



ExMC/700/R
August 2011

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

Title: Report from the *WG12 - Personnel Competence Certification Scheme*, London Meeting,

Circulation: IECEX Management Committee (ExMC)

INTRODUCTION

This document provides a report from the **WG12 - Personnel Competence Certification Scheme**, London Meeting, held 13th & 14th June, 2011. It will be presented during Split 2011 ExMC Meeting.

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Title: IEC ExMC-WG12 Personnel Competence Certification Scheme

Minutes of the 7th Meeting held on 13th & 14th June, 2011 at BSI Headquarters, 389 Chiswick High Road, LONDON – United Kingdom.

MEETING of IEC ExMC WG12

MINUTES

1 Members:

Present:

Ms Ursula Aich`	Regierungspräsidium Darmstadt	GERMANY
Mr Luiz Mauro Alves	ABENDI	BRAZIL
Mr John Allen	Sulzer-Dowding & Mills	UNITED KINGDOM
Mr Bob Cooper	SIRA	UNITED KINGDOM
Mr Thierry Houeix	INERIS	FRANCE
Mr Marc Krugmann	TÜV Rhein	GERMANY
Mr Patrick Leroux	TOTAL	FRANCE
Mr Wayne Mayo	ATEC Certification	USA
Ir. Mohd Naguib Mahfodz	Department of Standards Malaysia	MALAYSIA
Mr Ian Neeson	NA NA	AUSTRALIA
Mr Allan Ogden	BASEEFA	UNITED KINGDOM
Mr Erik Folgering ##	DEKRA Certification B.V.	NETHERLANDS
Mr Hylton Reid	NICEIC	UNITED KINGDOM
Mr Gerhard Schwarz	Cooper	GERMANY
Mr Bjorn Spongsveen	NEK	NORWAY
Mr Peter Thurnherr	THUBA	SWITZERLAND
Mr Ralph Wigg	E-x Solutions International	AUSTRALIA – Convener

Executive Members:

Mr Kerry McManama	IECEX	Chair ExMC
Mr Ron Sinclair	IECEX	Chair ExTAG
Mr Heinz Berger	IECEX	Treasurer
Mr Chris Agius	IECEX	Secretary
Mr Wal Robson	IECEX	Admin

Apologies:

Mr Olivier Cottin	INERIS	FRANCE
Mr Christian Karlsen	DNV	NORWAY
Mr Theo Pijpker ##	DEKRA Certification B.V.	NETHERLANDS

Absent:

Ms Patricia Pasemko	Intertek	USA
Mr Mika Pentila	ABB Oy	FINLAND
Mr Heinz Farke	TÜV Rhein	GERMANY
Dr Heribert Oberhem	CURRENTA	GERMANY
Mr Kent Ruuth	Kent Ruuth Konsult AB	SWEDEN

Mr Erik Folgering in lieu of Mr Theo Pijpker.

2 Introduction

The Convener Ralph Wigg opened the meeting and welcomed member and especially the members of the Executive. It was noted that this was the largest attendance at a WG 12 meeting.

The purpose of the meeting was outlined and the agenda modified to allow discussion on the Structure of WG 12 and the Question Databank as priority.

Members endorsed this proposal and the Agenda was confirmed.

3 Status and procedures

- 3.1 Mr Ian Neeson agreed to record the notes from the meeting with assistance from Mr Wal Robson.
- 3.2 The Convener reported that the CoPC Scheme was now operating with three ExCBs now accepted and further applicant ExCBs at various stages of the assessment process.
- 3.3 Report on applications received and progress of assessments.
- 3.4 A report was received from each of the ExCBs now operating and they reported a good level of interest. Experience from the assessments conducted so far indicated areas to look at for future consideration could be the process for the practical assessments and the travel distance for applicants. Members agreed that this warranted further discussion at the next meeting.
- 3.5 Members were updated on Website certificate, Wallet ID, PCAR and Application Form.

