs are used within a country.

In discussion the meeting noted the fundamental principles of IECEx, and in doing so, agreed that Comment No. 80 (ExMC/238/DV) from RU be included in the final version of IECEx 02.

AU then requested discussion on Comment No. 38 (ExMC/238/DV), which is the basis for their negative vote. AU believes that the requirement contained in Clause 30 of IEC 60079-0 should be included in IECEx 02 as a mandatory requirement across the Scheme. AU believes that this will ensure that sufficient information is available to end users thereby allowing them to operate, maintain and repair their Ex equipment.

In discussing this point the meeting considered the possibility of dealing with this as an ExTAG decision sheet. The ExTAG Chairman, in response, advised that ExTAG would request that any decision sheet be drafted and prepared by an ExCB that felt the need for such.

GB commented that, in general, it has always been policy to include a list of drawings. Following on however that some manufacturers express concerns about having a drawings list on a CoC. Manufacturers indicated that as the list is included in the ExTR this should be sufficient and emphasised that the aim should be the practicality of keeping the electronic on-line CoC as simple as possible.

There was general discussion on the issue of including the list of drawings on Certificates. In noting that the ExTRs contain a mandatory listing of Drawings, it was suggested that a controlled document containing all the necessary information required by Clause 30 IEC 60079-0, be referenced on the Certificate.

On this basis, AU agreed to have one of its ExCBs prepare the draft decision sheet for consideration of ExTAG.

There was then general agreement for Recommendation 1 with inclusion of the RU and AU comments.

Discussion concerning Recommendation No. 2:

The meeting noted Recommendation No 2 and agreed with this proposal.

Discussion concerning Recommendation No. 3:

The meeting considered Recommendation No 3 and agreed to the 3 points proposed with a change regarding audit surveillance to 18 months but may be held every 12 months.



Discussion concerning Recommendation No. 4:

The meeting considered the proposal to include “IECEX Unit Verification Certificates” for single items. The Secretary is to undertake the inclusion of Unit Verification in the published version of IECEx 02.

On the basis of the above decisions the Meeting agreed to proceed with the publication of the new edition of IECEx 02 in incorporating the above decisions

On this basis AU and US were invited to change their voting position, with AU agreeing to change from negative to positive, with the US maintaining their negative vote.

[\[Recorded Decision 2005/24 \(ExMC/300/Inf\)\]](#)

9 INTEGRATION OF SERVICE FACILITIES INVOLVED IN REPAIR AND OVERHAUL OF Ex EQUIPMENT INTO THE IECEX SCHEME – REPORT AND RECOMENDATIONS OF WG10

9.1 Proposed new Rules for the Inclusion of Services into IECEx, IECEx 03

Documents considered:

- **ExMC/230/DV** – DRAFT New IECEx 03 – Rules and Procedures
- **ExMC/272/RV** – Result of voting and Compilation of Comments from ExMC members

In introducing this item the Chairman commented, that by introducing Certified Service Facilities, the end user now becomes much more aware of the Ex safety compliance issues.

The meeting considered the draft rules of procedure to cover Repair Service Facilities and while there was general support for moving forward and introducing this new service as soon as possible, consistency and competency were identified as areas requiring clarification.

CA questioned whether IECEx should be limiting the scope of the new program to certain categories or types of products. The Chairman responded that the first need is in the repair of Rotating Machines. The Secretary responded that WG10 do not have any intention of limiting the scope.

AU advised that it would not support any such limitation. In general discussion the meeting agreed not to limit the scope.

The US questioned as to whether or not bodies need to be endorsed by their Member Body before submitting an application to become an ExCB for IECEx 03? The Secretary confirmed that as currently written, the Rules do not require Member Body endorsement but advised that it would be valuable in ensuring that the body is acceptable at national level.



In conclusion the meeting Members agreed to publish the document and pass all comments to WG10 for further consideration as either a possible revision or as an amendment.

The Secretary, as Convener of WG10 advised of plans to hold a WG10 meeting to coincide with the 2006 PCIC Europe Conference.

[\[Recorded Decision 2005/19 \(ExMC/300/Inf\)\]](#)

9.2 Proposed new Operational Documents concerning inclusion of Service Facilities

Documents considered:

The following documents have been previously circulated.

- **Draft Operational Documents:** OD 013, OD 014, OD 015, OD 016
- **ExMC/219/CC** – Compilation of Comments, OD 013
- **ExMC/222/CC** – Compilation of Comments, OD 014
- **ExMC/224/CC** – Compilation of Comments, OD 015
- **ExMC/226/CC** – Compilation of Comments, OD 016

An updated report was received from the WG10 Convener, Chris Agius, in relation to the review of the draft operational documents prepared by WG10.

