



ExMC/620/R
July 2010

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

For Consideration by Members of the IECEx Management Committee, ExMC

Report from the Convener of IECEx ExMC WG 12 – Personnel Competencies

Introduction

This document contains a report of the June 2010 Oslo meeting of ExMC WG12 concerning further work within the IECEx Personnel Competence Certification Scheme (CoPC) and forms part of the report from the WG12 Convener, Mr Wigg, that will be given at the Berlin 2010 ExMC Meeting.

At the Berlin 2010 ExMC Meeting Members will be asked to both note this report and consider the recommendations contained.

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July, 2010

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

Title: IEC ExMC-WG12 Personnel Competence Certification Scheme

Minutes of the 6th Meeting held on 14th & 15th June, 2010 at Norsk Elektroteknisk Komite, Strandveien 18 - Postboks 280 - 1326 Lysaker Norway.

MEETING of IEC ExMC WG12

MINUTES

1 Members:

Present:

Ms Ursula Aich`	Regierungspräsidium Darmstadt	GERMANY
Mr John Allen	Sulzer-Dowding & Mills	UNITED KINGDOM
Mr Thore Andersen #	NEK	NORWAY
Mr Bob Cooper	SIRA	UNITED KINGDOM
Mr Thierry Houeix	INERIS	FRANCE
Mr Patrick Leroux	TOTAL	FRANCE
Dr Heribert Oberhem	CURRENTA	GERMANY
Mr Allan Ogden	BASEEFA	UNITED KINGDOM
Mr Theo Pijpker	KEMA Quality	NETHERLANDS
Mr Hylton Reid	SIRA	UNITED KINGDOM
Mr Kent Ruuth	Kent Ruuth Konsult AB	SWEDEN
Mr Bjorn Spongsveen #	NEK	NORWAY
Mr Ralph Wigg	E-x Solutions International	AUSTRALIA – Convener
Mr Chris Agius	IECEX	Observer
Mr Ben Johnson ****	Thermon	Observer

Apologies:

Mr Dave Adams	CSA	CANADA
Mr Olivier Cottin	INERIS	FRANCE
Mr Christian Karlsen	DNV	NORWAY
Mr Ian Neeson		AUSTRALIA
Mr Peter Thurnherr	THUBA	SWITZERLAND
Mr Paul House ****	THERMON	USA
Mr Marc Krugmann	TÜV Rhein	GERMANY

Absent:

Ms Patricia Pasemko	CSA	CANADA
Mr Mika Penttila	ABB Oy	FINLAND
Mr Ron Sinclair	BASEEFA	UNITED KINGDOM
Mr Klaus Wettingfeld	TUV Rhein	GERMANY
Mr Heinz Farke	TÜV Rhein	GERMANY

**** Mr Ben Johnson as an observer in lieu of Mr Paul House.

Mr Bjorn Spongsveen to replace Mr Thore Andersen who is retiring

2 Introduction

Thore Andersen welcomed the delegates to NEK. Members were advised that Canada have made available a Handbook and documents which will be added to the website for reference.

3 Status and procedures

3.1 Bob Cooper agreed to record the minutes of the meeting.

3.2 The IECEx Personnel Competence Scheme was given final approval at the Melbourne meeting in September 2009.

There are currently four CB's undergoing assessment. Two assessments are complete and assessment reports have been sent to ExMC members for formal voting. A decision is expected regarding the appointment of the first two CB's mid-July.

3.3 There are further applications from CB's expected shortly.

The members agreed that the term "competence" is to be used instead of the terms "competency" or "competencies" throughout all scheme documents, website etc.

Certificates will be referred to as "IECEX Certificates of Personnel Competence". Units will be referred to as "Units of Competence" etc. This aligns with the definition in ISO/IEC 17024 (Clause 3.6)

3.4 Each of the Scheme documents were to be reviewed in light of the experience gained thus far in their use.

4 Review of IECEx05 – Rules for Personnel Competence

4.1 Clause 8.5 - amended to include the procedure to be adopted where a certificate is issued in English and in another language.

