



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

Circulation to: Members of the IECEx Management Committee, ExMC

**The Fifteenth Meeting of the ExMC held
In Fortaleza, Brazil
19th and 20th September 2013
Confirmed Minutes**

Further to issue of the Draft Formal Minutes of the Fortaleza 2013 ExMC Meeting (document ExMC/902/RM) issued for confirmation via correspondence, the Secretariat is now pleased to provide this document ExMC/902A/RM as the Confirmed Minutes.

A change from Mr. Ludlam to Mr. Webb has been included in these Confirmed Minutes under Item 13.7.

The Secretariat appreciates the comments received from various Members in support of the Draft minutes.

Chris Agius

IECEx Executive Secretary

**IECEx Secretariat
Australia Square
Level 33,
264 George Street
Sydney NSW 2000
Australia**

**Tel: +61 2 4628 4690
Fax: +61 2 4625 3480
Email: chris.agius@iecex.com**



ATTENDANCE		
NAME	COUNTRY	POSITION
Prof Dr Klaus Wucherer	IEC	IEC President
Dr. Hiromichi Fujisawa	IEC	IEC Vice President
Alexander Zalogin Chris Agius Heinz Berger Christine Kane Wal Robson Mark Amos	IECEX Executive & Secretariat	Acting IECEX Chairman IECEX Secretary IECEX Treasurer IECEX Secretariat IECEX Secretariat IECEX Secretariat
Amaury Santos	IEC	Head of IEC Brazil Office
Jim Munro	Australia	TC 31 Chairman
Steve Bentham Ralph Wigg (ExPCC Chairman) Mohamed Abdelkrimi Bipin Parmar David Walker John Watt	Australia	Head Delegate Delegate Delegate Delegate Delegate Delegate
Henrique Burd Luiz Mauro, Alves Igor Moreno Wilson Bonato Roberval Bulgarelli Raul Victor Groszmann Paulo Quintaes Giovanni Hummel Borges Walmir Macedo Rudiger Ropke Marcelo Carvalho Heleno Ferreira José Sebastião Viel	Brazil	Head Delegate Delegate Delegate Delegate Delegate Delegate Delegate Delegate Delegate Delegate Delegate Delegate Delegate
Dave Adams Marty Cole Thomas Crawford Jim Morrison Dorin Stochitoui Kavinder Dhillon	Canada	Head Delegate Delegate Delegate Delegate Delegate Delegate



ATTENDANCE		
NAME	COUNTRY	POSITION
Xu Jianping Qiu Lei Deng Qiuwei Liu Zhiwei	China	Head Delegate Delegate Delegate Delegate
Damir Korunić	Croatia	Head Delegate
Lukas Martinak	Czech Republic	Head Delegate
Jasmin Omerovic	Denmark	Head Delegate
Risto Sulonen	Finland	Head Delegate
Thierry Houeix	France	Head Delegate
Thorsten Arnhold Heinz Farke Gerhard Schwarz Karl-Heinz Schwedt Uwe Klausmeyer Tim Krause Frank Lienesch	Germany	Head Delegate Delegate Delegate Delegate Delegate Delegate Delegate
Mirko Balaz Francesco Alessandro Esposito Paolo Luigi Paraboschi	Italy	Head Delegate Delegate Delegate
Norio Kadoya Katsuya Enomoto	Japan	Head Delegate Delegate
Jang Pyo Hong Cheol Hee Park Ki-Youn Song Hobyung Jun	Korea	Head Delegate Delegate Delegate Delegate
Basori bin Hj. Selamat	Malaysia	Head Delegate
Rudolf Pommé Karel Neleman Richard Schuller Jasmijn Seelen	Netherlands	Head Delegate Delegate Delegate Delegate
Arild Roed Bjorn Spongsveen	Norway	Head Delegate Delegate



ATTENDANCE		
NAME	COUNTRY	POSITION
Janusz Samula Michal Gorny	Poland	Head Delegate Delegate
Constantin Lupu Sorin Burian	Romania	Head Delegate Delegate
Vitaly Grudtsyn Sergey Myasnikov Alexandra Yaroslavtseva Yulia Sologub	Russia	Head Delegate Delegate Delegate Delegate
Svante Skeppstedt	Sweden	Head Delegate
Matej Debenc	Slovenia	Head Delegate
Paul Meanwell	South Africa	Head Delegate
Markus Grimmer	Switzerland	Head Delegate
Colin Cameron John Allen (ExPCC Deputy Chairman) Simon Barrowcliff Ron Sinclair (ExTAG Chairman) Ron Webb Nicholas Ludlam Phil Oates	United Kingdom	Head Delegate Delegate Delegate Delegate Delegate Delegate
Evans Massey Tim Duffy (ExMarkCo Chairman) Al Engler	United States of America	Head Delegate Delegate Delegate
Lorenza Jachia	UNECE	Guest



**MEETING CHAIRMAN:
Dr Alexander Zalogin, CCVE (Russia)
Acting Chairman IECEX**

1 OPENING AND WELCOME

1.1 Introduction by IECEX Chairman – Dr Zalogin

The Acting Chairman, Dr. Alexander Zalogin, declared the meeting open at 9.00 a.m.

He commenced by advising that Mr. Kerry McManama, IECEX Chairman, had resigned from this role earlier in the year due to change of employment and it had therefore become necessary for him, as Vice Chairman, to step into the role of Acting Chairman. He then thanked the Secretary, and the Executive, for their assistance to date in carrying out this role, and for their continuing assistance as he officiates as the Chairman for this meeting.

He continued that as Acting Chairman it is a real pleasure to welcome all delegates of the IECEX Management Committee and Observers along with invited guests and Members of the IECEX Executive.

He extended a special welcome to both Dr. Klaus Wucherer, IEC President, and Dr. Hiromichi Fujisawa, IEC CAB Chairman and Vice President remarking that their attendance was very much appreciated by the meeting. He also noted that this is the first time that an IEC President attended an IECEX meeting. The Chairman also welcomed CAB members Mr. Tim Duffy and Mr. Simon Barrowcliff were also warmly welcomed. A special welcome was also extended to Ms Lorenza Jachia and Frank Lienesch of the UNECE.

The Chairman thanked COBEI as hosts for their wonderful organisation of the meetings and for the excellent facilities. He then invited José Sebastião Viel, the President of COBEI to say a few words. Mr. Viel began by saying that it has been an honour to host these meetings in Fortaleza. He then gave a brief history of Brazil's participation within the IECEX System beginning with their acceptance as a participating country in April 2009, closely followed by the first ExCB, NCC Certificações do Brasil Ltda, who were accepted into the IECEX Equipment Scheme in June 2011. He advised that there were more than 100 delegates from 30 countries attending the meetings over the week and that Brazil was gratified by such strong attendance. He continued that he hoped that the meeting is satisfied with the organization of the meetings and wished everyone a successful meeting and pleasant stay.

1.2 Address by the IEC President – Dr Klaus Wucherer

The Acting Chairman thanked Mr. Viel for his welcoming words. He then invited Dr. Wucherer, IEC President, to address the meeting. Dr Wucherer commenced by saying that he was very happy to be present at his very first IECEX Meeting. He



commented that the *Workshop for regulatory authorities of Latin American countries and BRICs countries on the whole life-cycle approach of IECEx certification schemes for explosive atmospheres*” which he had attended on the previous day, had been truly excellent, and he had been most impressed by the depth of the presentations and also of the discussions which took place afterwards. He then thanked the hosts for the wonderful dinner, and entertainment, held last evening. He continued that he was very comfortable to be in attendance at meetings concerning, amongst other areas, mining. He recalled his early days as an engineer referring to his first job in 1970 which was in mining where he was involved in motors and drives operating 2000 metres underground. He advised that he also had experience in other Ex industries including the chemical and oil and gas industries. He remarked that the IECEx System has become a major player in the life of these industries commenting that the System is doing a very good job and, as a result, is experiencing continuing interest resulting in ongoing growth. He concluded by advising that he and the Vice President will work to assist and support further growth of this very successful IEC System.

The Chairman thanked Dr. Wucherer for his kind words and support (refer Decision 2013/01).

2 APPROVAL OF THE AGENDA

ExMC/858D/DA Draft Agenda ExMC Meeting 2013

The Chairman sought approval of the agenda ExMC/858D/DA from the meeting asking if there were any additions or comments. The Secretary advised that following changes had been suggested for inclusion on the Draft Agenda as follows:

- Item 8.4 – Proposed new OD for application of IEC 60079-33 Ex s Comments from DE - ExMC/866/CD – DE Comments issued as Green paper ExMC(DE/Fortaleza)03
- Item 13.4.1 – Relating to the Report from WG4 “Assessors”, there are remarks from DE Proposals/Comments which can be dealt with at the same time.
- Item 13.7 – Revised report from WG15 on Non electrical Standards – Revised Report ExMC(Secretariat/Fortaleza)02 replaces ExMC/877/CD. The Secretary asked Mr Munro, the Convenor of WG15, if the revised report ExMC(Secretariat/Fortaleza)02 is replacing the current report or is an addition. Mr. Munro advised that it was simply updating the report to include outcomes from the WG’s recently held meeting.
- Item 13.8 – Report from WG16 Training – moved to item 11 IECEx CoPC Scheme Report

The Secretary reminded the meeting of the following housekeeping items



- An Attendance List would be circulated,
- Business Cards would be collected
- A group photo would be taken

The Agenda was approved with the meeting accepting the suggested inclusions via Decision 2013/02.

3 MINUTES OF THE LAST ExMC MEETING

3.1 Confirmed Minutes of the last meeting held in Calgary, Canada, September 2012.

Document noted:

- **ExMC/819A/RM** – Confirmed Minutes of the Calgary 2012 Meeting

The Chairman noted that the minutes were previously confirmed via correspondence. There were no comments on the Calgary Minutes.

3.2 Matters arising from these minutes

3.2.1 Report on Actions arising from the Calgary 2012 ExMC Meeting

The Chairman invited the Secretary to report. The Secretary provided a verbal report on the actions detailed in Annex A of ExMC/819A/RM arising from the Calgary 2012 Meeting. The Secretary advised that most of the Calgary Action Items had been completed, or would be covered under various items contained within the current Agenda, or were ongoing. He then referred to Item 18 from the Calgary Action Items which is to be carried forward. –

Conformity Mark to be displayed on a CoC linked to a Conformity Mark, and, no fee to be charged for the up- issue of a CoC to show the link to the Conformity Mark

The Chairman thanked the Secretary for his report that was accepted by the meeting (via Decision 2013/03).

3.2.2 Other items

The Chairman then asked the meeting if they wished to discuss any additional items not included on the agenda. There were no additional items raised.



4 OVERVIEW OF IECEX SYSTEM ACTIVITIES AND CURRENT POSITION

4.1 Annual Report Card

Document noted:

- **ExMC/859/R** – Overview Report from the Secretariat

The Chairman invited the Secretary to present the report. The Secretary commenced by advising that the IECEx Overview Report, issued annually, has been introduced as a means of informing the meeting, as well as the IECEx Community, of IECEx's activities during the past 12 months. He suggested that there a few key points to be taken from this report. Firstly he was very pleased to announce that Spain is now an Accepted Member Body within the IECEx System. He also reported that there has been continuing growth in the number of Accepted ExCBs and ExTLs which is very encouraging. The number of certificates and reports issued has now reached 32,435 and this represents a 28.2% increase over the last year. In addition, he emphasised the number of Draft Certificates on the site, providing an explanation of their significance as indicators of future growth. He referred the meeting to Figure 1B of the report – Comparison of draft IECEx Equipment CoCs.

He noted the on-going peer assessment programme along with the online review, of ExTRs and QARs was being carried out by the Secretariat. He referred the meeting to document *ExMC/857DV Proposed Amendment to IECEx Operational Document OD 003-2 Clause 2.2.3*, as prepared by ExMC WG1, resulting from discussions held during their Buxton, May 2013. He then gave a brief outline of the proposal contained in the document which includes the introduction of at least 1 interim surveillance assessment visit, within the 5 year re-assessment period, by an IECEx Assessor for ExTLs and ExCBs holding national accreditation, noting that ExTLs and ExCBs without national accreditation are subject to an annual surveillance visit by an IECEx Assessor. He advised that there will be an opportunity for discussion later under Agenda Item 7.3.

He was most pleased to announce that *A Common Regulatory Framework for Equipment used in Environments with an Explosive Atmosphere (UNECE)* is now available in Portuguese, Spanish, Russian, Arabic, and French with other languages being considered. He reported that after the success of the 2012 Dubai Conference a 2014 Conference is being planned for Malaysia. He reminded the meeting that the IEC E-Tech is available on the IECEx Web Site.

He advised that since 2007 when the first report card was issued the documents issued had risen from 78 to 198. He then referred to the statistics contained in the report relating to e-mails, invoices issued and assessments. He reported on updates to the IECEx Website which included the introduction of a smart phone App, which shows the latest issue of equipment CoCs, stating that the next app update will contain enhanced features.



In conclusion, he referred the meeting to the growing number of email traffic handled by the Secretariat and those coming directly from industry as further signs of growing interest in IECEX. He then asked if there were any questions. There were no questions. The meeting accepted the report (via Decision 2013/04).

The Chairman thanked the Secretary for his very comprehensive report acknowledging the continued and sustained year by year growth of the IECEX System.

4.2 Election of IECEX Chairman

Documents noted/considered:

- **ExMC/836/Inf** – Call for nominations for consideration as IECEX Chairman
- **ExMC/839/Inf** – Calls for Nomination for consideration as Chairman. Nomination received from Germany for Dr. Thorsten Arnhold.
- **ExMC/841/Inf** – Calls for Nomination for consideration as Chairman. Nomination received from Canada for Mr. Marty Cole.

The Chairman opened this item by first acknowledging the outgoing Chairman, Mr. McManama's, excellent work and leadership during his time as IECEX Chairman. He suggested that before we move to the formal voting process, having received two nominations for the role for Chairman, the sincere appreciation of the IECEX Community for the great work done, by not only Mr. McManama, but also by our past Chairmen,:

- Dr. Uwe Klausmeyer
- Mr. Ian Cleare
- Mr. Joe Gryn who served a one year term as Acting Chairman during 2002, be recorded.

He continued that it is pleasing to see that we have two highly qualified candidates nominated for this important position one from DE, Dr. Arnhold Thorsten, and one from CA, Mr. Marty Cole. He commented that it is also pleasing to see that both candidates are coming from industry. He advised that it is now the task of the ExMC to select one of the nominations to go forward for consideration by the IEC Conformity Assessment Board appointment during the CAB meeting in New Delhi, October 2013.

He then asked the secretary to explain the proposed secret ballot process.