Members noted the draft ODs and comments. The TC 31 Chairman, Mr Jim Munro, suggested that the provision of a “witness audit” be included when assessing ExCBs. In noting Mr Munro’s suggestion, the meeting agreed that this proposal should be referred to the WG10, considering their plans to meet during mid 2006.

In conclusion the meeting agreed to finalise the Draft Operational Documents for issue with any outstanding comments being referred to the next WG 10 meeting. At that time the WG may also consider feedback from early stages of implementation of the programme.

[\[Recorded Decision 2005/20 \(ExMC/300/Inf\)\]](#)

10 IECEx MARK

Documents considered:

- **CAB/534/R** – Report from CAB WG7
- **CAB/547/DL** – List of CAB Decisions, June 2005
- **ExMC/257/CD** – Draft Regulations for the use of an IECEx Mark

The meeting noted the previous ExMC support for an IECEx Mark, and was asked to consider the possible structure and framework for the introduction of an IECEx Mark, based on the model included in CAB/534/R.

In noting that an ExMC WG, also WG7, had previously carried out work in this field the suggestion was made that it should recommence its work with AU Suggesting Mr Tim Duffy, U.S, as convener. At the same time it was also agreed to restrict the use of the IECEx mark



to equipment. The meeting further noted ExMC/257/CD, Draft regulations with the Secretary advising that this document incorporates the great deal of work done by the CAB WG7, which is now to be disbanded.

Membership of the re-constituted ExMC WG7 to be as follows-

US - Tim Duffy, Convenor
AU - R. Wigg
GB - A Ogden
US - K McManama
Secretary C Agius
Treasurer H Berger

The meeting supported the Draft IECEx Mark Regulations, noting that these reflect the great deal of work undertaken by the CAB WG 7, including legal advice received to date.

In further discussion the meeting acknowledged the desire for the proposed IECEx Mark to be used on a voluntary basis.

[\[Recorded Decision 2005/21 \(ExMC/300/Inf\)\]](#)

11 REPORT FROM ExTAG

In introducing this item the Chairman noted that while a great deal of work is undertaken here in ExMC concerning the overall management of IECEx, it is the Technical Work of ExTAG that instils the greatest level of confidence in the Scheme. He continued, "ExTAG provides the scheme with the solid foundation necessary to build its success". The Chairman then handed the meeting to Mr McManama in his role as ExTAG Chairman.

Mr McManama, as ExTAG Chairman, commenced his report by emphasising both the importance and benefits to be gained by attendance at the ExTAG Training Workshop generally held on day 1 of the ExTAG meetings. He continued that as usual the workshop had been extremely well received and expressed his appreciation to all experts who had participated. He thanked the speakers for their excellent presentations, Mr Ian Cleare's presentation on Sub-contracting as well as presentations from Mr Evans Massey, Mr David Walker, Mr Michel Brenon (ExTAG Secretary) and Mr Chris Agius (IECEx Secretary). Mr McManama informed the meeting that these presentations would be available on the IECEx Web Site.

Covering day 2 of the ExTAG Meetings, Mr McManama noted that a restricted session, which included discussions on ExTL/ExCB assessments, had been held. In the past concerns had been expressed in relation to the consistency and level of competency of the assessments. The aim was to ensure a high consistency and thereby ensure the credibility of the assessments.

Broad issues which arose from these discussions included:

- Permitted use of subcontracting that could be accepted locally but cause a problem at international level
- Lack of equipment in labs possibly leading to a withdrawal of part of the scope.



- Use of ISO 9000 auditors to assess manufacturers shown to be insufficient. Technical competency is needed resulting in a questionnaire to assess the competence of all assessors and, in some cases, co-auditing ILAC which has been conducted.

The meeting recommended the re-activation of ExMC *WG4, Technical Reference Group for Assessment of ExCBs and ExTLs*, as well as identifying the need to formalise a training programme.

Mr McManama then reported that the ExTAG meeting discussed the issue of co-operation between bodies. Reiterating that it is of primary importance for the success of the Scheme that ExMC and ExTAG members be aware of their responsibilities as ExCBs and ExTLs, in respecting in the sharing of issues related to the functioning of the IECEx Scheme. Further emphasising that it is essential for all issues, should they arise, to be dealt with initially within the IECEx prior to any public discussion that may discredit any member or the scheme.

In consideration of the above the ExTAG meeting resolved to propose the following actions to ExMC:

1. A code of conduct for member ExCBs and ExTLs on the expected levels of service and commitment to the IECEx Scheme should be developed
2. Endorsement of the current systems and work done by the ExMC Secretary on matters related to complaints handling against the Scheme, noting the Secretary's introduction of an IECEx Complaints Register.
3. Consideration of potential penalties for non-compliance with the Code of Conduct, such as levies

Mr McManama then reported on the concerns raised with regards to CoCs covering multiple products, i.e. products not within the same family. It is suggested that the IECEx Secretariat review the CoC Scope of coverage. Suggestion has been made that this last provision should be part of a Decision Sheet as to how to draft, a CoC, in this instance. Mr Ron Sinclair volunteered to prepare ExTAG DS.