4.2 IECEx05, Clause 10.1, 10.3 & Annex B – to be amended following consultation with the ExMC Secretariat in accordance with due process.

4.3 Recent assessments of applicant CBs had not uncovered any problems with IECEx05. The document was reviewed page-by-page. No further changes were highlighted.

5 OD501 - Assessment of CB's

5.1 Where the term "National accreditation" appears, this should be replaced with "accreditation to ISO/IEC 17024" (or similar) throughout the document.

5.2 The process described in step 21 and 22 of section 1 (table) was aligned for clarity.

5.3 OD501, Sect 1 - ExCBs who maintain accreditation in accordance with the requirements of ISO/IEC 17024 should not be required to submit a report to the ExMC Secretary. Instead, the ExMC Secretary will verify the status of the ExCB's accreditation on an annual basis.

5.4 OD501, Sect 2.2 - It is not possible for "one member of the original IECEx assessment team" to conduct all future ExCB surveillance visits.

6 OD502 – Application for Competence

6.1 OD502, Sect 2.3.1 – gas detection is a product type, not a type of protection.

7 OD503 – CB Procedures

7.1 Clause 4.3.2 specifies the duration of knowledge tests. A new clause 4.3.3 is added to address the length of skills (practical) tests.

- 7.2 Clause 4.3.1 - It is intended that each ExCB will conduct a written examination. However, this does not preclude the option of conducting the examination orally. If so, the process needs to be fully documented.
- 7.3 Clause 4.3.2 – the exact composition of MCQ questions is to be determined. For example, are they 4 choice or 2 choice?
- 7.4 Clause 4.3.3 (new clause) to cover duration and pass mark for skills (practical) tests.
- 7.5 It was agreed that all examinations should be “open book” and any documentation can be brought in to the exam room. However, laptop computers, PDA’s, mobile phones and other electronic devices shall not be permitted in the examination room.

8 OD504 – Competence Outcomes

- 8.1 Some minor additions and amendments.
- 8.2 Theo Pijpker discussed the subdivision of Unit 5 into 2 sections for “responsible persons” and “operatives” as specified in 60079-19.

It was agreed that at some time in the future, additional Units of competence may be added to the 10 existing Units.

Unit Ex005 specifies criteria for responsible person and operative. Therefore, any CoPC will need to specify whether the Unit 5 requirements for operative and/or responsible person have been met.

It was agreed that Units Ex003, Ex004, Ex007 and Ex008 will require modification to establish the separation of requirements for “responsible person” and “operative”.

- 8.3 Unit Ex003 Working Group (Hylton Reid & Alan Ogden) will develop Unit Ex003 to identify which criteria are applicable a “responsible person” and which criteria is applicable to an “operative”.
- 8.4 Unit Ex004 Working Group (Thierry & Alan Ogden) will develop Unit Ex004 to identify which criteria are applicable a “responsible person” and which criteria is applicable to an “operative”.
- 8.5 Unit Ex007&8 Working Group (Hylton Reid, Theo Pijpker, Thierry Houeix & Alan Ogden) will develop Unit Ex007 and Ex008 to identify which criteria are applicable a “responsible person” and which criteria is applicable to an “operative”.
- 8.6 It was confirmed that a CoPC can be awarded for Unit Ex003 without achieving competence in Units Ex007 and Ex008.
- 8.7 It was also confirmed that a CoPC can be awarded for Unit Ex002 with no prerequisites.
- 8.8 Table A1 was corrected to indicate that Ex001 is a prerequisite for Ex005 and for Ex009.

9 Draft IECEx Handbook – version 1 – draft 02.2

- 9.1 The current Handbook (and the scheme as a whole) does not cover mechanical equipment. It was agreed that as TC31 progresses with the development of mechanical standards, these should be included in the Guide.