The Secretary advised the following-

1. allow each of the candidate to say a few words
2. the candidates will then be asked to leave the room
3. allow the meeting a brief time to consider/discuss aspects of the nominations



4. a ballot voting paper will be distributed to the Head Delegate from each Country and they will be asked to place an X in the box next to the name of their choice
5. the votes will be collected by a member of the secretariat
6. the Chairman, the IEC Vice President and the Secretary will count the votes and announce the successful candidate
7. the score will not be reported
8. all ballots will then be destroyed.
9. the name of the successful candidate will then be announced and taken to the CAB seeking their approval for the appointment. This will be during the 2013 CAB New Delhi meeting, next month.
10. the appointed Chairman will take up duties from 1 January 2013

The Chairman asked if there were any questions about this proposed method of voting, as there were no questions the process commenced.

The Chairman then asked Professor Dr. Thorsten Arnhold if he would like the opportunity to speak. Dr. Arnhold gave a Powerpoint presentation covering his background as well as his considerable experience in the Ex industries. He stated that one of the aims of a manufacturer is quick delivery time for product and therefore there is real value in having one certificate to send product all around the world, through the IECEx this can be achieved. He described the speed at which the IECEx System had grown over the last ten years as breathtaking. He continued that if successful in becoming Chairman he would like to see, among other items, mutual understanding, open trust in the IECEx via increased recognition, an increase in the number of countries participating in the system, make the system attractive to young technicians and engineers, as well as a campaign to promote growth of the Service Facility Scheme. He concluded "the IECEx is a great success story let us build the bridges together".

The Chairman then asked Mr. Cole if he wished to speak. Mr Cole commenced by providing a brief outline of his career informing the meeting that he has been in hazardous locations area of the same company for 35 years. He informed the meeting that he is also a Chair of the industry group EEMAC (Electrical Equipment Manufacturing Association of Canada) having been a member since 1991, and has also been an active member of the Canadian Sub-Committee for the IECEx (CSC/IECEx) since 1996. He informed the meeting of the considerable time and effort he spent in convincing the EEMAC membership to adopt the IEC Zone Concept. He then referred directly to the petrochemical industry which was slow to change and the effort involved in finally getting their agreement to adopt the IEC Zone Concept. This he said involved travelling around Canada, and speaking to over 3000 people, eventually having to take relevant parties to Europe in order to convince them that this was the way to go. He advised that he was then a member of 6-person ad hoc group that rewrote Section 18 of the CEC to incorporate the IEC Zone System. He was also a Member of the US/Canada Bi-national Correlating Committee on Codes and Standards that was tasked with coordinating Code



changes lobbying the members of Code Making Panel 14 for changes to the NEC in the USA to add the Zone system, which took place in 1996.

He reminded the meeting of Canada's involvement and support of the IECEX System with Canada having been on the original IEC Working Group, WGEx that developed the nucleus of the System we have today. He suggested that the IECEX System become more involved with industry, one way being through participation in conferences such as PCIC North America. He believed that he would ably be able to take the IECEX System to industry. He then asked that he be given the opportunity to do so.

The Chairman asked the nominees to leave the room. He then sought comment/questions from the meeting. There were various comments supporting both candidates with the meeting noting that while IECEX would be very well served by either of the candidates unfortunately the ExMC must arrive at one nomination.

Mr. Vitaly Grudtsyn, Head Delegate RU, did comment that in the past the IECEX Chairman did come from a Certification Body which can be considered to have an independent view compared to someone from industry and perhaps IECEX may need to consider this aspect for the future suggesting that as this may be a matter of principle that IECEX could raise this with CAB..

In response to the above question the Secretary advised that candidates for IECEX Office positions come from the National Member Bodies as has done so in this case and that greater industry involvement at all levels of IEC is one of the goals listed in the IEC Masterplan. Following a further brief discussion the meeting did not support IECEX raising this with CAB.

The Chairman thanked the meeting for these questions/ comments and called the meeting back to the election process. Voting forms were distributed to the Head Delegates and once completed were collected by the Secretariat.

Following a count of the votes by The Chairman, Secretary and IEC Vice President, the meeting were informed that with the 25 Member Bodies voting Dr. Thorsten Arnhold had been elected (as recorded as Decision 2013/05). The nominees were then asked to return to the room. Dr. Arnhold thanked the meeting for their confidence. The Chairman called for a round of applause.

The Chairman thanked Mr Cole whom indicated his congratulations to Dr Arnhold and his on-going support for IECEX.

Before moving on the meeting were advised that there was a further issue to be discussed and this related to the Role of IECEX Immediate Past Chairman, noting that as Mr. McManama will no longer be involved in IECEX, that Dr. Klausmeyer continue to serve as a member of the Executive, on the basis of his past Chairmanship and ongoing involvement in the IECEX. The meeting discussed this further under Agenda Item 22.2



5 REPORT ON IEC CAB (Conformity Assessment Board) MATTERS

5.1 Address by IEC CAB Chairman – Dr. Hiromichi Fujisawa

The Chairman invited Dr Fujisawa, IEC Vice President and CAB Chairman to address the meeting relating to the activities of the CAB. Before passing to Dr. Fujisawa he reminded the meeting that the Conformity Assessment Board, CAB, is the Governing arm of the IEC for matters pertaining to Conformity Assessment and that all the IEC Conformity Assessment Systems, including IECEx report to the CAB.

Dr. Fujisawa commenced by saying he was grateful for the opportunity to update the meeting on CAB's activities. He commented that the IEC had entered a new era with the introduction of the 'systems approach' as outlined in the IEC Master Plan 2011. He discussed the effects and challenges of globalisation and the increasing global population. He went on to advise of other areas of IEC work which included renewable energy, smart grids and societal infrastructure which will place new demands and opportunities for the IEC Conformity Assessment Systems. He commented that the way of developing standards to meet new demands must be considered and noted that three IEC white papers have been published on these topics. He advised that during the CAB's June 2013 Meeting the establishment of a fourth conformity assessment system for renewables including wind, marine and solar energy had been approved. He continued that this is a good example of the need for a systems approach as many of the tools needed to manage through a 'systems approach' can already be found in IECEx System. He thanked the meeting for their interest.

The Chairman thanked Dr. Fujisawa for his very informative address along with his support of the IECEx System and his attendance at this and previous IECEx meetings and events. This was recorded as Decision 2013/06.

5.2 Review of Conformity Assessment Board (CAB) Decisions from CAB Meetings since the Calgary 2012 ExMC Meeting

Documents noted:

- **CAB/1108/DL** - Decision list of CAB meeting 32 held in Oslo on 2012-10-02
- **CAB/1170/DL** - Decision List of CAB Meeting 33 held in Geneva on 2013-06-10

The Chairman asked that the meeting note the two listed CAB documents CAB/1108/DL and CAB/1170/DL as the List of Decisions taken by CAB during their last 2 meetings.



5.3 Specific CAB Matters for noting by ExMC

The Chairman then moved to agenda item 5.3 specific CAB decisions relating to IECEx advising the meeting that some items need to be brought to your attention. He asked that the Secretary to report.

5.3.1 Noting of Specific Decisions, relating to IECEx from CAB Oslo 2012 Meeting (CAB/1108/DL)

- CAB Decision 32/2 – Participation of EEC (Eurasian Economic Commission (customs Union of the Federation of Russia, Belarus and Kazakhstan)
- CAB Decision 32/08 – Approval of the 2011 IECEx Accounts
- CAB Decision 32/20 – Approval of the revised MoU between IEC, ILAC, IAF (document CAB/1096/DV)

The Secretary suggested that documents listed under this item be for noting.

5.3.2 Noting of Specific Decisions, relating to IECEx from CAB Geneva 2013 Meeting (CAB/1170/DL)

- CAB Decision 33/1 – Approval of the IECEx budget
- CAB Decision 33/5 – General Secretary's guidance on System's financial situations

The Secretary advised that while the Systems, including IECEx, cover the daily direct operating expenses of the secretariat, the Website and promotions there are a number of indirect services that are provided by IEC that are not covered and during the CAB meeting the General Secretary announced that in his opinion as the Systems mature they should contribute to those indirect services including:

- Finance department
- IT infrastructure and Web Development
- Secretariat of the CAB
- Others

The Secretary further informed of the General Secretary's view that, as the budgets for 2013 and 2014 were already set, the 2015 Budget would be an appropriate time to introduce these costs. During the CAB June 2013 meeting the CAB recorded their decision 33/5 which endorsed this approach. At this time Specific amounts are currently being considered.

The Secretary asked if there were any questions. GB referred to Decision 33/5 saying that they wish to register their concern as they do not fully understand the intent of the 3 year of operating costs as a reserve for all three IEC CA Systems and how it will be implemented. They also expressed concern in relation to direct costs



as well as the accumulation of large reserves and sought an explanation of the reasons for and the intended purpose of these funds. The Secretary noted the separate item for this later in the agenda and the GB delegation agreed (as recorded as Decision 2013/08) to continue discussions under Agenda Item 20.1.2.

➤ CAB Decision 33/7 – Harmonisation of the Basic Rules of the System

The Secretary advised that each of the IEC Conformity Assessment systems, IECEE, IECEX and IECQ have their own Basic rules, for IECEX this is IECEX 01 which sets out the basic requirements for operating the System covering topics such as:

- Membership
- Finance
- Voting
- Appeals
- Committee structure
- Appointment of Officers, etc

As part of a review of the IEC Governance structure of its Conformity Assessment activities CAB have identified that, while the Basic rules of all three systems are closely aligned, there are still some differences for which are questioned, for example

While all three cover membership fees, the due date for payment is different, why?

The Secretary advised that work is underway in CAB's WG11 to review the existing Rules across all three IEC Conformity Assessment Systems for opportunities for improvement and consolidation that will assist in more efficiently and effectively responding to market needs.

➤ CAB Decision 33/20 – New IEC Renewable Energy Conformity Assessment System (IECRE)

The Secretary asked the meeting to note the formation of a fourth IEC Conformity Assessment System (IECRE) for renewable energy technologies.

The meeting accepted the report via Decision 2013/07.

5.4 IEC's Review of the Structure and Governance of IEC Conformity Assessment Activities

The Chairman invited Dr Fujisawa, in his role as CAB Chairman, to address the meeting. Dr Fujisawa said that he was pleased to be able to provide the meeting with a verbal update on the current review of the structure and governance of IEC Conformity Assessment activities and noted the following items:



- The need to implement the IEC Master Plan and the role of the IEC Conformity Assessment Systems in the IEC's future
- The consequent establishment of a Council Board Taskforce to review the impact of the Master Plan on IEC Conformity Assessment Systems
- The proposal from the Taskforce was circulated to Systems Officers and then endorsed by the Council Board at their June 2013 meeting.
- The endorsed proposal necessitates amendments to IEC Statutes and Rules of Procedure – drafts of these will be circulated to IEC National Committees in preparation for a vote in the Council Board meeting in New Delhi in October 2013.

The proposal includes:

1. An expansion of the CAB from twelve to fifteen members (similar to the IEC SMB) where six members will come from 'Category A' members, six members will be elected, Italy will be included as a special case and the remaining two member countries will be nominated by the IEC President for Council Board endorsement.
2. The establishment of a Rules Committee with members to be appointed by CAB. It was explained that
 - The objective of the Rules Committee is to provide greater visibility and transparency of Rules to external viewers
 - It is expected that the Rules Committee will provide an oversight of System Rules as opposed to developing the Rules and will 'authorise' their use. It is intended that this will be similar to the role of the SMB in overseeing the development of Standards (rather than doing it) and authorising TCs to develop Standards by way of an approval of their Strategic Business Plans.
 - It is intended that the Rules Committee will share the 'best practices' across all Systems
 - It is yet to be decided by the CAB if the Rules Committee will 'approve' the Rules that are, for valid reasons, not common to all Systems
3. The establishment of a Business Development Committee with members to be appointed by CAB to investigate opportunities for new CA Systems in addition to the existing. Dr. Fujisawa requested that the ExMC co-operate with the CAB and the System Officers in particular with respect to the work of this Committee

The Chairman thanked Dr. Fujisawa for his most informative review.

5.5 Any other CAB Matters

The Chairman then offered the meeting the opportunity to discuss any concerns that they would like raised within CAB during the next meeting. No other CAB Matters were raised.



6 IECEx MEMBERSHIP

6.1 Current Membership

Document noted:

- **OD 001** – Scheme Membership ExCBs, ExTLs and applicants – <http://www.iecex.com/directory/bodies/od001.asp>

The Chairman invited the Secretary to report. The Secretary displayed OD 001 on the IECEx web site. He advised the meeting on how to access detailed information relating to accepted and applicant bodies within the system. He also reminded the meeting that, not only is the Equipment Scheme listed, but also Service facilities, Certified Persons and Conformity Mark. In concluding he impressed upon the meeting the need to keep the secretariat informed of any changes to contact details etc., reminding the meeting that the maintenance of the web site is on a day-to-day basis.

The meeting noted the report via Decision 2013/09.

6.2 New Country Membership and other possible new Countries

The Chairman commenced this item by extending a warm welcome to Spain as the 31st Member Country of the IECEx System. He then asked the meeting if there were any suggestions of other countries we should be contacting. There were no suggestions from the meeting.

Mr. Jim Munro, Chairman of TC31, however, noted that in the past participation in IEC TC31 has been a precursor to IECEx membership and that Iran has just become a “P” member of TC31. Mr. Munro agreed to provide the Secretary with suitable contacts in Iran. He also suggested that if Iran was in attendance during the coming IEC General Meeting in New Delhi it may be possible to arrange a meeting. The Secretary agreed.

6.3 New ExCBs and ExTLs – According to IECEx 02, Certified Equipment Scheme

6.3.1 New ExCBs and ExTLs accepted, via correspondence, since Calgary 2012 ExMC Meeting.

Document noted:

- **ExMC/860/R** – Listing of ExCBs/ExTLs accepted since Calgary 2012 ExMC Meeting.

The Chairman advised that ExMC/860/R sets out the list of bodies accepted to participate in the various IECEx Schemes by ExMC via voting by correspondence since the Calgary 2012 Meeting and include:



IECEX 02 Scheme

- MSTC – ExCB
- CSA Cleveland
- Intertek Plano

IECEX 05 Scheme

- TUV Rheinland
- QPS
- SIRIM

He congratulated and welcomed these bodies. He then asked if there were any questions. There were no questions raised. The meeting noted and endorsed the report via Decision 2013/10.

6.4 Applications for Extension of Scope

Documents noted:

- **ExMC/271B/Inf** – Assessment procedures for scope extensions
- **ExMC/861/R** - Extensions of Scope Processed – Since the Calgary 2012 IECEx Meetings

The Chairman invited the Secretary to report on extensions of scope issued to ExCBs and ExTLs since the 2012 Calgary Meeting. The Secretary briefly explained the procedure for an acceptance of scope extension application advising that all requests are submitted to the secretariat in accordance with ExMC/271B/Inf. He then reminded the meeting that scope extensions within the Equipment Scheme, 02, go down to the editions of standards. He advised that even if an ExCB already has a Standard within their current scope they must complete the ExMC/251A/Q form and declaration for inclusion of a new edition of the Standard to their scope of IECEx acceptance. The Secretary concluded that document ExMC/861/R has been submitted to the meeting for their information and endorsement. He then asked if there were any questions.