Mr McManama then went on summarising the outcomes relating to ExTAG WGs.

- The meeting was advised that WG I Governor, Mr Peter Smith, is unable to continue in his role, and has resigned. The Chairman thanked Mr Smith for his considerable contribution to the Scheme, which had been ongoing and dedicated since the very early days of its development. Continuing that Mr Smith's contribution to the compilation of the Scheme's ExTRs cannot be over emphasised. The meeting supported the Chairman's suggestion to extend a formal appreciation to Mr Smith for his work. It is to be noted that Mr Paul Kelly, of UL, volunteered to take over this work and look towards the future when preparation of ExTRs will be appropriately funded.
- Noted updated report by WG3 Convener Mr Birch on Documentation circulated as green paper ExTAG(Buxton/Sekretariat)05. Comments to be sent back by the members. The report is to be made available on the IECEx Web Site



- WG4 - Dr Johansmeyer reported and agreed to continue work on GUM taking into account the work of CTL 001
- The scope of ExTAG WG 5 was found to overlap with ExTAG WG 6. Therefore the merging of these groups was proposed and agreed. ExTAG WG 5 is thereby disbanded and the former Convenor, Mr Paul Kelly, has agreed to become a member of ExTAG WG6.
- WG6 will look at issues surrounding, "Testing at other locations", with Mr Brenon, Secretary ExTAG, as convenor. Mr Brenon's report was a Powerpoint presentation and will be posted to the IECEx web site for perusal and comment. Comments on ExTAG/76A/CD to be sent to Christine Kane within the next 2 months
- WG7 Joe Gryn - Exchange of priority information between ExCBs. Green Paper, ExTAG(Buxton/Secretariat)05, was provided with a 2 month period for comments to be provided. Comments to be sent to the ExTAG Secretariat via- Christine Kane.
- WG8 David Walker- Guideline for IS assessment was noted and agreed to the publishing of this document immediately for posting on the web. Mr McManama advised that ExTAG would welcome comment while the document is in use.

Mr McManama further noted that there had been various technical discussions and, in particular, ExTAG's formation of a new WG to examine the introduction of Ex 's' into the IECEx Scheme.

In conclusion, Mr McManama noted the following ExTAG recommendations for consideration by ExMC

1. Formalise a Training Programme for Assessors and re-evaluate the existing pool of assessors and reactivate ExMC WG4
2. Introduction of a formal Code of Conduct for ExCBs and ExTLs
3. Scope of coverage of IECEx Certificates

ExMC Discussion on ExTAG Recommendations

Recommendation 1

Training Program and re-evaluation of Assessors.

ExMC Agreed to combine ExMC WG4 and ExMC WG6 work in order to "Develop a training program and system for the re-evaluation of assessors". Also to look at reconfirming assessor capabilities within the existing pool as well as confirming their availability. It was suggested that the training programme include Repair and Overhaul Assessors.

CA suggested that the existing Assessors be used as facilitators for such training. Noting that one method of training would be to allow for candidates assessors to attend assessments as observers.



Jim Munro (WG Convenor)
GB - to nominate
CN – Mr Zhang Wei
DE – Mr Karl-Heinz Schwedt
IECEX Secretary

Recommendation 2

As a formal reminder of the expected conduct by all bodies in the IECEx Scheme A “Code of Conduct” to be developed. For those who do not comply to this “Code of Conduct” it is suggested that penalties be applied. The ExMC Chairman suggested that this code should become part of rules in IECEx 02. The ExMC secretary explained that a system had already been set in place for the recording and investigation of complaints and that an IECEx Complaints Register has been established. The members agreed that the secretary, in consultation with the ExMC Chairman, prepares a “Code of Conduct”.

Recommendation 3

Also it was decided that the ExMC secretariat check CoCs on the coverage for the same family of products e.g. fluorescent lights and sodium vapour lamps being covered by the same CoC

The Secretary shall also work closely with Mr Sinclair and the ExTAG Chairman and Secretary in the development of an ExTAG Decision sheet

Members noted the discussion and the review of CoCs by secretariat and agree to continue and take into account

[\[Recorded Decision 2005/22 \(ExMC/300/Inf\)\]](#)

12 REPORT FROM IEC TC 31

The meeting received a report from the IEC TC 31 Chairman, Mr Jim Munro, concerning TC 31 activities and work since the last ExMC meeting. Agree to attach TC31 chairman report to the ExMC minutes (see green papers folder for ExMC)

Issue of ISO proposal

- IECEx 01 allows for
- Notice of Meeting on IECEx website
- Informed of the growing interest in TC 31 activity with growing MT

The meeting discussed the various options for dealing with the pending introduction of ISO committee for Ex Standards.