Patrick Leroux summarized the methodology he adopted when drafting the Guide. There was little or no participation from the task team in the development of the Guide.

- 9.2 It was considered that for tradespeople (painters, welders etc.) Unit EX001 is too difficult and that there is a need for unit Ex000 (unit zero)? The discussion was inconclusive. A formal proposal from WG12 members was requested.
- 9.3 An IECEx CoPC indicates competence in the application of IEC standards. Any local or national requirements (i.e. ATEX) are not necessarily included in the scope of assessment. This needs to be made clear in the Guide.
- 9.4 Translation of documents is to be the responsibility of the applicant.
- 9.5 Validation of work experience, the requirement for a proposer/supporter to have known the applicant for 5 years is to be withdrawn.
- 9.6 Annex B1 and B2 (Typical Application Form) is to be removed.
- 9.7 Clause 5.2.2 - There is no need to include the Applicant's private address, just an address where the applicant can be contacted.
- 9.8 Where an (non English speaking) applicant is examined in a language other than English, the language of the assessment shall be stated in the PCAR.
- 9.9 Clause 5.2.3 (Nationality) removed from the Guide.
- 9.10 Clause 4.1 modified to cover the situation where educational documents are provided by an employer and/or trade association (rather than by an academic institute).
- 9.11 Clause 7 the reference to a "recognized training centre" is removed. The applicant shall be required to provide "additional requirements" (not training). "Veracity" replaced with "authenticity". The method of the assessment will depend on the unit of competence applied for (e.g. knowledge tests and skills (practical) tests)
- 9.12 Clause 2 – reassessment is conducted every 3 years and surveillance every 18 months.
- 9.13 Clause 8 - The CoPC is issued by the ExCB via the IECEx on-line certificate issue system. A printed and signed copy of the certificate is available from the issuing ExCB if required by the Applicant.
- 9.14 Clause 10 – heading changed to "Surveillance"
- 9.15 Clause 11 – Heading changed to "Recertification"
- 9.16 Clause 12 – The PCAR is available to the applicant
- 9.17 Following this review of the document, it was agreed that RW would edit the document and circulate a revised draft to all WG12 members for comment within one month. All WG12 members were encouraged to comment. Depending on the nature of the comments the document will either be referred back to the task team or back to WG12. It is hoped to get the document approved at the Berlin meeting in September 2010.

10 Assessment Questions Bank

A small working group was established to develop an initial question bank. Marc Krugman was responsible for the working group. The question bank is still incomplete and little progress has been made recently.

It was agreed that the working group (Examination Task Team) is to be resurrected and that each participating ExCB must put forward a representative to participate in the group and submit questions to the group. Terms of reference for the Examination Task team are to be prepared by Ralph Wigg.

It was agreed that any new CB entering the scheme must provide a number(?) of questions. A small working group was established to report back on how many questions are to be submitted by any new CB entering the scheme. The working group shall indicate which questions are designated as “absolute” and which are not.

11 Other business

- 11.1 The website was demonstrated by Chris Agius. Each certificate will have a number, date of issue, date of expiry, status, scope etc. Each certificate links to a PCAR. The certificate numbering format will be the same as for the equipment certification scheme.
- 11.2 An example of an ID card was also presented and discussed.
- 11.3 ISO/IEC 17024 currently defines a “Scheme Committee” which is responsible for the development and maintenance of the certification scheme. It is proposed that this Working Group (WG12) should be the ISO/IEC 17024 “Scheme Committee” and take responsibility for the maintenance of the scheme. This was supported by WG12. A proposal will be submitted to ExMC in September.

12 Close of meeting

12.1 Next meeting

Possible ad hoc meeting in Berlin during IECEx meetings in Aug/Sept?
or around the time of TC31 meetings in March 2011, Stockholm

Ralph Wigg
Convenor IEC ExMC-WG12
18th July, 2010