DE raise a question regarding IEC 60079-13 *Explosive atmospheres - Part 13: Equipment protection by pressurized room 'p'* and if this standard can be handled as other standards used in the System as it primarily relates to installation. The Secretary explained that such items covered by -13 are treated as a product and asked if any of the ExCBs had any comments or objections to IEC 60079-13 being used for unit verification. There were no objections. DE accepted this response.

Before closing this item the Secretary reminded the meeting of the need for Applicants to specify their intended Scope in their application forms. The meeting noted and endorsed the report via Decision 2013/11.

6.5 Any other changes including applications -

The Chairman invited the Secretary to report. The Secretary provided an overview of the application review process applied by the Secretariat prior to posting to OD-



001 and reminded ExCBs of their obligations under IECEx 01 regarding the need for national level recognition of applicants which is demonstrated by the National member Body endorsing their applications. He remarked that this is just a reminder but we do seek your assistance. He then advised that currently the following applications are being handled by the Secretariat :

- CA- Labtest under agenda item 7.4.1 and 7.4.2
- GB- Certification Management Ltd (CML) applied for IECEx 02 & 04 (ExCB only)
- GB- Ex Veritas scope extension for Trac (subcontract lab)
- IT- Eurofins ExCB & ExTL (applied for IECEx 02)
- IT- Albarubens srl ExCB and ExTL (applied for IECEx 02)
- JP- TIIS application for IECEx 02 (ExTL and ExCB)
- NO- DNV+NEMKO – Presafe (final stages of assessment)

The Chairman thanked the Secretary for his report and invited questions. No further questions were raised.

7 IECEx ASSESSMENTS OF ExCBs AND ExTLs

7.1 Status on surveillance of accepted ExCBs and ExTLs

The Chairman invited the Secretary to report on both items 7.1 and 7.2 commenting that the IECEx assessment and surveillance process provides an important element of confidence to the IECEx Community and stakeholders. The Secretary commenced by reminding the meeting that Annual Surveillance is conducted on all ExCBs and ExTLs comprising of -

- a) ExCBs + ExTLs holding acceptable National Accreditation – consisting of a review of the status of accreditation
- b) ExCBs + ExTLs without acceptable National Accreditation – consisting of an annual site visit by an IECEx Assessor.

The Secretary continued that at times it is very difficult to obtain details relating to a body's accreditation scope due to the differing approaches and format used by the different accreditation bodies. He advised that the IECEx has raised the issue of accessing the information of accredited bodies within the ILAC/IAF forum and will continue to do so.

The Secretary also reminded the meeting of their obligations and requirements for surveillance with respect to the frequency as a function of national accreditation (or not) for the scope of work undertaken with respect to Ex and noted the Agenda Item 7.3 later in this meeting regarding a proposal for interim surveillance assessments.

The meeting noted the report along with the importance of maintaining a surveillance program.



7.2 IECEx 5 year Re-Assessment

Document noted:

- **ExMC/862A/Inf** – Listing of ExCBs/ExTLs re-assessment reports issued since Calgary ExMC 2012 Meeting.

The Secretary asked the meeting to note the IECEx re-assessment reports issued since the Calgary ExMC Meeting 2012 as listed in document ExMC/862A/Inf. He informed the meeting that the document contains two Tables with the first table listing the re-assessment reports where there were no technical scope extensions. The second Table shows the reports that required voting as they were both a re-assessment and a scope extension conducted at the same time.

The report was accepted by the meeting with the Chairman inviting any questions. As there were no further questions raised, the meeting noted and endorsed the report via Decision 2013/12.

7.3 Revision of OD 003-2 to incorporate an Interim Surveillance Assessment between 5 year Re-assessments

Documents considered:

- **OD 003-2** – Edition 1.0 (current edition) - Assessment Procedures for IECEx acceptance of Candidate Accepted Certification Bodies (ExCBs) and Ex Testing Laboratories (ExTLs) – Part 2: Assessment, surveillance assessment and re-assessment of ExCBs and ExTLs operating in the IECEx 02, IECEx Certified Equipment Scheme
- **ExMC/857/DV** – Amendment to OD 003-2 : *Assessment Procedures for IECEx acceptance of Candidate Accepted Certification Bodies (ExCBs) and Ex Testing Laboratories (ExTLs) – Part 2: Assessment, surveillance assessment and re-assessment of ExCBs and ExTLs operating in the IECEx 02, IECEx Certified Equipment Scheme*

The Chairman informed that during the June 2013 Buxton ExMC WG1 meeting, a review of the current surveillance procedures was undertaken. He then asked the Secretary to report on the discussions held and the proposals the meeting will be requested to consider.

The Secretary began by informing the meeting that during the June 2013 Buxton Meeting of WG1, consideration was given to the need for IECEx to maintain adequate surveillance over ExCBs and ExTLs and while those without national accreditation are subjected to an annual visit by an IECEx Assessor, those with national accreditation are not visited for up to 5 years, however noting that the Secretariat conducts an annual check to confirm the status of national accreditation in addition to the on-going review of IECEx CoCs and ExTRS and QAR registrations on the IECEx website. In noting that now the IECEx have an increasing number of Operational Documents, plus ExTAG Decision sheets, none of which exist in



National Accreditation Schemes means that, while of value to our processes, National accreditation can only cover so much. Therefore, this, plus the need for further review of ExTRs and QARs, has led WG1 to recommend that the period between assessment visits by an IECEx Assessor, for Bodies covered by National Accreditation is too long. Hence WG1 recommends an amendment to OD 003-2 to introduce an intermediate visit by one assessor to focus on the technical aspects of the ExTL and ExCB. Therefore document ExMC/857/DV was submitted to this meeting with WG1 recommending ExMC acceptance.

The Secretary then provided the background to the proposed amendment to OD 003-2 commenting that it is challenging to carry-out a technical review remotely, for example, difficulties regarding confidentiality and security related to 'off-site' reviews as many ExCBs would be reluctant to allow documents and files to be sent off site. The Secretary also noted that issues associated with a five year re-assessment period in that:

1. the 'Ex Department' may not be included in an Accreditation Body's visit as often as expected under a sampling approach applied to the whole organisation,
2. the growth in the number of IECEx Operational Documents and their increasing rate of revision may present problems in ensuring that all relevant staff are properly informed and that internal procedures and documents are reviewed with sufficient frequency, and
3. the time needed to properly review all aspects of an organisation's operations related to Ex is not always available under 'normal assessments'.

Mr. Jim Munro, Convener of WG4 Assessors and Lead Assessor, commented that he is keen to see the implementation of OD 003-2 as he believes that this will provide opportunities for assessors to be more effective and will assist in addressing any possible errors and systematic problems in a more timely manner. He also noted the efforts of the Secretariat in preparing this and acknowledged the difficulties as outlined by the Secretary earlier. He also supported the introduction of a mechanism that addresses the concerns previously advised by the Australian National Committee. He concluded that this is a more robust method for the IECEx system.

Mr, Steve Bentham (AU) raised the question of whether there is a possibility of using local but independent assessors. Mr Bentham also asked whether the results of applying OD 003-2 will be reported at future meetings. The Secretary confirmed that this will occur as per the usual method of Secretariat reporting.

The Secretary suggested for assessments / re-assessments and Surveillance assessments we retain independent assessors from other countries but for mid-term assessments a local independent assessor could be used and that this is managed by the Secretariat.

Mr. Ron Sinclair, ExTAG Chairman, commented that opinion had been sought on this topic during the ExTAG Meeting and that there was general support for the initiative as outlined in ExMC/857/DV. ExTAG had also supported the notion of a 'local assessor' providing independence is assured.



Mr. Rudolf Pommé (NL) raised a concern about the potential for other countries to object to the use of 'local assessors'. The Secretary replied that the Secretariat will operate in accordance with the Rules and recognition of this concern when allocating local assessors (on the basis that it is practical and most effective to do so), noting that ExCBs and ExTLs always reserve the right to object to the appointment of an Assessor, for just cause.

Mr. David Adams (CA) enquired whether it is possible to apply a 'qualifier criteria' (such as the number of Certificates issued in a year) that could be used to determine if an interim surveillance assessment is warranted. The Secretary advised that this has been discussed previously and there has been no support for such an approach – noting that low activity does not necessarily indicate a lack of potential for problems, like those identified earlier, to arise.

Mr. Ron Sinclair (ExTAG Chairman) tendered a presumption that the Interim Surveillance Assessments will be conducted in addition to the Secretariat's review of Certificates and reports. The Secretary confirmed this to be correct.

The meeting agreed (via Decision 2013/13A) that, in noting support from the ExTAG, a proposal from WG1 for an amendment be made to the Rules, for a mid-term interim surveillance assessment visit for ExCBs and ExTLs be accepted. The meeting also agreed that the current program for On-Line reviews by the Secretariat continue. Agreement was also reached (via Decision 2013/13B) that use may be made of a suitable independent local Assessor for the midterm surveillance assessment visit in an attempt to contain costs.

The Chairman thanked the meeting.

7.4 New ExCBs and ExTLs Assessment Reports since ExMC Meeting Calgary, 2012.

The Chairman invited the Secretary to report on both items 7.4.1 and 7.4.2

7.4.1 New ExCB – LabTest Certification Inc. Canada

Document considered:

- **ExMC/884/DV** – IECEx Assessment Report for the acceptance of LabTest Certification Inc. Canada as an Accepted IECEx Certification Body (ExCB) within the IECEx System.

The Secretary commenced by remarking that, although voting is usually via correspondence, this report is hereby submitted for consideration during the ExMC Fortaleza Meeting. The Secretary advised that after a successful assessment, the IECEx Assessment Team recommends the acceptance of LabTest Certification Inc., as an ExCB for the scope as listed in the report.



He informed that the meeting is asked to approve this document then invited any questions or objections from the meeting. There were no questions.

The meeting approved (via Decision 2013/15) the acceptance of LabTest Certification Inc. as an ExCB for the IECEx 02 Certified Equipment Scheme.

7.4.2 New ExTL – LabTest Certification Inc. Canada

Document considered:

- **ExMC/885/DV** – IECEx Assessment Report for the acceptance of LabTest Certification Inc. Canada as an Accepted IECEx Test Laboratory (ExTL) within the IECEx System.

The Secretary once again advised that after a successful assessment the IECEx Assessment Team recommends the acceptance of LabTest Certification Inc. as an ExTL for the scope as listed in the report.

He informed that the meeting is asked to approve this document then invited any questions or objections from the meeting. There were no questions.

The meeting approved (via Decision 2013/15) the acceptance of LabTest Certification Inc as an ExTL for the IECEx 02 Certified Equipment Scheme.

8 IECEx CERTIFIED EQUIPMENT SCHEME, IECEx 02

8.1 Listing of ExCBs + ExTLs – According to IECEx 02

Document noted:

- **OD 001** – Scheme Membership ExCBs, ExTLs and applicants – <http://www.iecex.com/directory/bodies/od001.asp>

The Chairman asked the Secretary to report.

The Secretary reminded the meeting of the information contained in the IECEx Website database. He emphasized his earlier request, that in order to maintain up-to-date listings, the Secretariat needs to be advised of any changes that occur to contact details or other information. The Chairman invited any questions or comments. There were no questions raised.

8.2 Proposed Amendment to IECEx 02 Rules of Procedures

Document considered:

- **IECEx 02** – Edition 5.0 (current edition) – IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEx System) - IECEx Certified Equipment Scheme covering equipment for use in explosive atmospheres – Rules of Procedure



- **ExMC/863A/DV** - Proposed Amendment to IECEx 02 Edition 5.0
- **ExMC/899/CD** DE Proposal to amend Clause 8.1.3. contained in IECEx 02 Ed.5

The Chairman asked the meeting to consider proposed amendments (as outlined in ExMC/863A/DV) to IECEx 02 - *IEC System for Certification to Standards relating to Equipment for Explosive Atmospheres – Rules of Procedure (Edition 5.)* reflecting decisions from the Calgary 2012 ExMC Meeting and discussions at the Buxton 2013 IECEx Operational meetings regarding:

- *Surveillance assessments of ExCBs and ExTLs. Re ExMC/857/DV*
- *Reference to IAF Signatory for accredited CBs providing ISO 9001 Certification*
- *Endorsement of applicant ExCBs and ExTLs when applying to join IECEx*

The Meeting approved (via Decision 2013/16A) the publication of IECEx 02 as Edition 6.0 as proposed in ExMC/863A/DV following editorial alignment of Clauses 11.2.1 and 11.2.2 regarding “or legal entity” as per ISO/IEC 17065.

The Chairman then asked the meeting to consider a proposal received from DE (provided as ExMC/899/CD) and invited Dr Thorsten Arnhold to speak to this proposal to revise IECEx 02, Edition 5.0, Clause 8.1.3 to require manufacturer to create a separate instruction that summarises all the Ex-safety relevant items required by IEC 60079-0, Clause 30. Additionally it was proposed that the remaining topics of the instructions, like general information, handling, programming, etc., should remain in another part, separated from the Ex-relevant part.

In subsequent discussions the US delegation indicated that they do not support the DE proposal as they maintain that Installation Instruction documents are outside the scope of IECEx Certification.

The NL delegation strongly supported the DE proposal as did the FR delegation, noting that more work will be needed to incorporate the proposal into IECEx 02. This view was supported by the GB delegation and in doing so, the GB delegation commented that there are Ex and non-Ex parts of equipment and while it is important that the Ex parts are certified it is acceptable and necessary that instructions related to non-Ex parts be able to be amended without consultation with an ExCB. The US delegation noted and agreed with this comment.

The Meeting accepted (as Decision 2013/16B) the principle of the DE Proposal to amend Clause 8.1.3 contained in IECEx 02 Ed.5 as detailed in document ExMC/899/CD but agreed to refer this to WG 1 for further work and prepare an amendment for final consideration by ExMC. The meeting instructed ExMC WG1 to liaise with ExTAG WG3 on this work.



8.3 Operational Document OD 024 - Results and Discussion on Questionnaire – Acceptance of non Witnessed Tests

Documents noted:

- **ExMC/717A/Q** – Questionnaire
- **ExMC/865/CD** – Results and Analysis of Questionnaire

The Chairman introduced this item and invited the Secretary to provide an update on actions taken in response to the discussions on this matter at the Calgary 2012 ExMC meeting and the more recent discussions during the Buxton 2013 WG1 and Executive meetings. The Secretary commenced by providing the meeting with the background of the revised and recirculated questionnaire (ExMC/717A/Q) and on the previous discussions surrounding “un-witnessed testing” within the IECEx System over the last two years. He then advised, as shown in the Conclusions listed in ExMC/865/CD, that we still do not have a clear position on this matter. As there is a split view of equal weight for and against the issue of ‘un-witnessed testing’ the Secretary and called on the membership to consider a path forward.

In response to this call, Mr Timothy Duffy from the US delegation offered to provide an overview of the IECEE approach (as documented in IECEE OD 2048) to a similar issue in the IECEE System (the Powerpoint presentation (originally prepared by Mr Michel Brenon on the work of IECEE WG3 on the CTF Program) used by Mr Duffy is available in the Fortaleza 2013 part of the IECEx website under “Green Papers” as *ExMC(IECEE/Fortaleza)04*).