4 Structure of WG12

- 4.1 After lengthy discussion members agreed that IECEx ExMC-WG12 should be converted to a CoPC Scheme Certification Committee. The main reasons for this recommendation were:
 - To satisfy many of the requirements of ISO/IEC 17024 in the role of a certification committee. These requirements were in ISO/IEC 17024:2004, Clauses 4.2.3, 4.3.2, 4.3.3, 4.3.4, 6.4.2.
 - To formalise the management and operation of CoPC Scheme.
 - Have the ability to create WGs in order to facilitate significant areas of work that are ongoing. e.g Question Bank
 - To better control the functioning of the CoPC Scheme ensuring active involvement of all participating ExCBs
 - Participating ExCBs are encouraged to have a supplementary Certification Committee particularly with aspects of technical input and feedback / review details for submission to CoPC-CC
- 4.2 A recommendation was prepared for IECEx Executive meeting to be held on 17th June 2011 and if accepted to be submitted to ExMC. The recommendation included:
 - Name (of committee)
 - Reporting function
 - Meeting frequency
 - Scope
 - Constitution of committee
 - WGs required:
 - Rules [IECEX05, OD501, OD502 & OD503]
 - Units of Competence and outcome criteria [OD504]
 - Question Bank
- 4.3 Members endorsed the complete proposed structure of the new Committee but felt the proposal to be forwarded to the Executive covering the full intent but not with all the details as discussed.

5 Assessment Questions Bank

- 5.1 The Question Bank Task Group is now being lead by Allan Ogden.
- 5.2 It was agreed that this work is vital to the success of the CoPC and it should proceed as a matter of urgency. It was agreed that policies and procedures must be put in place. These would include:
- Sourcing of questions – future applications by ExCBs for acceptance would include provision of a number of questions for each Unit of Competence included in the scope of the application
 - Categorizing of the questions.
 - Determining how the question bank would be used.
 - Obtaining suitable database software to facilitate the application of the questions for each assessment.
- 5.3 The members discussed the development of the requirements for the questions addressing issues such as language of the questions, intellectual property, style of questions (e.g. no true/false), the percent that are to be absolute.
- 5.4 The issue of assessing for multiple units in the one assessment was discussed and agreed that it is important to make sure there is no duplication.
- 5.5 Members agreed that an Assessment Task Group be formed to look at specific aspects of the assessment process and questions to address some of the items identified. This would involve revision of Clause 4.3 of OD503 and a complete review of OD504. If the proposal to convert WG12 to a scheme committee is approved this Task Group would become a WG of the new CoPC Certification Committee. The Assessment Task Group to consist of Mr Allan Ogden – Convenor, Mr Bob Cooper, Mr John Allen, Mr Peter Thurnherr, Ms Ursula Aich, Mr Naguib Mahfodz & Mr Gerhard Schwarz.
- 5.6 A Task Group for the Question Databank also with the possibility of converting to a formal WG in a new CoPC Certification Committee. Members nominated for this Question Databank Task Group were Mr Allan Ogden – Convenor, Mr Marc Krugmann, Mr Ian Neeson, Mr Peter Thurnherr & Mr Patrick Leroux
Members agreed that this group should meet as soon as possible to progress this work

6 Review of IECEx05 – Rules for Personnel Competence

- 6.1 Member conducted a review of final draft for Edition 2 and the correspondence received from WG12 members. A number of minor alterations were made to the document and it was proposed that a Rules Task Group be created to finalize the document addressing issues raised such as how old standards are handled, should term “examiner” be included in IECEx05 and the term “Major change” be clearly defined and criteria for re-issue of certificate be established.
- 6.2 Members supported establishing a Rules Task Group with the following members nominated – Mr Chris Agius – Convener, Mr Luiz Mauro Alves, Mr Bjorn Spongsveen, Mr Hylton Reid, Mr Ralph Wigg, Mr Thierry Houeix and Mr Allan Ogden
- 6.3 Members suggested the first meeting should be held by end of August 2011.