AU proposed to extend scope of the IECEx Scheme to cover all ISO and IEC standards. Possible suggestion - an agreed division of work between IEC and ISO in the area of Ex work.

CA clarified that they would not necessarily oppose use of other Standards.



GB 's view on ISO proposal is that they feel an orderly division of labour could be a solution but with GB putting in a counter proposal to ISO to share division as follows

- Protection Concepts → IEC
- Systems such as Flame arresters → ISO
- Materials as joint

GB support the work move forward in an orderly manner.

SE advised they intend to vote “No” and the members discussed this further.

US agreed to revisit the rules and intend to change their focus of IEC standards to International Standards.

[\[Recorded Decision 2005/23 \(ExMC/300/Inf\)\]](#)

13 IECEx INTERNET BASED “ON-LINE” CERTIFICATE OF CONFORMITY SYSTEM

This item was discussed in combination with Agenda Item 19. *Refer to Item 19.*

14 IECEx BULLETIN

The Secretary informed the meeting that work on the 3rd Edition of the Bulletin is ongoing and that a draft has been circulated for comment.

The Secretary requested that information and responses to the Secretariat are received in a timely manner noting the need to issue a revised 3rd edition of the Bulletin as soon as practicable. The publication of this document requires a timely response to request from the Secretariat.

15 PROMOTION OF THE SCHEME

The IECEx Chairman, in his capacity as Convener of WG8 -*Promotion of IECEx to Regulators*, reported on the work carried out to date, noting the industry workshops as well as other areas. The Chairman informed the meeting of the various invitations that had been received at the secretariat saying that these invitations “gave many opportunities for promotion of the scheme”. The Chairman gave further information on progress of work within the ATEX system concerning the growing awareness of IECEx Certification, which could, in the future, be seen as addressing the “Product Conformity” requirements of the ATEX Directive.

The meeting also noted the various industry dialogues undertaken by various IECEx experts

GB advised that the UK regulator, present at the IECEx 2005 Wednesday Seminar, had gone away with a very good impression of the IECEx Scheme. The seminar had removed many of the concerns previously held by the regulator. GB also informed members that in February 2006, a conference is to be held in Coventry, Hazard Ex Conference, suggesting that this conference might well be seen as an ideal opportunity to promote the scheme.



The Secretary also added that the IECEX Secretariat is a resource that can be called upon to assist in the promotion and the development of presentations. The secretary reminded the members that the IEC assists in publishing articles and stories.

16 ExNB GROUP REPORT

The meeting noted that both Vice Chairman of the ATEX Notified Bodies Group, Mr Sinclair and Mr Piquette, were in attendance at the meeting.

The meeting was reminded that ATEX is a legal trade instrument in the form of a Regulation and not a certification scheme. The work of ExNB being equivalent to that of ExTAG

The meeting also noted that the 2nd edition of ATEX Guidelines, 75 pages, is now available and is free of charge from Commission Web Site. The guidelines now consider equipment where hazardous areas are both inside and outside plus the consideration of assemblers.

The Chairman thanked both Mr Sinclair and Mr Piquette and other ExNB members for their information.

17 BOARD OF APPEAL

Document Noted

- **ExMC/158/Inf** – Membership of the IECEX Board of Appeal

The meeting was requested to nominate members to the IECEX Board of Appeal as many of the members had completed their second 3 Year term.

The following nominations were received

- GB - Ron Sinclair
- AU - Jim Birch
- US - Robert Martell
- DE - Gerhard Schwarz
- GB - John Allen
- CA - to be advised

These nominations were endorsed by the meeting for submission to CAB for approval
[\[Recorded Decision 2005/25 \(ExMC/300/Inf\)\]](#)

18 FINANCE

Document noted:

- **ExMC/275/CD** – 2004 Accounts
- **ExMC/242/Inf** – 2004 Audited accounts



18.1 The Treasurer presented the 2004 accounts, noting the work done to minimise costs. The Treasurer advised that these accounts had received a favourable audit report from the IEC Financial auditors. The meeting agreed to their acceptance.

18.2 OD 019 Version 1 – Current IECEX Participation Fees was noted

The Treasurer introduced this new Operational Document, noting that he believed it is important to have all fees and costs associated with IECEX participation, centrally located.

The meeting appreciated this work with GB questioning the amount of the fees, such as surcharges, noting the amount of surcharges for manufacturers from one country (India?) exceeded annual dues. GB suggested that there might be an opportunity to place a “cap” on the level of surcharges. Some Members commented that Surcharges were designed to encourage Membership and placing such a cap would not achieve the IECEX objective of increased membership.

The meeting agreed that, should GB wish to proceed with this issue, GB prepare a proposed amendment to OD 019 for consideration by the ExMC.