Mr Duffy offered the view, as a manufacturer, that the IECEE CTF Program (Client Test Facilities) model that provides for, at various levels, un-witnessed tests has proven to work well in IECEE and is particularly useful for long term tests.

During his presentation Mr Duffy took the opportunity to note (i) the possible links and relevance of this work to the proposed restructuring of the CAB, (ii) the relevance of IECEE OD 2048 Edition 1.1 to the discussions in IECEx regarding Proficiency Testing programmes, (iii) the relevance of the CTF Program elements to the earlier discussions in this meeting on the proposal for interim surveillance assessments at a 3 year frequency, and (iv) the CAB objective of harmonised System Rules which, he suggests, must have a foundation of harmonising the supporting documents such as ODs and that this is an opportunity to do this. Mr Bentham (AU) suggested that the meeting note that there are some-things that may not be able to be harmonised and that this should be recognised in any planning of future harmonised Rules.

In reference to the specific details of the IECEE CTF Program Mr Duffy noted that currently no organisation complies with Stage 4 as the highest level of stringency. In considering this point Mr Ron Sinclair suggested, on behalf of the GB NC, that a selective and coordinated progression to Stage 3 may assist in addressing IECEx issues in this area without the need to use “un-witnessed testing results” and further noted that this may be the appropriate time to cease the use of the terms “witnessed



testing' and "un-witnessed testing" as they seem to be the root of many concerns and misinterpretations of the objectives of discussions on this matter. The Secretary supported this view and reminded the meeting that as all of our activities are covered by regulations we need to be careful of our terminology and agreed that the use of "un-witnessed testing" is probably not helpful given the potential for misinterpretation.

As evidence of the potential for confusion Mr Tom Crawford (CA) commented that, based on Intertek's experience in working with the US Coast Guard, it is essential that we are clear and consistent in how we communicate regarding the processes of using manufacturer data. In support of Mr Crawford, Mr Evans Massey (US) suggested that perhaps one reason that the US Coast Guard does not accept manufacturer data is that they have misinterpreted the meaning of key terminology.

Mr Duffy offered a solution to the problems related to the acceptance of manufacturer data in that the IECEE CTF Program in Stage 2 that allows for customers who do not accept manufacturer data to inspect testing equipment and processes at the manufacturer's premises.

In further discussions on the topics of 'Stages' and the acceptance of these, Mr. Rudolf Pommé (NL) suggested to the meeting that we should not have Certificates of Conformity with different 'levels' or 'tiers' in some attempt to accommodate different regulators and / or different countries. Mr Pommé added that such an outcome would also inhibit efforts to obtain global acceptance by regulators if there is a need to explain and promote different levels or 'tiers'. Mr. Timothy Duffy agreed with Mr. Pommé and explained to the meeting that, under the IECEE CTF Program Stage 3 which includes Stage 2, the facility to move up or down the 'staircase' according to the needs of different markets exists – hence, he suggested, the concerns about a need for multiple tiers of certificates are not warranted.

The Secretary informed that meeting that there is no plan to develop an alternative or extension to OD 024 that provides for different layers or tiers of CoCs as it is clear that such an approach would likely diminish regulator confidence in the IECEx System.

Mr Bentham (AU) raised concerns about any notion of a dilution of IECEx requirements and the possible consequences on increased risk. Mr. Tim Duffy acknowledged that the risk for IECEE products is less than for IECEx and noted that the ultimate decision to certify a product is retained by the ExCB. Mr. Duffy also suggested that in many cases the knowledge of the product and the testing equipment and capabilities of the manufacturer are superior to those of the ExCB and ExTL.

The Secretary reminded the meeting at this point that Mr Duffy is simply sharing some ideas and information rather than making a formal proposal.



The meeting noted the discussions in the ExTAG meeting earlier in the week with the outcome that it was agreed that there is a need to review OD 024 following a further period of use and a recommendation that a future version should extend to acceptance of other third party laboratories, without modification to the existing requirements.

From the discussion the following four options for progress on this matter were proposed by the Secretary:

1. To retain and continue the implementation and use of OD 024 as published (this was supported by the DE, BR and AU delegations and the ExTAG Chair)
2. To refer this matter back to the IECEx Executive (this was supported by the US delegation)
3. To defer this matter to the next ExMC meeting to allow Member Bodies to discuss in more detail with the discussions of this meeting as input and to for them to discuss with local regulators. These discussions should occur in parallel with a monitoring of the implementation of the IECEx CTF Program
4. To await IEC CAB and Council Board guidance on the harmonisation of System Rules and Operational Documents

The meeting agreed (as detailed in Decision 2013/17) to proceed as per Option 3.

8.4 Integration of Ex s (new IEC 60079-33) into the IECEx 02 Certified Equipment Scheme

The Chairman introduced this item and the Secretary reminded the meeting that this had been an Action Item from the Split 2011 Meeting and was also discussed at the ExMC Calgary 2012 meeting. He continued that at the time a decision was taken to refer this topic to the IECEx Executive and WG1 for guidance. The Chairman advised the meeting that the item had been discussed during the June 2013 Buxton WG1 and Executive Meetings with the recommendations, as included in ExMC/866/CD, and the work done by the ExTAG and ExTAG WG9 was recognised:

Document discussed and considered:

- **ExMC/866/CD** – Proposal from the IECEx Executive

The Secretary advised that the DE NC had submitted comments on ExMC/866/CD (these are available on the IECEx website as *ExMC(DE/Fortaleza)03* under Green Papers in the Fortaleza 2013 section).

As there were no other comments the Chairman invited the DE delegation to outline the details of their submitted comments. In response, Mr. Gerhard Schwarz (DE) explained that they have concerns with the OD as currently drafted with respect to unit verification by a verifier from the same organisation and questioned if this is truly 'independent'? If this is not the case the DE delegation suggested that the draft OD or the Standard IEC 60079-33 should be modified to provide clarity. The Secretary queried an apparent inference from Mr. Schwarz that that IEC 60079-33



requires multiple organisation verifiers and Mr. Ralph Wigg (AU) (as a member of TC31 IEC 60079-33 Maintenance Team) commented that the intent of the Standard, as currently published, is that verification work requires independence from each of the stages which could be achieved if the verification is done by a different person within the same company that is not involved in the project being verified.

Mr. Ralph Wigg (AU) suggested that we need to consider the concept of 'compatibility' and should note that independence can be satisfied within a single organisation however questions remain on how this shall or shall not be achieved.

Mr. Wigg also commented on the need to determine the level of required competence of verifiers before an application for verification is received.

Mr. Jim Munro (TC31 Chair) suggested a definition of "independent" and believes that we need to focus on clarifying the relationship between the applicant and assessor rather than between verifiers.

In noting general acceptance of document ExMC/866/CD as the new OD and clarification over the term 'Independent Verifiers', the meeting agreed (via Decision 2013/18) to, as suggested by the Secretary, refer the remaining DE Comments detailed in *ExMC(DE/Fortaleza)03* to the Executive for review and preparation of a final Draft OD for ExMC approval via correspondence.

As a comment on the decision, Mr. Gerhard Schwarz (DE) suggested that the Executive should also consult with Martin Thedens (now IEC 60079-33 MT Convenor) on the final draft of the OD. In support of this suggestion, both the NL and DE delegations maintained that the OD must not contradict the Standard.

9 IECEx CONFORMITY MARK LICENSE SYSTEM, IECEx 04

9.1 Report from the IECEx Marks Committee Chairman, Mr Tim Duffy

The Chairman invited Mr. Timothy Duffy, Chairman ExMarkCo, to report concerning the activities of the IECEx Conformity Mark License Scheme since the Calgary 2012 ExMC Meeting.

Mr. Duffy referred the meeting to both the prepared report provided as ExMC/833/R and a summary of this in the form of his Powerpoint presentation at this meeting. This presentation introduced a number of key items that are covered in specific agenda items 9.1.1 to 9.1.4 following.

Document noted:

- **ExMC/883/R** - Report of the IECEx Mark Committee meeting, held in Buxton, 6 June 2013.



The Chairman asked the meeting if there were any comments or questions – there being none, the meeting accepted (as Decision 2013/22B) the report from the ExMarkCo Chairman.

9.1.1 Current List of IECEx Mark Licenses issuing ExCBs including those approved since the Calgary 2012 ExMC Meeting

Document noted:

- List of approved ExCBs
<http://www.iecex.com/directory/bodies/bodies3.asp?id=5>

Mr. Duffy reminded the meeting that details of Accepted and Applicant Mark Licence ExCBs are available on the IECEx Web Site as OD 001. He also advised that we currently have twenty three Mark Licenses issued by fourteen accepted ExCBs and, at present, there are no current Applicant ExCBs seeking to become Mark License issuing ExCBs. The meeting noted this report.

9.1.2 Current ExMarkCo Membership vacancies

The Meeting accepted the nomination of Ms. Dalia El Tawy as a member of the IECEx Mark Committee in the Interest Category of Manufacturer (via Decision 2013/19)

Mr. Duffy advised that, following the acceptance of Ms. El Tawy the following vacancies on the ExMarkCo remain:

- | | |
|---|----------------------|
| 1 | Manufacturers |
| 2 | Regulatory interests |
| 1 | Users |

Mr Duffy commented that it is of ongoing concern that we still have vacancies on the committee and requested that members give serious consideration to nominations and that any nominations be forwarded to the Secretariat.

9.1.3 Guidance for the use of the IECEx Logo

Mr. Duffy asked the meeting to consider the draft revisions of IECEx 01B, Edition 1.0 and IECEx 04A, Edition 1.0 and to approve these for publication.

Documents considered:

- **ExMC/867/CD-** Draft Revision of IECEx 01B - *Guidance for the use of the IECEx Logo (new Edition 2.0)*
- **ExMC/868/CD** - Draft Revision of IECEx 04A - *Guidance for the use of the IECEx Mark of Conformity (new Edition 2.0)*

The meeting approved the publication of the proposed revisions of IECEx 01B and IECEx 04A as Editions 2.0 via Decision 2013/20.



9.1.4 Procedures for issuing IECEX Mark Licenses, OD 022 and use of the Mark for Unit Verification Certification

Mr. Duffy commenced by reminding the meeting that this item is included as a response to an Action Item from the Split 2011 ExMC Meeting. He then outlined the proposal to allow the IECEX Mark to be used with Unit Verification Certificates acknowledging that there are obstacles such as those discussed during the ExMarkCo June Paris Meeting which included:

- that the Unit Verification process does not require ongoing monitoring
- the possible need for verification of logo on marketing literature
- that the Conformity Mark associated with a Unit verification should require the use of a serial number in the same manner as the Unit verification certificate.

He also reminded the meeting of the decision of the Calgary 2012 ExMC meeting to approve the display of the Conformity Mark on a CoC linked to a Conformity Mark to assist in to increasing the exposure of the IECEX Mark. The Secretariat advised that this project has been specified and now awaits IEC Central Office IT resources for progress.

Mr Duffy asked the meeting to consider the draft revision of IECEX OD 022, Edition 2.0 and approve it for publication.

Document considered:

- **OD 022** – Edition 2.0 (current edition) – Rules and Procedures for the granting of Licenses to issue and use the IECEX Conformity Mark
- **ExMC/869/CD** - Draft Revision of OD 022 – Rules and Procedures for granting of Licenses to issue and use the IECEX Conformity Mark (new Edition 3.0)

The meeting approved the publication of the proposed revision of IECEX OD 022 as Edition 3.0 via Decision 2013/21.

9.2 Notifications of misuse of the IECEX Conformity Mark.

Mr. Duffy commenced this item by reminding the meeting of the CAB request to highlight and address any matters relating to the misuse of the IECEX Conformity Mark.

The Secretary advised that the Secretariat has an ongoing role to monitor the system and in doing so we check uses of the IECEX Mark and Logo as well as references to IECEX Certification. While there are minor examples of misuse arising largely from ignorance or misunderstandings the Secretariat does not have any major issue to report at this time. Even though there were no major issues at present, members were asked to be vigilant as to examples of misuse and to please inform Mr. Duffy, as Chairman of ExMarkCo, or the Secretariat.



The Secretary then outlined the details of a recent instance of a training body (not associated with IECEx) referring to “Ex Standards” and provided an update on action taken in response by the ExMarkCo and Secretariat.

AU advised that a misuse of the Mark appeared on ‘Linked In’ and the Secretary requested additional information on this to enable a response. Mr. Duffy asked if there were any other examples. There no other items were raised.

In concluding this item, the ExMarkCo Chairman reminded the meeting that the IECEx System, as the first of the IEC Conformity Assessment Systems to use a Mark, has a responsibility to maintain the integrity of both the IECEx System and the IEC and requested the ongoing assistance of members in this task.

9.3 Other Matters relating to the IECEx Conformity Mark System

The ExMC Chairman asked if there were any other matters to be discussed.

In response Mr. Duffy informed the meeting of the work being carried out to address the issue of “Confidentiality Agreements” originally raised by ExMarkCo Members and updated the meeting on advice from IEC Central Office legal counsel. The meeting supported (as recorded in Decision 2013/22A) the ExMarkCo and Executive views from their Buxton 2013 meetings that more work needs to be undertaken to cover aspects of Confidentiality within the IECEx Rules rather than in formal Confidentiality Agreements.

The ExMC Chairman congratulated Mr. Duffy on an excellent report and thanked Mr. Duffy and the ExMarkCo committee for their excellent work.

10 CERTIFIED SERVICE FACILITIES SCHEME – IECEx 03

The Chairman invited the Secretary to provide a report to the meeting on Agenda Items 10.1 to 10.3 regarding the IECEx Certified Service Facilities Scheme status and recent developments.

10.1 Listing of ExCBs – According to IECEx 03, Certified Service Facility Scheme

The Secretary reminded the meeting that OD 001 provides up-date details of all Member ExCBs including those participating in the IECEx 03 Scheme.

Document noted:

- **OD 001** – Scheme Membership, ExCBs, ExTLs and applicants
<http://www.iecex.com/directory/bodies/od001.asp>



10.2 Publication and feedback of new Scheme Rules and Operational Documents for the IECEx Certified Service Facilities Scheme

The Secretary reminded the meeting of the recent publication of the new set of IECEx 03 Rules of Procedures and subsequent Operational Documents (as listed below) in response to Action items 21, 22, 23 of the Calgary 2012 ExMC Meeting related to support for the expansion of the Scheme to include Ex equipment services additional to repair.

The Secretary then provided the meeting with a summary of the background to this item and the 2012 Calgary meeting decisions (2012/26, 2012/27, 2012/28, 2012/29) concerning Drafts for the IECEx 03 Scheme rules and ODs. In line with those decisions drafts the BR, AU and RU member bodies submitted comments during the 3 month extension period. The minor comments from AU and BR were included in final publication drafts which were circulated to WG10 for a final review by WG Members before publication. The Secretariat acknowledged the well prepared RU comments and their suggestion of a consolidation of Parts 2, 3 and 4 along with their ODs and reported that the Secretariat decided that, in order to move forward and to allow for feedback from the introduction of the newly published documents, the RU proposal will be reconsidered in the next round of revisions of the ODs.