7 OD501 - Assessment of CB's

- 7.1 Members reviewed the draft edition of OD501 which had been prepared based on correspondence between WG 12 members and latest comments received.
- 7.2 Comments from Mr Patrick Leroux, Mr Naguib Mahfodz and Mr Marc Krugmann were discussed and further refinements were made to OD502
- 7.3 Members agreed that the document could now be prepared for publication.

8 OD502 – Application for Competence

- 8.1 Members reviewed the draft edition of OD502 which had been prepared based on correspondence between WG 12 members and latest comments received.
- 8.2 Comments from Mr Patrick Leroux and Mr Naguib Mahfodz were discussed and further refinements were made to OD502
- 8.3 Members agreed that following a final review by the Rules Task Group the document could now be prepared for publication.

9 OD503 – CB Procedures

- 9.1 Members reviewed the draft edition of OD503 which had been prepared based on correspondence between WG 12 members and latest comments received.
- 9.2 Comments from Mr Patrick Leroux, Mr Bob Cooper and Mr Naguib Mahfodz were discussed and further adjustments were made to OD502
- 9.3 Clause 4.3 – As per previous decision under Agenda Item 5.5, Clause 4.3 of OD503 be referred to the Assessment Task Group.
- 9.4 Members agreed that following the inclusion of recommendations from the Assessment Task group and a final review by the Rules Task Group the document could now be prepared for publication.

10 OD504 – Competence Outcomes

- 10.1 Members noted their previous decision under Agenda Item 4 the OD504 is to be revised to remove duplications by creating a common section and modify the units to refer to this common section. Also noted that the Assessment Task Group has been assigned the review of OD504.
- 10.2 Members reviewed the draft edition of OD503 which had been prepared based on correspondence between WG 12 members and latest comments received.
- 10.3 Comments from quite a number of WG12 members were discussed and further adjustments were made to OD503
- 10.4 A substantial number of comments were made by Naguib Mahfodz and there being insufficient time to fully discuss and action these they were referred to the Assessment Task Group for further consideration. Mr Naguib Mahfodz agreed to participate in the Assessment Task Group dealing with OD504.

11 Guide to Personnel Competencies

- 11.1 Members reviewed the draft of the proposed new Handbook based on correspondence between WG12 members and agreed that it should be reviewed to ensure that no decisions made at this meeting impacted on its contents. The document could then be issued for publication.
- 11.2 The Convener agreed to do this and issue the document for publication as soon as possible.

12 Other business

- 12.1 Members discussed the liability of ExCBs. The IECEx Secretary, Mr Chris Agius, advised that experience of the IECEx Conformity Mark indicated that there is no way of stopping anybody from suing. Risk could be mitigated by accurate documentation, use of world best practice and keeping accurate records.

12.2 Information to be included in the PCAR was discussed and discussion indicated this is an issue for each ExCB. Format of PCAR is to be reviewed by Mr Allan Ogden.

12.3 The following assessment issues were discussed:

- Concern on whether short term memory or competency was being assessed when assessment closely follows training undertaken by the candidate.
- The Scheme has no control over when training has taken place.
- ExCBs should take care not to divide “training” inadvertently when providing advice.
- The time between initial assessment and the need for a reassessment was referred to the WG reviewing OD503.

13 Close of meeting

13.1 Member agreed that the next meeting could be held in conjunction with other meetings the same as this year. A suitable time frame could be June 2012

13.2 Mr Chris Agius thanked the Convener for his tremendous work in steering the Group through a very detailed Agenda. He also thanked BSI for hosting the meeting.
The Convener thanked the Members for their cooperation and contribution during the meetings and closed the meeting at 4.15 pm

Ralph Wigg
Convener IEC ExMC-WG12
25th July 2011