There was further discussion relating to surcharge fees particularly those paid by India. The Chairman suggested that, on the Scheme’s behalf, he contact India explaining the benefits of joining the IECEX Scheme. The U.S advised that during discussions on a recent visit by Indian representatives, they had expressed some interest in the Scheme with the meeting agreeing that the Secretary consult with Mr MacManama and Mr Kelly on who best to contact concerning interest from India.

18.3 2006 IECEX Budget

Document Considered

ExMC/276/CD – Draft 2006 Budget

The Treasurer presented the draft budget for 2006, ExMC/276/CD, explaining that there were no plans to adjust annual fees included in this budget. Furthermore, he advised the meeting, there had been no increase in annual fees for the past 6 years. He concluded however, that a real need exists for the IECEX, as part of good fiscal management programme, to build a suitable reserve.

The Treasurer also noted special projects that may impose additional costs upon the Scheme, such as:

- Certificate Reviews
- Assessment of ExTR/QAR review
- Enhancements/Improvements to the IT System for the « On-Line » CoC system

CA sought clarification of “XXXX” CERTIFICATE FEE, commenting that there is a need to clarify as to whether this covers both Certificate Fees and Surcharges.



GB proposed separate reporting on the fees between Certificates and Surcharges. GB then asked when would National Dues be reduced stating that a reduction in fees would be a major contribution to increased membership of the scheme.

Various Members did not support a reduction in fees, at this stage. It was acknowledged that while, on an annual basis, IECEX is in a sound financial position, there is an immediate need to build a suitable reserve thereby supporting the Treasurer's earlier comment.

The meeting agreed to look at a reduction in annual fees at a future stage, only after a suitable reserve has been achieved.

On this basis the meeting approved the 2006 Budget, as proposed, for submission to CAB for approval.

[\[Recorded Decision 2005/26 \(ExMC/300/Inf\)\]](#)

[\[Recorded Decision 2005/27 \(ExMC/300/Inf\)\]](#)

[\[Recorded Decision 2005/28 \(ExMC/300/Inf\)\]](#)

19 IECEX INTERNET WEBSITE

The Secretary reported on the latest developments on the IECEX Website, primarily the expansion of the IECEX "On-Line" CoC system, noting in particular the following enhancements that are expected to come on line by end 2005

- ExTR Database
- QAR Database
- Linkage between Certificates and ExTRs and QARs
- Improved systems for entering information on Certificates
- New formatting tools for entering CoC data

The Secretary further advised the meeting that all this work is handled through the IEC Central Office IT Department. He continued, "Utilising these systems, within the IEC system, can be seen as not only efficient, but also a means to keep costs down and prevent unnecessary duplication". Furthermore, "many of the new enhancements introduced to serve the IECEX Scheme are also being introduced in other Schemes, eg the "On-Line" system used for IECQ Approvals".

The Secretary also commented on the balance between providing a practical and working set of IT tools for all IECEX Members and Stakeholders while being mindful of both development and maintenance costs.

GB expressed concern over the web site security and suggested that there may be a need to increase the levels of password security, with the Secretary advising the meeting that the IECEX CoC system is protected and backed up using the same systems used to protect IEC's Intellectual Property, i.e. Standards as well as customer and financial transactions, it was agreed to revisit this in the near future.

In closing the Secretary advised that should any ExCB feel the need to change their username and password they just needed to contact the Secretary.



[\[Recorded Decision 2005/29 \(ExMC/300/Inf\)\]](#)

20 REVIEW OF CURRENT ExMC WORKING GROUPS (WGs)

- WG1 - Revision of Scheme Rules *New IECEx 02*, Convener = Secretary**
- WG2 - Additional Technical Guidance Docs. Convener = Mr Cleare, UK**
- WG5- Quality System Requirements, Convener = Secretary**
- WG6- Review of ExCB, ExTLs Assess, Convener = Secretary**
- WG7- Introduction of IECEx Mark, Convener = Mr Duffy**
- WG8- Regulatory Recognition, Convener = IECEx Chairman**
- WG9- Ex Proficiency Testing, Convener = IECEx Chairman**
- WG10 -Certification of Repair Facilities, Convener = Secretary**
- WG11 - Certificates of Conformity issued to distributors, Convener = Mr Sinclair**

The TC31 Chairman, Mr Jim Munro, suggested that there was a real need to re-activate ExMC WG 9 *Ex Proficient Testing*. The WG Convenor, Dr Klausmeyer, advised that some initial work on proficiency testing, concerning the comparison of explosion pressures, had been undertaken. It was acknowledged that cost is a real concern related to proficiency testing. Mr Munro offered his name to be a member of ExMC WG9; this was agreed by the meeting.