The Secretary also updated the meeting on the status of these publications and the editorial corrections of ExMC/886/CD as ExMC/886A/CD to amend proposed titles of ODs regarding Area Classification in response to discussions in WG10 meeting of 17th September 2013.

The meeting noted the suggestion that there may be a need for a further separation (with consequent revision or update of IECEx documents) between inspection and maintenance when the new edition of IEC 60079-14 is published.

Documents noted:

- **ExMC/886/CD** – Summary of restructure and expansion of Rules of Procedure and Operational Documents supporting the expansion of the IECEx 03 Certified Service Facilities Scheme.
- **IECEX 03-2** - IECEx Certified Service Facilities Scheme – Part 2: Selection of Ex equipment and design of Ex installations – Rules of Procedure
- **IECEX 03-3** - IECEx Certified Service Facilities Scheme – Part 3: Ex installation and initial inspection – Rules of Procedure
- **IECEX 03-4** - IECEx Certified Service Facilities Scheme – Part 4: Ex inspection and maintenance – Rules of Procedure
- **IECEX 03-5** - IECEx Certified Service Facilities Scheme – Part 5: Repair, overhaul and reclamation of Ex equipment – Rules of Procedure
- **OD 313-5** - IECEx Certified Service Facility Scheme – Part 5: Repair, overhaul and reclamation of Ex equipment - Assessment and



- Certification of Service Facilities involved in the repair, overhaul and modification of Ex equipment – Procedures.
- **OD 314-5** - IECEx Certified Service Facility Scheme – Part 5: Repair, overhaul and reclamation of Ex equipment - Quality Management System requirements for IECEx Service Facilities involved in the repair, overhaul and modification of Ex equipment.
 - **OD 315-5** - IECEx Certified Service Facility Scheme – Part 5: Repair, overhaul and reclamation of Ex equipment - Additional Requirements for IECEx Service Facilities involved in the repair, overhaul and modification of Ex equipment.
 - **OD 316-5** - IECEx Certified Service Facility Scheme – Part 5: Repair, overhaul and reclamation of Ex equipment - Assessment Procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities involved in the repair, overhaul and modifications of Ex equipment.
 - **OD 313-2** - IECEx Certified Service Facility Scheme – Part 2: Selection of Ex equipment and design of Ex installations - Assessment and Certification of Service Facilities providing selection of Ex equipment and design of Ex installations related services – Procedures.
 - **OD 314-2** - IECEx Certified Service Facility Scheme – Part 2: Selection of Ex equipment and design of Ex installations - Quality Management System requirements for IECEx Service Facilities providing selection of Ex equipment and design of Ex installations related services.
 - **OD 316-2** - IECEx Certified Service Facility Scheme – Part 2: Selection of Ex equipment and design of Ex installations - Assessment Procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities providing selection of Ex equipment and design of Ex installations related services.
 - **OD 313-3** - IECEx Certified Service Facility Scheme – Part 3: Ex installation and initial inspection - Assessment and Certification of Service Facilities providing Ex installation and initial inspection service – Procedures.
 - **OD 314-3** - IECEx Certified Service Facility Scheme – Part 3: Ex installation and initial inspection - Quality Management System requirements for IECEx Service Facilities providing Ex installation and initial inspection service.
 - **OD 316-3** - IECEx Certified Service Facility Scheme – Part 3: Ex installation and initial inspection - Assessment Procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities providing Ex installation and initial inspection service.
 - **OD 313-4** - IECEx Certified Service Facility Scheme – Part 4: Ex Inspection and Maintenance - Assessment and Certification of Service Facilities providing Ex installation related services – Procedures.
 - **OD 314-4** - IECEx Certified Service Facility Scheme – Part 4: Ex Inspection and Maintenance - Quality Management System requirements for IECEx Service Facilities providing Ex installation related services.



- **OD 316-4** - IECEx Certified Service Facility Scheme – Part 4: Ex Inspection and Maintenance - Assessment Procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities providing Ex installation related services.

The meeting noted that there may be a need to revise ExMC/417A/Q, 'Application for a certification body to become an Ex Certification Body in the Scheme of the IECEx for Certified Service Facilities Program' where reference is made to ODs to ensure that titles and references align with the published ODs. The Secretariat was tasked to investigate this.

The meeting noted the report via Decision 2013/23.

10.3 Any Other matters concerning the IECEx 03 Certified Services Scheme

The Secretary asked that the meeting consider a recommendation from ExMC WG10 that we need to establish a separate Committee for the IECEx 03 Scheme and move this work from the ExPCC to the new Committee.

Mr. John Allen (GB and ExPCC Deputy Chair) spoke in support of the recommendation and noted that there is a need for assessors for the IECEx 03 Scheme and that these assessors will need different skills to those of assessors in the IECEx 02 Scheme.

The meeting agreed (as recorded in Decision 2013/24) that the Executive be asked to consider a proposal to establish a new Committee structure for the Certified Services Scheme for consideration by the ExMC.

11 IECEx CERTIFICATE OF PERSONNEL COMPETENCE SCHEME, IECEx 05

The Chairman introduced this item and requested that the Secretary address Agenda Item 13.8 as the proposed decisions in Item 13.8 will inform discussions on the proposals that follow.

The Decisions 2013/25A and 2013/25B taken in the discussions in Item 13.8 were noted.

Following the completion of Item 13.8, the Chairman invited the Chairman of the ExPCC Mr. Ralph Wigg to provide a report on the Certificate of Personnel Competence Scheme and, in doing so, to cover Items 11.1 and 11.2.

11.1 Report from the ExPCC Chairman

Document discussed and considered:

- **ExMC/870/R** – Report from the ExPCC Chairman



Mr. Ralph Wigg presented the content of ExMC/870/R as a slide presentation on the work of the ExPCC since the Calgary 2012 ExMC meeting and emphasised:

- the ExPCC controlled membership and the need to establish the IECEx Website (as opposed to ExPCC/001/Inf) as the Master list
- the restrictions on observers at ExPCC meetings
- the 'three meeting rule' and ExPCC Recommendation #2
- ExPCC input to ExMC WG16 activities and ExPCC concerns regarding "endorsement" (refer ExPCC report item # 10.2)

In presenting the ExPCC recommendations to this ExMC meeting, Mr. Wigg provided the background on past work leading to the publication of Edition 2.0 of *OD 503 ExCB Procedures for issuing and maintaining IECEx Certificates of Personnel Competence* and *OD 504 Operational Document - Specification for Units of Competency Assessment Outcomes* and explained the links between this work and the more recent discussions in the Buxton 2013 meetings of the ExPCC and ExPCC Working Groups on the incorporation of a new competence unit, Ex 000. Noting that some areas needing more work to accommodate Ex 000 in OD 503 and OD 504 the meeting agreed (as recorded as Decision 2013/26A) that, that as an interim measure:

- All existing ExCBs are to use Edition 1 of both OD 503 and 504.
- All new ExCBs are to use Edition 2 of both OD 503 and 504.
- All ExCBs are to use Edition 3 of both OD 503 and 504 on publication.

The meeting also noted the comment that there is a need to clarify the specific requirements and satisfying criteria regarding the 'separation' of training and assessment as this is an ongoing issue of concern to ExPCC members.

In concluding his report Mr. Wigg advised that he wishes to step down as ExPCC Chair and proposed that that Mr. John Allen take over the Chairman of ExPCC with Mr. R Wigg to become Deputy Chairman as an arrangement to apply for the remainder of Mr. Wigg's existing term and for the next term. The meeting supported (via Decision 2013/26B) the nomination of Mr. Allen as new ExPCC Chair.

11.2 Any other matters relating to the IECEx CoPC Scheme

The Chairman invited the meeting to raise any other matters relating to the IECEx Certificate of Personnel Competence Scheme - there being none, he thanked Mr. Wigg for his report that was accepted by the meeting via Decision 2013/26C.

The Chairman closed this item by welcoming Mr. John Allen as Mr. Wigg's successor, thanked Mr. Wigg for his excellent work as ExPCC Chairman, and asked that Mr. Allen convey the thanks of the ExMC to the members of the ExPCC for their efforts and support.



12 IECEx SYSTEM – GENERAL MATTERS

The Chairman invited the Secretary to report. The Secretary gave a general overview of the IECEx System and its individual schemes activities since the last ExMC meeting in Calgary in 2012. He then advised that the Secretariat continues to receive a growing number of general and Scheme specific enquires direct from industry for equipment, services. The Secretary concluded that such enquiries are evidence that IECEx is being thought of more and more when individuals are addressing Ex areas and installations. He advised that, from his perspective, such inquiries are very much welcomed as it provides an opportunity for the IECEx to add real value to industry. The Chairman thanked the Secretary for this overview and invited questions. No questions were raised.

12.1 IEC / ILAC / IAF Cooperation

The Chairman opened this item by referring the meeting to CAB Decision 32/20 in CAB/1108/DL that takes into account the ExMC decision from the Calgary 2012 meeting (Decision 2012/34 in ExMC/800/DL) and invited the meeting to discuss matters in addition to those already covered in Item 5.3.1 earlier in this meeting.

The Secretary advised the meeting that it is intended that, in addition to the CAB Decision, IECEx Rules and procedures will be maintained in respect to IECEx System assessment activities.

As no other matters were raised the Chairman invited the meeting to provide feedback on this issue and to raise any other related matters for consideration by the IEC CAB. There was no feedback or other matters from the meeting.

12.2 ISO/IEC 17065 Implementation

The Chairman requested that the meeting note the publication of the new ISO/IEC 17065 and consider the proposed implementation plan as firstly recommended by ExMC WG4 and subsequently supported by ExMC WG1 and the Executive in their Buxton 2013 meetings.

Document discussed and considered:

- **ExTAG/298/Inf** – The Implementation of ISO/IEC 17065 Conformity assessment – Requirements for bodies certifying products, processes and services.

In discussions on the proposal the Secretary advised that the IECEx ExTAG meeting earlier this week supported this proposal with a Decision to accept the implementation of ISO / IEC 17065 as planned. As further comment, the RU delegation added their support for the proposal however they suggested that serious work is needed on this issue and that this document should be used for the development of requirements for Ex equipment that include technical requirements and for ExCBS to specify links with ISO / IEC 17025.



The RU delegation also requested that Mr. Jim Munro prepare checklist or questionnaire documents for ISO / IEC 17065 and 17025. The Secretary reminded the meeting of the IEC CAB Decision on the need for common checklists for ISO / IEC 17065 and 17025 across all IEC CA Systems. Mr. Munro commented that checklists and training will also be needed to support a transition from Guide 65 to ISO / IEC 17065. The Meeting, in accepting (refer Decision 2013/27) the proposed implementation plan contained in Document ExTAG/298/Inf, noted that an upcoming ExTAG training session proposed for the next meeting could cover some of the comments made by RU concerning the need for technical requirements and checklists.

Additionally, the CN delegation noted the significant differences between Guide 65 and ISO / IEC 17065 and suggested the preparation of a document that explains the differences. Mr. Munro confirmed that this matter will be addressed in the planned training sessions.

In response to the question from Mr. Ron Webb (GB) on whether any certification bodies have already incorporated ISO / IEC 17065 into their systems, the Secretary advised that he is aware of three bodies that have done so to date.

12.3 Approval and maintenance of Documents (re Action Item 13 from Split 2011 ExMC Mins – RU Proposal)

The Chairman introduced this item and asked the Secretary to outline the background to the issue, progress to date, and the proposed response to the original RU proposal from the Split 2011 Meeting relating to the development and maintenance of IECEx documents.

In response the Secretary reported that the need for more time to translate, review and prepare comment on new and revised IECEx documents is recognised as a valid issue and noted that IECEx 01 Clause 12.4 provides for a 3 month review period for new or changes to Rules of Procedures. He suggested that it is appropriate that this facility be extended to other IECEx documents such as Operational Documents and introduced a proposal to (i) amend IECEx 01 Basic Rules to reflect this and (ii) request that the IEC CAB consider this amendment. In introducing this proposal the Secretary advised the meeting of work underway by CAB WG11 on harmonising the Basic Rules of the IEC Conformity Assessment Systems and suggested that the proposed amendments to IECEx 01 be referred to CAB WG11 for comment prior to CAB consideration.

The meeting agreed (via Decision 2013/28A) that the Chairman and the Secretary seek approval within the IEC CAB for consistency in the provision of required timeframe for the review of both Operational documents and Rules of procedures.

In response to the comment from Mr. Duffy that the task of reviewing revised documents to identify changes can be difficult and that a tool to assist would be appreciated, the Meeting also agreed (Decision 2013/28B) that when revised



Operational Documents and Rules be published in a manner that identifies changes eg use of “Red Line” documents. The Secretariat was requested to determine the best way to display an identification of the ‘changes’ and the following methods (any or all as appropriate) of identifying changes were suggested:

- the “track changes’ tool for small changes
- strike through of deletions and highlighting of new text
- margin borders

12.4 Progress on the AU Proposal for certain matters to be delegated to IECEx Executive

The Chairman invited the Secretary to provide an update on action in response to the Calgary 2012 ExMC meeting decision that the Executive consider that, as proposed by AU in ExMC/791/CD, certain operational matters be delegated to the IECEx Executive in light of the growth and expansion of the IECEx System over recent years. The Secretary requested that the meeting consider document ExMC/872/CD.

Document considered:

- **ExMC/872/DV** – Proposal from the IECEx Executive

In response, the DE delegation advised that they do not support the proposal and believe that many of the issues listed in ExMC/879/DV should be considered and agreed by the ExMC. They added that their objection is related to a number of items in the document and they would like to discuss the inclusion of certain items at a later date after they have had more time to consider.

The GB delegation suggested that ExMC/879/DV should be expanded to provide information on the possible impacts of the proposed list on ExMC meeting agenda item inclusions.

In recognition of the above comments the Secretary asked the meeting if there were any objections to the basic concept proposal noting (i) that there are concerns with the details of the content and (ii) the indications from the ExMC that they are not, at this time, in a position to accept the details of the proposal in document ExMC/872/CD. There being no objections voiced, the meeting agreed (via Decision 2013/29) with the proposal from the Secretary to prepare a list of items that may be delegated to the Executive that will include member bodies written comments (in the form of proposed changes to ExMC/872/CD) received by the Secretariat in the next three months . This list will form the basis of a new proposal to the next ExMC meeting in 2014.



12.5 Term of Office for Chairman and Deputy Chairman of ExTAG, ExMarkCo and ExPCC - proposed Amendment to IECEx 01 Basic Rules

The Chairman requested the Secretary to provide the background to, and details of the proposed amendment to IECEx 01 Basic Rules as provided as document ExMC/890/CD.

