



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

Title: Report from the WG 12 – Competencies

Circulation: IECEx Management Committee (ExMC)

INTRODUCTION

This Document provides a report of the April 2008 WG 12 meeting and work associated concerning Personnel Competencies.

This report is issued for consideration during the Paris October 2008 ExMC Meeting.

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May, 2008

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

Title: IEC Ex MC-WG12 Personnel Competencies

**Minutes of Meeting held on 14th, 15th, & 16th April 2008
at Dowding & Mills, Camp Hill, Birmingham B12 0JJ U.K.**

MEETING of IEC ExMC WG12

MINUTES

Members:

Present:

| | | |
|------------------|-----------------------------|--|
| Ralph Wigg | E-x Solutions International | Australia - Convener |
| John Allen | Dowding & Mills | UK |
| Thore Andresen | NEK | Norway |
| Jeff Healey | Dow Corning | UK |
| Thierry Houeix | Ineris | France (Only 15 th & 16 th) |
| Paul House | Thermon | USA |
| Patrick Leroux | Total | France |
| Alan Ogden | Baseefa | UK |
| Ron Sinclair | Baseefa | UK |
| Peter Thurnherr | Thuba | Switzerland |
| Wayne Thomas | SIRA | UK |
| Working Group 12 | WG | |

Apologies:

| | | |
|------------------|-------|-------------|
| Chris Agius | IECEX | Australia |
| Dave Adams | | Canada |
| Olivier Cotton | | France |
| Michel Lhenry | ABB | France |
| Heribert Oberhem | | Germany |
| Theo Pijpker | KEMA | Netherlands |
| Øyvind Saether | | Norway |

Introduction:

The Convenor welcomed the members to the meeting and particularly noted a number of new members who had joined the Working Group. Mr John Allen again agreed to take a record of the meeting. The meeting hosts Dowding & Mills (courtesy John Allen) were thanked for the invitation and their hosting of the meeting.

Statement from hosts, Dowding & Mills including procedures for the 3 days.

The meeting was briefed by the Convenor noting the current status and identifying the documents relating to the task.

In addition the Minutes of the last meeting, comments from Patrick Leroux & comments from Theo Pijpker were noted and allocated to the appropriate discussions during the meeting.

Business Development Plan

Report from Denver meeting of ExMC [ExMC_413_RM] and the draft Report from Business Development Working Group meeting in Singapore [12th March, 2008] were discussed. Details as requested by WG13 relating to:

- Certificates
- Validity period
- Surveillance
- Costs
- Marketing plan, strategies / costs
- Demand Drivers for this new program

This report identified issues such as privacy laws and restrictions on website information that is public, the form the certificate should take, the period of validity and philosophies for surveillance, recommended costs for the initial certificate and the revalidation, reasons for competencies being needed, the major organizations that will influence the program, the validity periods, costs, marketing – draft report of meeting, why are competencies needed, who needs the competencies, what the competencies will provide and how the competencies will be promoted.

IECEX05 - Rules for Personnel Competencies

This document has been discussed at the 2 previous working group meetings and was subjected to a thorough review. It is now finalized as latest draft 'ExMC_xxx_CD_IECEX05 Rules draft' and will be ready to be issued to National Committees for comment.

It was identified that it will be necessary to amend IECEX01 to ensure it covers competency of personnel adequately when approval for this program to go ahead is received.

ODxxxA - CB Procedures

The latest draft of 'ODxxxA - ExCB Procedures - Certificates for Personnel Competencies was discussed and the structure finished. Majority of the text was agreed for this document although it will still be necessary to further review to ensure its compatibility with the full set of documents. The major work done here included the requirements that ensures alignment with ISO/IEC 17024

ODxxxB - Application for Competency

The WG discussed the concept and prepared the introduction for this Operation Document. The full structure of the document was discussed and the framework put in place. Further work is still needed to finalise 'ODxxx - Application for Personnel Competencies' ready to be issued for comment.

ODxxxC – Assessment of ExCB's

During the meeting it became evident that a document would be needed to address the assessment of ExCBs and that this would be a similar format to OD016 for the Service Facilities program.

ODxxxD - Competency Outcomes

The presentation of Competency Outcomes was discussed taking into account the review other documentation that has been submitted by WG members for inclusion. It was identified that the document as presented was too large and not easy to read. After an explanation of the necessary elements (e.g. modules and units) the WG requested that the convenor prepare a new streamlined draft. This new draft would be based on a restricted number of units of competency as a beginning. A new draft will be prepared and circulated to WG members.

There was some discussion as to whether this document may become a specification rather than an operational document but this has been agreed to wait until the full set of documents has been prepared.

Other business

It was agreed by Working Group members that it was important that a package can be presented to National Committees for discussion at the ExMC in Paris. In order to achieve this the WG would be split into 4 sub-groups each with a lead person to complete the review of the remaining documents, WG member present could select which sub-groups they participate in whilst the WG member not present would be allocated to sub-groups by the convenor.

IECEX 05 has been prepared for submission to ExMC in Paris

The 4 documents to be prepared for submission to ExMC in Paris are re-numbered as follows

- OD xxxA Assessment of Personnel Competency by an ExCB
- OD xxxB Applicant information
- OD xxxC Assessment of ExCB's joining CoPC Program
- OD xxxD Competency Pre-Requisites and Outcomes reduce in size down to 70 pages

Close of meeting

No future meeting was scheduled as the Working Group will require a positive decision in Paris 2008 in order to continue with the work.

The hosts Dowding & Mills were thanked for the grand style in which they hosted the meeting and particular mention for the arrangements made by Mr. John Allen.

Ralph Wigg
Convenor IEC ExMC-WG12
15th May, 2008