In reviewing all other WGs the meeting agreed/noted the following:

- Mark Hikspoors of KEMA, NL to join WG7 Mark
- WG 11 Convenor, Mr Sinclair, advised that, a draft on CoC of distributors is being prepared by the WG. Mr Sinclair advised that discussions within WG11 raised different practises
 - Who for CoC?
 - Name on CoC and
 - Application of Quality Systems
 - Applicant/manufacturer/listee

The meeting agreed that WG 11 might wish to pass their document, and work to date, to WG1 for further consideration as to its possible impact on the rules of the scheme

[\[Recorded Decision 2005/30 \(ExMC/300/Inf\)\]](#)

21 PROPOSAL TO INTRODUCE COMPETENCY ASSESSMENTS IN IECEx

Document Considered:
ExMC/296/CD – Draft proposal from AU

AU presented the background to their proposal relating to “Competency Assessment”. AU asked that this proposal be seen as the basis for a possible extension to the scheme, noting that competency in the areas of testing and certification, have been and continue to be, the foundation of the IECEx scheme.

AU further advised the meeting that the need for addressing the area of “Competency Verification”, beyond Ex Testing and Certification in this area, is now even more immediate given the introduction of repair and overhaul, envisaged to take place early in 2006. AU



continued that while many countries have education systems for this particular area at a national level, the AU proposal is to run a verification process that is consistent and transportable. In concluding AU commented on the strong support, already indicated by many large end users, who have operations in many different countries.

The Chairman thanked Mr Wigg, from AU, for this detailed outline of the proposal and then invited discussion.

The US noted the merits of the AU proposal and suggested that this area needs further thought before the possible introduction of any such new business. The US suggested that a WG be formed to determine both need and structure.

CA supported the US and suggested that a business plan should be drawn up.

CN supported these approaches but reminded the meeting that the IECEx core is support of the areas of equipment and services. CN has a real concern that the scheme maybe taking on too much too soon.

DE indicated support for the AU proposal

GB agrees with the suggestion to form a WG and suggested that it take into account the following-

- Installation
- Inspection
- Maintenance

US and DE agreed with GB noting that these specific areas are those where Ex competency is paramount.

AU agreed, but expressed concern that if IECEx does not provide this service then someone else may do so, reiterating their stand that the IECEx needs to maintain control.

The US commented that they do not, at this point in time, wish to proceed with the AU Draft in its current form.

CA supported CN in their concern about taking on too much too soon.

FR agreed that a WG be formed

NO supported the AU proposal.

The discussion continued with the members agreeing to set up a working group and to consider the AU proposal with its work initially focusing on-

To determine whether or not there is an industry need for an International verification/certification system for Competency in the Ex field. In doing so the WG may also wish to propose a possible framework/guidelines should their investigations reveal such a need.

Membership of the group to be as follows-

AU - Mr Wigg- Convener
US- Paul House



GB - UK to nominate
DE- Germany
FR- to nominate
NO - Thore Andersen

[\[Recorded Decision 2005/31 \(ExMC/300/Inf\)\]](#)

22 OTHER BUSINESS

Matters for discussion not listed on the Agenda.

22.1 Alternate forms of IECEX Membership

Document discussed

[ExMC\(Buxton/Secretariat \)05 Proposal on IECEX Memberships](#)

Prepared by Mr Joe Gryn.

The Chairman invited Mr Gryn to present this document. Mr Gryn explained that the document suggests different types of membership, which would extend the membership base to include those who could be interested in the services of IECEX.

Mr Gryn, CA, pointed out that at the present there are only 2 forms of membership

- 1- Member Body
- 2- ExCB or ExTL

We know that other countries/organisations may wish to have an interest in the IECEX and the sharing of information. There may also be groups within the Ex industry who might also be interested. Mr Gryn's document is centred on the concept of "Access to Information" and proposes/identifies 7 different types of memberships.

Mr Gryn advised that feedback from manufacturers indicates that options 4, 5, 6 and 7 would be supported but should be treated as separate. He continued, that these options would also enable experts, from outside the IECEX, to provide valuable input to WGs.

The Chairman thanked Mr Gryn for his work noting that something similar existed in the standardisation work through P and O membership.

The meeting then discussed Mr Gryn's proposal and questioned whether the current rules would allow this.

FR suggested the forming of a small WG to decide what type of information would be permitted to the various parties is one way forward.

The U.S supported FR in the establishment of a WG that would identify the various interests and levels.

Mr Gryn felt the first task of such a Working Group could be a survey of National Committees.



Members had general discussions noting various matters such as costs and fees and their implications.

GB raised the concern that this may lead to a fragmentation of interest at the national level

CN proposed that this could be handled by-

1. Consideration by national committee
2. A WG, and that if a WG is formed then CN would nominate

CN also commented that there might be other problems concerning how IECEX interests are handled at national level.

GB believed that it would be best to wait for national comments prior to the commencement of any work.