Documents considered:

- **IECEX 01** – Edition 6.0 (current edition) – IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEX System) - Basic Rules
- **ExMC/890/CD** – Proposed Amendment to IECEx 01

In response the Secretary noted that whilst the currently published IECEx 01 Basic rules (as Edition 6.0) provide for the term of Office of Chairman and Vice Chairman of the IECEx Management Committee (ExMC) to consist of two only three year terms with an option for a further term in the absence of any nominations, the same rules do not apply to Chairmen and Deputy Chairman of the ExTAG, ExMarkCo and ExPCC. In this context and in the interests of consistency, ExMC were asked to consider the proposed amendment to IECEx 01.

As there were no comments, questions or objections from the meeting it was agreed (via Decision 2013/30) that the proposal in document ExMC/890/CD to be referred to the IEC CAB for approval.

12.6 New ISO/IEC 17067 - Conformity assessment — Fundamentals of product certification and guidelines for product certification schemes

The Chairman requested that the meeting note the publication of new ISO/IEC 17067 and the presentation material prepared by the CASCO WG Convener that explains the background and content meeting note the publication of new ISO/IEC 17067 and the presentation material prepared by the CASCO WG Convener that explains the background and content of ISO/IEC 17067.

Document noted:

ExMC/898/Inf – ISO presentation on new ISO/IEC 17067: 2013

The meeting noted this item without comments or questions.

13 WORKING GROUP REPORTS

13.1 IECEx WG1 - Rules

The Chairman invited the Secretary, Mr. Chris Agius, as Convenor of WG1, to report on the activities of ExMC's WG1 and provide the background details to the WG1 recommendations to the ExMC.

**Documents considered:**

- **ExMC/873/R** – IECEx WG1 report of Meeting held 3rd June 2013 in Buxton.
- **ExMC/864/CD** – Proposed Summary of IECEx Terms and Definitions (ExMC to consider presentation and format)

Mr. Agius sought and received the permission of the Chairman to deal with the document ExMC/864/CD before presenting the WG1 report. In outlining the background to this proposal Mr. Agius noted some concerns communicated prior to this meeting by Mr. Bill Lawrence (US) that some of the content of the table in ExMC/864/CD is out dated and not aligned with the work of IEC TC3. In response Mr. Agius advised that the table had been proposed as a format rather than the final document. The meeting accepted this explanation and (as recorded as Decision 2013/31A) accepted the format of Document ExMC/864/CD as suitable for the recording and maintain a 'master list' of Terms and Definitions used within IECEx.

Mr. Agius then noted that ExMC/864/CD does show a number of instances where, appropriately, we have slightly different definitions of terminology related to their application in different IECEx Schemes. The meeting noted this observation and agreed (via Decision 2013/31B) that, as a principle, consistent definitions should be used where-ever possible.

As a further discussion point regarding the importance of consistency, the GB delegation noted that the term '*Ex component*' is and should be defined by IEC TC31 and therefore suggested that the content of ExMC/864/CD be amended to show TC 31 as the "owner" of this and all other definitions originating from TC 31 work. This suggestion was supported by the Decision 2013/31C that, where applicable, TC 31 definitions have precedence and should be used in the IECEx System without variation.

On the topic of 'ownership' it was agreed (Decision 2013/31D) that the content of ExMC/864/CD must be reviewed by the nominated 'owner" (noting the above suggestion regarding TC31 definitions) and revisions proposed to the Secretariat to provide alignment where necessary. The Secretariat is tasked to maintain the list of IECEx Definitions document.

Mr. Agius commenced his WG1 report by first thanking SGS Baseefa for hosting the IECEx Operational meetings, including the last WG1 Meeting, in Buxton earlier this year. He then provided, in turn, the details of each WG1 recommendation as presented in document ExMC/873/R, to the ExMC for consideration and discussion. In presenting the recommendations, Mr. Agius noted that the IECEx Executive discussed these recommendations in their meeting of 6th and 7th June 2013 with the result that the Executive supported all WG1 recommendations and paid extra attention to the proposal for interim surveillance assessment of ExCBs and ExTLs.



In response to Action Item 31 from the Calgary 2012 meeting regarding a proposal for the life of component certificates, WG1 recommended (Recommendation #1) that there is no need to revise IECEx Rules however it will be necessary to (i) explain (in the relevant ODs) what needs to be covered and (ii) emphasise the importance of controlling the QA of suppliers of critical information. This recommendation (#1) from WG1 was accepted (as per Decision 2013/31E).

WG1 also recommended (Recommendation #2) that the proposal from the UK to revise IECEx 02 to permit the use of Standards more than one edition prior to the current published version be rejected. This recommendation (#2) from WG1 was accepted (via Decision 2013/31E).

The ExMC accepted (via Decision 2013/31E) the WG1 Recommendation (#3) of the format proposed by Mr. Ron Sinclair for use in listing related Standards other than IEC Standards on Certificates.

Following an explanation of the issues by Mr. Agius, the meeting accepted (via Decision 2013/31E) the WG1 Recommendations #4 and #5. The Action Items arising from Decision 2013/31E include (a) the allocation of the task of preparing more details on the 'list of mandatory equipment' is to be allocated to ExMC WG2 and (b) that the Secretariat to prepare a Discussion Paper to assist WG2 in this work.

In discussing WG1 Recommendation # 6 regarding a proposed amendment to Clauses 11.1 and 11.2 of IECEx 02, the meeting noted the previous Decision 2013/16A in Agenda Item 8.2 of this meeting on revisions to IECEx proposed in document ExMC/863A/DV.

The meeting also noted the previous discussion and Decision 2013/17 under Agenda Item 8.3 of this meeting regarding WG1 Recommendation # 7 on the acceptance of manufacturer data and 'un-witnessed' testing results.

In reference to WG1 Recommendation #8 regarding a three year implementation period for ISO/IEC 17065, the meeting noted the previous discussion and Decision 2013/27 under Agenda Item 12.2 of this meeting.

The meeting, via Decision 2013/31E, supported the WG1 Recommendation #9 that the ExMC reject the proposal from DE for the establishment of a "recognizing ExCB" category.

Following the aforementioned interest of the IECEx Executive in the proposal for the introduction of interim surveillance assessments, the meeting accepted (via Decision 2013/31E) the WG1 Recommendation #10 and noted the previous Decision 2013/17 under Agenda Item 8.3 of this meeting regarding the revision of IECEx 02.



The meeting accepted (via Decision 2013/31E) the WG1 Recommendation #11 regarding the AU proposal to revise OD 011-2 to provide clarity of requirements in the use of 'applicant' on IECEx Certificates.

WG1 Recommendation #12 that the ExTAG WG1 proposal (submitted via the US delegation) on the removal of the Manufacturer's details on an ExTR ExTAG be rejected was not accepted by the meeting. This outcome arose from the objections of the US delegation to the WG1 recommendation and their view that this is a commercial matter. It was however agreed (refer Decision 2013/31E) that the US delegation will provide more information on their concerns in this area and that this information will be provided to WG1 as the basis for more work on this matter.

The meeting accepted (via Decision 2013/31E) the WG1 Recommendation #13 regarding the application by the Secretariat of the proposed standard text to respond to enquiries on the absence of signatures on Certificates displayed on the On-line System.

The meeting accepted (via Decision 2013/31E) the WG1 Recommendation #14 on the proposal from the Secretariat on a revised IECEx Document Numbering System. Additionally, the meeting agreed that the IECEx 400 Series as proposed be used for document pertaining to the IECEx Conformity Mark License System.

The Chairman thanked the Secretary and WG1 for their excellent work and invited questions on the WG1 report. No questions were raised.

13.2 IECEx WG5 - Management of Quality System Assessments of Manufacturers

The Chairman invited Mr. Mark Amos of the IECEx Secretariat to report on the last meeting of WG5 in the absence of Mr. Jeff Olson, Convenor of WG5, as an apology for this meeting.

Document considered:

- **ExMC/874/R** – IECEx WG5 report of Meeting held 3 June 2013 in Buxton

Mr. Amos reported that WG5 last met in Buxton on the 3rd June 2013 in conjunction with the WG1 meeting and that the outcomes of this WG5 meeting included:

- Recommendation #1 to ExMC
That, in response to Action Item 32 from the Calgary 2012 ExMC meeting, the ExMC approve the revision of IECEx 02 to reflect the need for ExCBs to be accredited by an IAF signatory organisation.

The meeting noted that this recommendation is covered by the previous agreement (as recorded in Decision 2013/16A) in Agenda Item 8.2 of this ExMC meeting.



- Recommendation #2 to ExMC
That the ExMC approve a revision of F-001 as proposed by UL.

The meeting agreed (as recorded in Decision 2013/32) to consider, via correspondence, a final draft of F-001 for publication once Mr Olson has finalised a number of editorial changes that WG5 have previously agreed do not require circulation to WG5.

- Recommendation #3 to ExMC
That the ExMC approve the publication of a revision of OD 026, *Guidelines for the qualification of Lead Auditors and Auditors*.

The meeting agreed (as recorded in Decision 2013/32) to consider, via correspondence, a final draft of OD 026 for publication once Mr Olson has finalised a number of editorial changes that WG5 have previously agreed do not require circulation to WG5.

- Recommendation #4 to ExMC
That the ExMC approve the publication of a revision of OD 025, *Guidelines on the Management of Assessment and Surveillance programs for the assessment of Manufactures Quality Systems*

The meeting agreed (as recorded in Decision 2013/32) to consider, via correspondence, a final draft of OD 025 for publication once Mr Olson has finalised a number of editorial changes that WG5 have previously agreed do not require circulation to WG5.

Other outcomes of the WG5 meeting included:

- a suggestion that there may be a need to prepare a new OD based on EN 80079-34 to support the work of ExMC WG15 on non-electric equipment. A WG was formed by WG5 to prepare a draft for WG5 consideration at their next meeting that will be held in conjunction with WG1
- members noted the suggestion of the need for assessors to include more details on QARs with respect to the requirements of ISO/IEC 8079-34.
- the Secretariat accepted Action items to review OD 011-2 and propose amendments where necessary to provide greater clarity on interpreting the issue dates of QARs and FARs.

The Chairman thanked Mr Olson and WG5 for their excellent work.

13.3 IECEx WG2 - Development of Technical Guidance Documents

The Chairman invited Mr. Steve Bentham, as Convenor of WG 2, to report on progress of work since Calgary 2012. Mr. Bentham commenced his report by commenting that the WG had been somewhat ambitious with the targets set during the Split 2011 ExMC Meeting and whilst they had not been able to reach all the



targets set the more important items have been completed. He then reported on the work completed since the Calgary via correspondence.

The Meeting accepted (via Decision 2013/33) a verbal report of progress from the ExMC WG2 Convener, Mr. Bentham, noting a written report to be provided along with new TCD by end October 2013. Mr. Bentham also advised that it is planned that the draft TCD document will be circulated to IECEx Assessors for comment once more prior to preparations for ExMC approval to publish.

The first item reported being the title of TGDs from, "Technical Guidance Documents" to "*Technical Compliance Documents*" (TCDs) to better represent the nature and purpose of the documents. Mr Bentham advised that it is intended that the new format TCD prepared by the WG 2 for protection technique Ex'd' will be suitable for other techniques and could use the same template. He also advised that the TCDs will be prepared in suites for each scheme, one for Equipment and one for Services. Mr. Bentham also noted that the draft TCD prepared for the IECEx 02 Scheme may not be suitable for the IECEx 03 Scheme.

The Chairman thanked the Convener and the WG2 members for their work.

13.4 IECEx WG4 - Technical Reference Group for Assessment of ExCBs and ExTLs

13.4.1 WG4 Report

Document noted:

- **ExMC/875/CD** - Report from Mr Jim Munro the Convener of ExMC WG4 Assessor Working Group.

The Chairman invited Mr. Munro, Convener of WG4, to report on the progress of work carried out since Calgary 2012 reminding the meeting that the remarks/proposals from DE are also to be dealt with at this same time.

Mr. Munro commenced his report by commenting that there had been no changes to the WG since the Calgary 2012 Meeting. He reported that Mr. Ron Webb (GB) had progressed to being a Lead Assessor. He was also pleased to announce that the WG had received three new applications to become assessors during the last year, they are Ms. Katy Holdredge, from US, this application was accepted earlier in the year, Mr. Phil Oates, GB, and Mr. Heinz Farke, DE, whose applications have been circulated for consideration and voting under the next agenda item. Mr. Munro then reminded the meeting and the assessors that it is mandatory for an assessor to attend Assessor Training Day. He informed members that a successful Assessor Training Day had been undertaken on Monday of this week. He reminded the meeting IECEx has now included assessor competencies on the IECEx website. Before concluding he informed the meeting that WG4 recommends the same implementation timetable as IAF, that is: the transition period for ISO/IEC 17065:2012 would be three years from the date of publication (15 September 2012).



That means it would have to be implemented by all existing and applicant ExCBs by 15 September 2015.

Mr. Munro thanked the panel members and all the assessors for their work in the past year.

The meeting noted the report via Decision 2013/34A.

The Secretary then invited discussion on the DE proposal referred to earlier. DE expressed concern in relation to the qualifications/experience of the assessors, given the expansion into new fields for example the 03 Scheme and the 05 Scheme, all of which require specific knowledge. DE remarked that it is no longer easy to assume all qualifications are appropriate and suggested that WG4 take on the task of reviewing ODs for all the relevant schemes as the current documents OD 003-1 and ExMC/43C/Q are of a general nature and do not specify requirements regarding the different IECEx Schemes.

DE proposed the following actions to:

1. review the above mentioned documents regarding the scope of appointment according to IECEx schemes.
2. develop acceptance criteria for assessors like e. g.
 - IECEx Certified Equipment (02) Scheme:
 - type of protections and years of experience with it
 - Quality management training sessions and duration
 - number of audits compiled
 - IECEx Certified Service Facilities (03) Scheme:
 - knowledge in maintenance and repair and years of experience
 - knowledge in electrical installation and years of experience
 - knowledge in ex inspection and years of experience
 - IECEx Certified Personnel Competencies (05) Scheme:
 - knowledge and years of experience for the different Units

During discussion there was general agreement (recorded via Decision 2013/34B) that WG4 review Operational Document OD 003-1 to cover Assessor requirements for all IECEx Schemes, and to also include procedures covering the appointment of Lead Assessors. The WG4 Convenor, as well as AU and CN, suggested that more members, with the necessary expertise, are required within WG4 to cover these broader areas. In response, Mr. John Allen, Assessor 03 Scheme, and Vice Chairman CoPC, agreed (Decision 2013/34C) to join WG4 at the same requesting other experts to nominate. The Convenor confirmed that what is expected of the WG4 review is the setting of criteria for Assessors and Lead Assessors across all schemes. The meeting agreed.



13.4.2 Assessor Applicants

Documents considered:

- **ExMC/888/DV** – Application received from the GB IECEx Member Body for Mr Philip Oates to become and IECEx Approved Assessor
- **ExMC/889/DV** – Application received from the GB IECEx Member Body for Mr Heinz Farke to become and IECEx Approved Assessor

The Chairman then asked the meeting to approve/agree with the WG4 recommendation for the acceptance of both Mr. Phil Oates and Mr. Heinz Farke.

Before seeking approval the Secretary reported that all applicants had attended the Assessor Training Day. He reminded the meeting that Ms. Holdredge had been accepted on the basis of attending an Assessor Training Day and that this provision could now be removed. He then put forward the applications of Mr. Oates and Mr. Farke for approval asking if there were any objections. There were no objections Mr. Oates (GB), and Mr. Heinz Farke (DE) were appointed as assessors as recorded in Decision 2013/35B.

13.5 IECEx WG11 - Trade Agents

The Chairman invited the Convenor, Mr. Ron Sinclair, to report on the WG Work and activities and to present their recommendations regarding the issue of Trade Agents.

Document noted:

- **ExMC/891A/CD** – Draft ODs regarding Trade Agents and Local Assemblers.

Mr. Sinclair introduced ExMC/891A/CD *Draft Operational Document* noting there is an industry need to address the differing manufacturing and distributing arrangements and requested that the meeting consider this draft OD as a response to Action Items 38 and 39 from the Calgary 2012 meeting regarding further work on ExMC/762/CD.

Mr. Sinclair advised that this proposed OD had also been discussed earlier in the week at the ExTAG Training Session and that there had been no objection to its publication subject to ExMC approval. In these discussions it was suggested that these documents should be seen as a work in progress acknowledging that, with experience and use, changes would be needed and that there is at least one area where an additional IT resource could make the monitoring tasks easier and therefore more efficient. The presentation slides used by Mr. Sinclair to present on this issue at the ExTAG Training Session are available in the Fortaleza section of the IECEx website.



The meeting then accepted (via Decision 2013/36) and that the draft Operational Documents as outlined in document ExMC/891A/CD proceed to publication.

The Chairman thanked the Convenor and the WG11 members for their work.

13.6 IECEx WG 13 - Business Development

The Chairman invited the Secretary to provide a report, on behalf of WG13 Convenor, Mr. Maalouf as an apology for this meeting, on their meeting held in Buxton on 30th May 2013 and their recommendations regarding the IECEx Business Plan.

The Secretary commenced his report by reminding the meeting that there is a current Business Plan and that WG13 has been working on updating this. The latest draft revision was discussed in the Buxton 2013 WG13 meeting and was provided to the meeting as ExMC/876/CD for consideration and endorsement to be published as the IECEx Business Plan 2013-2016.

Document considered:

- **ExMC/871/R** – IECEx WG13 report of Meeting held 30th May 2013 in Buxton
- **ExMC/876/CD** – IECEx WG 13 Draft Business Plan following the Buxton May 2013 Meeting.

Following a suggestion from Mr. Munro it was agreed (as Decision 2013/37B) that the draft IECEx Business Plan 2013-2016 be published as the current '*IECEx Business Plan*' and that WG13 be tasked to continue to review annually and update the Business Plan as required.

The Chairman requested Members to note the Business Plan available on the IECEx Web Site and also referred the meeting to earlier discussions relating to the revision of the Business Plan.

In outlining the highlights of the Business Plan and the associated discussions at the last meeting of WG13 in Buxton in May 2013, the Secretary requested that the meeting consider and approve the following recommendations from WG13 extracted from ExMC/871/R:

- **Recommendation #1 to ExMC**
That social media be explored as a tool to promote the interests of the IECEx System and the participants.
- **Recommendation #2 to ExMC**
That market research be conducted as a basis for ensuring that we understand the needs of the target markets and their current level of knowledge re IECEx and Conformity Assessment.



- Recommendation #3 to ExMC
That IECEx conducts an annual “Dubai 2012” type event and to takes this to ‘target nations’ including the Gulf region, China, Russia (noting the plan for an event in Malaysia in February 2014).
- Recommendation #4 to ExMC
That a new WG or Committee be established under the ExMC to enable the transfer of the stewardship of the Services Scheme from the ExTAG to the ExMC (in consultation with the ExTAG).
- Recommendation #5 to ExMC
That a new WG reporting to the ExMC be established to assist and guide WG13 in the expansion of services (such as the IECEx Certified Service Facility Scheme).

The Meeting accepted (via Decision 2013/37A) all five recommendations contained in Document ExMC/871/R and noted the following Actions arising from the discussion on the recommendations:

- The Secretariat to locate and investigate examples of the incorrect use of the IECEx Logo on social media sites, for example on a “Linked in” page mentioned by Mr. Munro and Mr. Duffy.
- WG13 to expand on Recommendation 2, concerning Market research to provide more information.

The Chairman thanked the Secretary for presenting on behalf of Mr. Maalouf and asked the meeting if they had any further questions or comments on the WG13 report – there being none, the Chairman closed this item.

13.7 IECEx WG 15 – Non Electrical Equipment

The Chairman invited the Convenor, Mr. Jim Munro to report on the work of WG15 and their activities since the Calgary 2012 ExMC meeting.

Document noted / considered:

- **ExMC/877/CD** – Report from WG 15
- Green Paper version from WG15 meeting of 17th Sept 2013 in Fortaleza as **ExMC(Secretariat/Fortaleza)02**

Mr. Munro outlined the background to the establishment of WG15, advised of the recent meetings of WG15, and provided an update on the development of Standards for Non Electrical Equipment by IEC TC31 – this included an outline of the reasons (primarily related to ‘markings’) for the delay in publishing ISO 80079 Parts 37 and 38 – it is anticipated that these will be published later in 2013 subject to expected positive outcomes of the TC 31 Maintenance Team. Mr. Munro also advised that the next edition of ISO 80079-34 will include more information about non-electrical equipment but as the publication of this may not occur soon enough for IECEx purposes an interim IECEx Operational Document is planned.



In response to the report the US delegation suggested that ISO 16852 be removed from the scope of WG15 and in expanding on this suggestion, Mr. Evans Massey (US) requested that more information on the reasons for the inclusion of ISO 16852 be provided. Mr. Munro and the Secretary advised that a decision had been taken by the ExMC in Calgary 2012 to include ISO 16852 and acknowledged that perhaps this needs to be revisited. Mr. Munro suggested that WG15 could consider this. Mr. Webb recalled that ISO 16852 had been included on the basis that it was a Standard that could be used immediately by WG15 as a basis for progress on non-electrical equipment. Following this discussion the meeting agreed (as Decision 2013/39A) to retain ISO 16852, Flame arresters, as a Standard for use in the Certified Equipment Scheme and within the scope of WG 15 work.

The US delegation also suggested that ISO 80079-38 be added to the scope of WG15. In response Mr. Munro advised that ISO 80079-38 is not currently suitable for certification purposes however it is intended that be considered by WG15 once the issues regarding certification applications are resolved.

The Meeting accepted (via Decision 2013/39B) the report from Mr. Munro as contained in Document ExMC/877/R and Green Paper *ExMC(Secretariat/Fortaleza)02* and then the Chairman thanked the Convenor and the WG15 members for their work.

13.8 IECEx WG 16 - Training Body Certification Scheme

In taking this item in the order of the circulated agenda the Chairman reminded the meeting that this item had been covered in Agenda Item 11 and proceeded to Agenda Item 14.

The Chairman invited the Secretary, as WG16 Convenor replacing Mr. Kerry McManama for the last meeting of WG16 in Buxton on 30th May 2013, to provide a report on WG16 activities and their recommendations regarding the qualification of training bodies supporting the IECEx Certified Persons Scheme.

In addressing this agenda item as part of Item 11, the Secretary reminded the meeting of the ExMC Calgary 2012 decision to form WG16 to consider the US proposal (ExMC/761/CD) and reported that WG16 held its first meeting in Buxton 30 May 2013. The report from this meeting is provided as ExMC/878/R.

Document considered:

- **ExMC/878/R** – Report from WG 16

The meeting discussed Recommendation #4 (refer below) and by agreement (Decision 2013/25A) with this, Recommendations #1, 2 and 3 are transferred to the ExPCC.

- Recommendation #1 to ExMC
That the EXMC endorse the WG16 Recommendations 1 to 9 inclusive



- Recommendation #2 to ExMC
That the ExMC provide guidance on whether assessment of candidate ETPs (IECEX Endorsed Training Provider) should be conducted by:
a) ExCBs qualified for this purpose: or
b) IECEX, similar to the peer assessment process for assessing ExCBs and ExTLs
- Recommendation #3 to ExMC
That the ExMC provide a Decision on the frequency of surveillance assessment for ETPs.
- Recommendation #4 to ExMC
That ExMC endorse the transfer of the work of WG16 to ExPCC with the subsequent establishment of ExPCC Working Group 4 comprising the current members of ExMC WG16.
- Recommendation #5 to ExMC
That the ExMC endorse the transfer of the work of WG16 to ExPCC with subsequent nomination of a Convenor of a new ExPCC Working Group (refer Recommendation #4 to ExMC).

The meeting also agreed (via Decision 2013/25B) that the Convenor of the new ExPCC WG will be appointed by the ExPCC and the existing members of ExMC WG16 will become the members of the new WG established under the supervision of ExPCC to consider this work.

14 ExTAG MATTERS

14.1 Report from ExTAG Fortaleza 2013 Meeting

The Chairman invited the ExTAG Chairman, Mr. Ron Sinclair, to report on the work of the IECEX ExTAG. Mr Sinclair commenced by reporting on the ExTAG Training Workshop held on 16th September 2013 that had been a very successful day and that these workshop have become an integral part of the ExTAG Meeting agenda. He also reported that the four presentations from the following speakers had been very well received and are now available on the IECEX Web Site Fortaleza meeting page:

- Wal Robson (IECEX Secretariat) on *IECEX On-Line Certificate System Features + Reminders*
- Thierry Houiex (INERIS) on *IECEX Auditing Practices for ISO/IEC 80079-34+ISO 9001 coverage*
- Ron Sinclair, MBE (ExTAG Chairman) on *Issue of Certifying Trade Agents and Local Distributors and discussion on new document ExMC/891A/CD*
- Mark Amos (IECEX Secretariat) on *IECEX On-Line Reviews of IECEX CoCs / ExTRs / QARs*



Mr. Sinclair then reported considerable discussion on ExMC/891A/CD and the subsequent formal decision to recommend to ExMC that the two parts of this document move forward as Operational Documents, recognising that some changes may be needed with experience and that there is at least one area where additional IT resource could make the monitoring tasks easier and therefore more efficient.

Mr. Sinclair reported that on Tuesday, 17th September, we moved into the formal business session. He commented that sadly this commenced with the reading of a letter of resignation and farewell from Mr. Brenon, the current ExTAG Secretary. The ExTAG Chairman expressed his regret that Mr. Brenon was resigning and extended thanks, on behalf of ExTAG, for his long and dedicated service to the IECEx. He advised that a letter of thanks would be forwarded to Mr. Brenon for his kind comments and especially his tremendous contribution over the years. He then advised that a nomination had been received from LCIE, FR, for Mr. Julien Gauthier to be considered as ExTAG Secretary. The ExTAG agreed that Mr. Gauthier, in accordance with IECEx Rules, be recommended to the ExMC to fill this role. Mr. Sinclair, requested approval from the ExMC of the appointment of Mr Gauthier as ExTAG Secretary. The ExMC agreed with the appointment of Mr Gauthier (via Decision 2013/40B) extending their best wishes.

The following items were covered in a Closed Session, which was restricted to members from ExCBs and ExTLs-

- Querying the use of draft standards for certification – reinforcing that certification can only be to an existing published edition of the standard, but this subject will be looked at again in the future in conjunction with TC31 where a draft may provide an interpretation, rather than a change to the existing text
- Querying the use of NOTES in standards – where there may be a difference in the weight given to notes by different ExCBs
- Incorrect use of “See Annex” in the CoC description without any further information
- Incorrect listing of manufacturer locations where the true manufacturing location is concealed
- Incorrect replication of installation requirements in CoCs where they are fully covered by installation standards
- Issues relating to the marking of small components
- Delays and insufficient response when exchanging ExTRs between ExCBs and where clarification is being sought

The ExTAG Chairman reported that opinion had been sought from the ExTAG on ExMC/857/DV relating to the possibility of an intermediate surveillance visit of ExCBs/ExTLs half way through the five year period. After some discussion no objections were raised to the principle of the mid-term surveillance. He continued that the Convenor of ExTAG WG6 had proposed that the WG be disbanded. He reported that after discussion it was agreed that there was a need to review OD 024 after a further period of use, and a recommendation that, a future version should



extend to acceptance of other third party laboratories, without modification to the existing requirements. ExMC are asked to provide a view on this.

He reported that opinion was again sought from the ExTAG on the draft OD for Ex 's' ExMC/866/CD which was reviewed and found acceptable, subject to correction of minor editorial errors

The ExTAG Chairman commented that we are pleased to note the progress with ExTAG WG10 in respect of Proficiency Testing and received a presentation from Dr. Uwe Klausmeyer on the detail of the next two testing programmes:

- Flame Transmission
- Temperature Classification

Mr. Jim Munro reported on the new Task Group looking at issues related to retention of records. There is concern that, for many ExCBs, there is not sufficient distinction between Electronic Back-Up and Electronic Archiving. There is inconsistency in policy about the minimum retention time and the task group has been converted to a working group with Mr. Munro agreeing to be interim Convenor. A paper presented on behalf of the GB ExCBs, having been endorsed by the GB National Committee, raised concern about the apparent lack of engagement by many ExCBs in the commenting and approving stages of ExTAG Decision Sheets. It was agreed that as a first exercise, all assessors will be asked to review, during assessments, the procedures that ExCBs/ExTLs have for dealing with these documents. The results of this exercise will be collated by the secretariat. Opinion was sought from the on the introduction of ISO/IEC 17065 and there was agreement that full implementation by 2015 should not present any problems.

The ExTAG Chairman reported that there was discussion relating to ExTAG Decision Sheets in particular those having similar content. He advised that a task has been formed, led by Mr. John Watt (AU), to review the amalgamation of Decision Sheets covering the same/similar content. He then thanked the meeting for their attention.

The ExMC Chairman, Dr. Zalogin, thanked Mr. Sinclair for his comprehensive report. He asked the meeting if they had any comments or questions. There were no questions or matters raised.

The meeting accepted the report via Decision 2013/40C.

14.2 Any other ExTAG Matters

Document for consideration:

- **ExMC/887/CD** – Proposal from AU – National Committee Letter

The Chairman invited the Secretary to introduce this document. The Secretary advised the meeting that this item is an AU proposal which concerns the Capabilities of Assessors. After a brief discussion it was agreed (via Decision 2013/41) that this issue should be taken on board by ExMC WG4 *Technical Reference Group for*



Assessment of ExCBs and ExTLs. Mr. Munro, WG4 Convenor, advised that the work is already underway. The Chairman thanked the Secretary and Mr. Munro for their work and reports.

15 IECEx WEB SITE and INTERNET BASED “ON-LINE” CERTIFICATE OF CONFORMITY SYSTEM AND OTHER ENHANCEMENTS.

15.1 General matters

The Chairman invited the Secretary to provide an overview of the report provided as ExMC/879/R on the status of improvements and enhancements to the IECEx “On-Line” Certificate of Conformity System website.