Following further discussions AU, with support from the U.S, suggested that a WG be convened to commence work as soon as practicable

Working Group Members/nominations

CA - Joe Gryn (Convenor)

AU - TBA

CN - TBA

FR - Michel Brenon

GB - Ian Cleare

US - TBA

All nominations relating to WG membership should be sent to the Secretariat by the end of year.

[\[Recorded Decision 2005/32 \(ExMC/300/Inf\)\]](#)

22.2 Utilisation of the Pool of Assessors

RU expressed concern that the wide use of the Assessor pool had not taken place during 2004/2005 and that the many assessors had been under utilised. For example RU's assessor had not been utilised at all during this time period.

In general discussion, the Secretary commented that he agreed with the comments of RU in that IECEX assessments are the foundation of the confidence building exercise and credibility of the IECEX Scheme, as such there was a need to ensure that strict consistency in assessments was maintained as well as the assessments being conducted in a timely manner. Furthermore the Secretary commented on the complexity associated with Ex testing and Certification and the need to ensure a thorough assessment which in almost all cases resulted in a great deal of follow up work well after the site visit and while IECEX Assessors may be able to commit to a few days for an on-site assessment, committing to time to attend to follow up issues is difficult as they perform their core employment roles.

In conclusion, the Secretary commented on the fact that as the IECEX Scheme now has a mature set of Rules and Operational Documents the assessment process should be a more structured process. In addition, he commented that many of the new applicant ExTLs and



ExCBs are making use of “pre-assessment” visits to determine their preparedness for the full IECEx assessment.

In discussion, the meeting noted the previous decisions, under Item 11 above and also agreed for this matter to be further considered among the IECEx Officers for reporting back to ExMC.

The Chairman thanked RU for raising the important point of assessments re-iterating his earlier comments concerning the solid foundation IECEx assessments have provided the Scheme and also conveyed a note of thanks to all current and past Ex experts that have served as Assessors.

[\[Recorded Decision 2005/33 \(ExMC/300/Inf\)\]](#)

22.3 Notification of changes to National Differences

The subject of “National Differences” was raised, in particular, when changes occur at the National level concerning changes in conditions for certification. FR commented that as the IECEx Scheme progresses this would become an important issue

CN gave supporting comments concerning the need to identify when changes occur but, also, added various additional elements including “ How to use” Standards at the National level and when do new standards or their revisions apply?

Following general discussion, the meeting agreed to form the following Ad Hoc WG to consider these issues and report back to ExMC -

Adhoc WG

IECEx Secretary- Convenor

US- Paul Kelly

FR- Michel Brennon

CA- Dave Adams

RU indicated their offer to assist with information but not to serve on the WG.

[\[Recorded Decision 2005/34 \(ExMC/300/Inf\)\]](#)

22.4 Certificates of Appreciation

The following Experts were presented with an IECEx Certificate of Appreciation, in recognition of their long standing contributions as follows:

Mr Joe Gryn (CA) As recorded in Item 5 above for his distinguished service of two terms as IECEx Vice-Chairman, which included serving as IECEx Chairman during 2002.

Mr Ian Cleare (GB) In recognition of his enormous contribution as the IECEx Founding Chairman of the IECEx Managing Committee.

Mr Alain Czyz (FR) In recognition of his loyal support and contribution over many years, noting his pending retirement from INERIS.



23 REVIEW OF DAY 1 DECISIONS

The meeting reviewed the list of decisions from day 1 as recorded in [ExMC\(Buxton/Secretariat\) 03 Day 1 Decisions](#) and agreed to the following amendments:-

Decision 21

Reference to GB should be U.S. for Kerry McManama

Decision 22

1. Change calibration of Assessors
2. Also add GB to the WG for item 1

Decision 17

SP is in SE not Germany

These changes to the Record of day 1 decisions have been detailed in

24 REPORT TO CAB

The meeting was advised that the Chairman and Secretary would attend the upcoming CAB Meeting to be held in Cape Town. They will report on these meetings with the Chairman and Secretary informing CAB of the very strong industry representation present at the Buxton 2005 IECEx Meetings and their success.

[\[Recorded Decision 2005/35 \(ExMC/300/Inf\)\]](#)

25 NEXT MEETING

The Chairman noted previous offers to host meetings as follows:

- 2006 China
- 2007 USA
- 2008 France

The Chairman, on behalf of Members, expressed the meetings appreciation for the willingness to host these future meetings, noting the great deal of work and costs associated with such an event. At the same time however he highlighted the many benefits that such a forum brings.

2006 Meetings

Mr Xie thanked Mr Sinclair and his staff for their wonderful hospitality, which had undoubtedly contributed to the success of the meetings. He informed the meeting that China is now looking forward to hosting the next series of meetings, *Chinese style*. The meetings are scheduled for 4th – 8th September 2006, in Shanghai.

China also plans to follow a similar style of format including an industry seminar.



2007 Meetings

The US informed the meeting that they are looking forward to hosting the meetings in the last week in September or 1st week October 2007. The meetings are to be held in Denver Colorado.

26 CLOSE OF MEETING

The Chairman noted that the meetings had had an extensive workload and congratulated the delegates for achieving a conclusion to such a full agenda. He commented on the professionalism, dedication and overall friendliness, of all the experts as the key instruments to achieving such an excellent result.

The Chairman, on behalf of the delegates, expressed appreciation to the Malaysian observers for attending and asked them to consider joining the scheme. He thanked Mr Sinclair and his BASEEFA staff for their very efficient preparations and for the wonderful venue with excellent facilities. He concluded that he would look forward to seeing everyone next year in Shanghai.

The Secretary thanked all of the Baseefa team involved in the preparation and running of the meetings, for their efficient and hard work, which had been very much appreciated especially Mr Simon Davies and Nickie.

The meeting also noted the sterling work carried out by Isabel Sinclair and extended their sincere thanks.

The meeting closed at approx 4.15pm on Day 2.

[\[Recorded Decision 2005/36 \(ExMC/300/Inf\)\]](#)



Action No.	Mins Item	Action	By Whom	Completion Date
1	4.1	Copy of the presentation on "Role of CAB" by Mr Gryn, to be made available to ExMC Members	Secretariat	Following the meeting
2	4.3.1	Chairman and Secretary to convey ExMC's views to CAB concerning the future of CAB WG 7	Chairman	At the next CAB Meeting
3	4.3.3	Chairman and Secretary to convey ExMC's views to CAB concerning the issues surrounding Conformity Assessment for Hazardous Substance.	Chairman/Secretary	At the next CAB Meeting
4	5	Secretary to present ExMC Nominations for CAB approval	Secretary	At next CAB meeting
5	6.3	Secretary with the assistance of Mr Kelly and Mr McManama to contact India concerning interest in joining IECEX	Secretary	Following the meeting
6	6.5.1	Expand ExMC/251/Q to provide for the recording of "the Rationale" behind the decision to grant or not grant an extension.	Secretariat	Following the meeting
7	6.5.1	Members to provide any additional comments to ExMC/251/Q by the end December 2005.	Members	End December 2005
8	6.6.1	ExTR QAR surveillance procedure, in OD003 - Member Bodies to submit any additional comments to the Secretariat by end 2005	Members	December 2005
9	6.6.1	OD 003 to be expanded to reflect the decisions of the meeting concerning the use of Assessors from the same country but not as Team Leaders	Secretary	Following the meeting
10	7.2	The matter raised by CA concerning use of more than 1 ExTL by an ExCB to be referred to WG1 for further consideration	Secretary	Prior to next meeting
11	8	Incorporation of decisions of the meeting into the final IECEX 02 for publication following the meeting	Secretary	Following the meeting
12	9.1	Finalise IECEX 03 publication with remaining recorded comments to be submitted to the Working Group WG10 for their inclusion in either an amendment or future revised edition.	ExMC WG10	Following the Meeting
13	9.2	Finalise the issuing of Operational Documents concerning Service Facilities – with the recommendation to include witness auditing of ExCBs to be referred to the WG10. Also noting the planned meeting of WG10 for 2006	Secretary +ExMC WG10	July 2006



Action No.	Mins Item	Action	By Whom	Completion Date
14	10	To re-constitute the IECEX WG7 Work on introduction of an IECEX Mark, and progress with the development of systems for introduction of an IECEX Mark	ExMC WG7 and Secretariat	Following the Meeting
15	11	Development of a Code of Conduct to cover expectations of ExCBs and ExTLs	Secretariat	Prior to next meeting
16	11	Development of a Draft ExTAG Decision Sheet on CoC Scope coverage for product families	Mr Sinclair	Prior to next meeting
17	11	The re-activation of ExMC <i>WG4 Technical Reference Group for Assessment of ExCBs and ExTLs</i> .	Mr Munro WG Convener	Prior to next meeting
18	14	Finalisation and publication of 3 rd edition of The IECEX Bulletin, with a call for input from all Members. Assistance of Members in providing timely responses is appreciated	Members	As soon as possible
19	17	New nominations for appointment to the Board of Appeal to be submitted for CAB approval	Secretariat	At the next CAB Meeting
20	18.3	The meeting endorsed the draft 2006 budget for submitting to CAB for approval	Chairman	At the next CAB Meeting
21	21	To form a new Working Group to determine how the issue of Competencies in the Ex field is handled	Secretariat	Following the meeting
22	22.1	To form a new Working Group to determine various forms of membership	Secretariat	Following the meeting
23	22.2	Utilisation of the IECEX Pool of Assessors to be reviewed	Officers	Following the meeting
24	22.3	Adhoc WG to be formed to determine the notification of different conditions that may exist among countries concerning the acceptance of Ex equipment and systems	Secretariat	Prior to next meeting