Document noted:

- **ExMC/879/R** – Report from the Secretariat

This Secretary highlighted that the report provides an update to members on

- General enhancements
- Administrative enhancements
- Additional assistance provided by the Secretariat
- Out of Date QARs

The Secretary emphasised the excellent cooperation received by the Secretariat from ExCBs in addressing some of the QARs that have fallen out of date and on all other issues raised.

The Meeting accepted (as recorded in Decision 2013/42), without comment or questions, the Secretariat report contained in Document ExMC/879/R.

The Chairman expressed the appreciation of the membership for the work of the Secretariat and the IEC IT Department concerning the development and on-going enhancements of both the IECEx Website and On-Line Certificate System, especially these latest features and tools.

16 REPORT FROM IEC TC 31

The Chairman commenced this item by reminding the meeting that the TC31 Chairman, Mr. Munro, is invited to EXMC meetings to report on the activities of the TC on an annual basis and holds the position of Ex-Officio Member of the ExMC. He then invited Mr. Munro to report.

Document considered:

- **ExMC/880/CD** – IEC TC 31 Chairman’s report

Mr. Munro commenced by advising that last Plenary Meeting of the TC had been held in Oslo, Norway on 4th and 5th October 2012 and was attended by over 60 delegates representing 24 countries. In presenting the document ExMC/880/CD, he

- highlighted various items of the work that included:



- the establishment of an ad-hoc working group on 'high voltage equipment for explosive atmospheres',
- a request from TC31 for more formal input to the work of the UNECE on Ex matters,
- work of TC 31 WG 32 on creepage and clearance distances,
- publication of IEC 60079-33 on Ex 's',
- establishment of a new WGs on "adverse service conditions" and 'luminaires',
- the outcomes of the TC 31 Chairman's Advisory Group meeting in March 2013,
- a number of items of TC31 work that may be of particular interest to IECEx,
- noted that TC31 supports the use of a 5 month CDV process and a 2 month translation period to address the concerns raised by a number of member bodies and also discussed at this ExMC meeting.
- reminded the ExMC meeting of the discussions in the ExTAG regarding the use of ExTAG Decision Sheets for the interpretation of Standards and suggested that the TC31 Interpretation Sheet process is preferred, and
- advised that the next plenary meeting of TC31 will be in New Delhi on 24th and 25th October 2013.

In closing Mr. Munro advised the meeting that this will be his last report as TC 31 Chairman following a change of IEC rules regarding the terms of Technical Committee Chairmen. He noted the special link he has had with the IECEx while attending every IECEx ExMC meeting since his appointment as TC 31 Chair and expressed his pleasure in the extensive use of TC31 standards in the IECEx System.

The Chairman thanked Mr. Munro for his report and invited comments or questions from the meeting – there being none, the meeting accepted (as Decision 2013/43B) the TC 31 report contained in Document ExMC/880/R.

The Chairman then asked, on behalf of members, that it be recorded (Decision 2013/43A) that Mr. Munro be thanked for his tremendous contribution as Chairman of IEC TC 31 over 15 years of service to both TC 31 and IECEx.

17 REPORT FROM THE UNITED NATION'S UNECE

17.1 Update Report

The Chairman invited Ms. Lorenza Jachia (UNECE) and Mr. Frank Lienesch (PTB) to provide a report on the 2013 UNECE Ex Sectorial Initiative workshop on 18 September that was both very well attended and received.

Ms Jachia thanked the meeting for the opportunity to provide this report and the membership for their participation in the Workshop held earlier in the week that was almost a year in planning and organisation. Ms. Jachia thanked Dr. Wucherer for his



reflections on his early career involvement in the Ex sector and highlighted the messages from Mr. Munro and Mr. Bentham in their Workshop presentations regarding the human perspectives of our work and importance of safety for all stakeholders and congratulated the IECEx membership of their continued focus on this fundamental and overriding aspect.

The Meeting accepted (via Decision 2013/44A) the verbal report from Lorenza Jachia on the activities on UNECE including a report of the 2013 UNECE Ex Sectorial Initiative workshop on 18 September.

The Secretary advised members that the slides of the Powerpoint presentations by speakers at the Workshop will be made available on the Fortaleza 2013 part of the IECEx website.

Discussions following Ms. Jachia's report the meeting agreed (as Decision 2013/44B) on the following Actions:

1. that a clear and positive statement that confirms the IECEx as satisfying the objectives of the published CROs be obtained from UNECE WP6
2. that the United Nations UNECE CRO Publication be located on a more visible and accessible area of the UN main website
3. that is a need for on-going promotion and awareness of the CROs via vehicles such as the planned IECEx / UNECE International Conferences (noting the IECEx International Conference planned for 19th and 20th February 2014 in Malaysia) and members are asked to support these by way of participation and possibly hosting. It is hoped that this will address the RU delegation concerns that only small progress has been made with the promotion of the CRO and perhaps this is a reason for an observed refusal to accept IECEx test results in all member countries.
4. that IECEx WG8 be asked to focus on issues of promotion of mutual acceptance of the results of conformity assessment – the IECEx Certificates of Conformity in accordance with the requirements of Recommendation L of UNECE and the CROs.

In closing this item, the Chairman took the opportunity (as Decision 2013/44C) to thank the UNECE, especially Lorenza Jachia and Frank Lienesch, for their ongoing support for, and involvement in, the IECEx System. He also commented that IECEx members looked forward to continuing our working relationship with the UNECE in addressing the needs of the Ex Sector.

17.2 United Nations, UNECE Publication Common Regulatory Objective

The Chairman asked the meeting to note the previous publication of the *UNECE CRO – Common Regulatory Objective – A Common Regulatory Framework for Equipment Used in Environments with an Explosive Atmosphere* and the continuing promotion of this document.



The Chairman then called on the Secretary to provide a report on the status of translations of the UNECE Common Regulatory Objective publication (CROs) into

- Arabic
- Chinese
- Spanish
- Portuguese
- Russian
- French

The meeting (via Decision 2013/45) noted the translations of the UNECE Common Regulatory Objective publication (CROs) into many other languages and that these will be available from IEC website, noting that copies of the CROs are available as conference material from the IECEx Secretariat.

18 ExNB GROUP REPORT

The Chairman invited Mr. Thierry Houeix, Vice-Chairman of the European Notified Bodies Group for ATEX to report on the activities of this group.

Mr. Houeix advised that the last ExNBG meeting had been held on 15th and 16th November 2012 and highlighted the following items and outcomes:

- Following a summary of the IECEx meetings held in Calgary in 2013 by Mr. Sinclair the wish of the ExNB for continued cooperation with IECEx was confirmed.
- The certification schemes are different but technically, the Ex products assessment and testing are the same when IEC standards are used to fulfil the Essential Health and Safety requirements of the ATEX Directive (in fact most of the ExNBs use the IECEx templates for their ATEX reports).
- The fourth edition of the ATEX guidelines on the application of 94/9/EC Directive has been published in September 2012 as the last issue for the existing ATEX Directive.
- Due to the New Legal Framework, nine European Directives of which the ATEX Directive is one, will be modified. In this, the changes will mainly relate to the relationships between member states and the ways to notify a Certification Body. However from the manufacturer point of view, there will be a major change in that manufacturers will be required to declare the conformity to the new directive by preparing an EU declaration of conformity. If there is no change on the product and no change regarding the State of the Art, they will be able to use the EC type examination certificate they have already for their product. However, if there is a change new examinations and tests will be required but it will not be possible to issue an addition or a new issue of the EC type examination. A new EU type examination certificate in accordance with the new ATEX Directive will be mandatory.
- It is expected that the future ATEX Directive should be published before the end of 2013 or at the beginning of 2014.



Mr. Houeix advised that the next meeting to be held in Brussels 18th and 19th November 2013.

The meeting accepted the report via Decision 2013/47.

The Chairman thanked Mr. Houeix for his informative report that will be posted to the Fortaleza 2013 part of the IECEx website as Green Paper *ExMC(ExNB/Fortaleza)06*.

19 REPORT FROM PCIC EUROPE

The Chairman invited Mr. Marty Cole, who attended the last meeting in Istanbul on behalf of the IECEx System, to come forward and provide a report and update on PCIC activities since the 2012 Calgary meetings.

Mr. Cole reminded the meeting that membership of PCIC comprises:

- End-users
- Engineering and Consultants
- Manufacturers
- Other stakeholders

and therefore as it is the place the users gather and network it is essential that the IECEx System is prominent and made so through the attendance of IECEx member organisations at PCIC events (noting that cooperation and participation to date has been appreciated) and advised of the following future events:.

- PCIC 2014 USA (location TBA)
- PCIC 2014 EU (Amsterdam)

The Chairman thanked Mr. Cole on behalf of the meeting, for both his attendance in Istanbul and his most informative presentation today.

The meeting accepted (via Decision 2013/48) this report and update of PCIC Nth America, PCIC Europe and PCIC Middle East, from Mr. Marty Cole and appreciated his representing IECEx at the 10th anniversary of PCIC Europe.

20 FINANCE

20.1 2012 Accounts

20.1.1 Approval of the 2012 Audited Accounts

Document considered:

- **ExMC/848/DV** – 2012 Audited accounts

The Chairman invited the IECEx Treasurer, Mr. Heinz Berger to report. Mr. Berger referred the meeting to the 2012 audited accounts contained in document ExMC/848/DV and asked the meeting to endorse the accounts, noting the detailed explanations given in the Notes to the 2012 Accounts and the very healthy



financial position of the IECEx, for submission to CAB for approval, as presented. As no matters were raised the meeting endorsed (as recorded as Decision 2013/49) the 2012 accounts as presented for submission to the IEC CAB.

20.1.2 IECEx General Reserve Status

The Chairman asked the meeting to note the current level of the IECEx General Reserve at end of 2012 and the CAB Decision 33/5 of CAB/1170/DL calling for a level of General Reserve equivalent to 3 years Operating Costs.

The meeting noted (as recorded as Decision 2013/50A) the current level of IECEx General Reserve at end of 2012.

In the response to the Chairman's invitation to the meeting to raise any issues or questions relating to the Reserve, the GB delegation voiced their concern about the General Reserve and noted that they acknowledge that this is the result of a CAB and Council Board Decision however:

- they are specifically concerned with the size (value) of the Reserve, particularly as GB is a major contributor
- it appears to be a 'moving target'
- it is not clear why it is necessary
- it is not clear how or when it will be achieved

The NL delegation supported the GB concerns and requested that CAB clarify

- why it is necessary
- how or when it will be achieved

In response to GB and NL the Secretary explained the basis of the Reserve and outlined the history of ExMC Decisions that have been subsequently endorsed by the CAB. The Secretary also explained the purpose of the Reserve as being to cover:

- unexpected expenses arising from a foreseeable future need to protect the System in legal challenges
- to support the operation of the System in the event of unexpected circumstances to the extent that the System could be restored more easily than rebuilt following resolution of the circumstances.

The DE delegation supported the comments of GB and NL.

Mr. Timothy Duffy (US) supported the comments by GB, NL and DE and noted that he does not believe that anyone has seen the aforementioned CAB Policy. In this respect he requested more information on the intentions of how the Reserve will be used.

NL asked why the Reserve target has grown from 2 years' operating costs to 3 years and speculated that this may continue to change in the future. NL suggested that the ExMC indicate to the CAB that the members of ExMC believe that a 2 year



operating cost target is adequate and requests that CAB provide more details on the Reserve 'Policy' and intended use of the Reserve. The Secretary suggested that this matter should be considered by the (yet to be established) CAB Business Development Committee. This suggestion was supported by Mr. Duffy.

GB asked that "operational costs / expenses" be defined in terms of included elements. The Secretary advised that currently 'operational costs' comprise expenses of operating the System less the contribution to the General Reserve and noted an indication from the IEC General Secretary of an intent to recover indirect costs from the IEC Systems.

Mr. Duffy asked the Secretary to explain what would happen to the Reserve in the event of a shutdown of the IECEX System with the Secretary informing that following payment of any remaining liabilities that the funds would reside with IEC as IEC is the legal entity and IECEX nor any of the Systems are legal entities in their own right.

GB suggested that the costs of operating the System under unfavourable circumstances (with reduced staff, travel, IT costs etc.) would be less than current and also suggested that the costs of such a scenario should be the basis of setting the target level of the Reserve.

Mr. Duffy asked for details of what happens when the Reserve target is achieved.

Following the above discussion the meeting agreed:

1. via Decision 2013/50B, for the need to undertake a review of the General Reserve policy to address:
 - Clarify the exact IEC Policy requiring these reserves
 - Clarity over why the funds are necessary and what is to be covered
 - Clarity over what comprises Operating Costs
 - Funds needed to ensure ordered contraction of the System in the unlikely event of unexpected world-wide trading conditions
 - Timeframe to achieve the General Reserve Target
 - Establishment of a final Ceiling level
2. via Decision 2013/50C, that ExMC WG13 be asked to develop proposals for ExMC consideration regarding appropriate actions to be initiated once the General Reserve target has been reached.

20.2 To Note the Approved 2014 Budget

The Chairman advised that this agenda item is for the meeting to note only, as the 2014 Budget was handled by ExMC via correspondence (as ExMC/830/DV circulated in February 2013. The results of the vote on this were circulated as ExMC834RV during April 2013), and then approved by the CAB as CAB document CAB/1124/DV earlier this year.

**Document noted:**

- **CAB/1124/DV** - IECEX Budget for 2014, as approved by CAB

20.3 IECEX 2014 + 2015 Forecasted Draft Budget Guide

The Chairman invited the Treasurer to report.

Document considered:

- **ExMC/881/CD** - Forecasted Draft Budget Guide

The Treasurer introduced this item by reminding the meeting that the IEC Financial Year is from January to December.

The Treasurer reminded the meeting that, in accordance with decisions from the 2007 Denver ExMC Meeting and Members request for a budget forecast, the Treasurer and Secretary have compiled Budget Forecasts for 2015/16, updating from the 2013/2014 approved budgets. This document has been prepared taking into account the 2012 audited accounts and 2013 and 2014 Approved Budgets and is provided for ExMC consideration and guidance when preparing the formal budget for 2015.

He advised that this draft document will be reviewed to reflect the 2013 'end of the year' position before being finalised for approval by the IEC CAB.. He commented that the finances are as expected and is pleased to report an increase reserves. He advised that he, and the Secretary, had taken an extremely conservative approach when preparing the draft Forecasted Budget, which was then submitted for approval by the meeting. The Chairman asked if there were any comments or questions to which none were raised by the meeting. The meeting approved (via Decision 2013/51) the use of the document ExMC/881/CD as guidance in preparing the formal Budget for 2015.

Before concluding the Treasurer advised that he wished to thank the Secretary, the secretariat team, and Ms. Fabienne Viera and the Finance Department of the IEC Central Office in Geneva for all their assistance over the last year.

The Chairman thanked the Treasurer and the Secretary for all the work involved in preparing the forecasted budget.

20.4 IECEX System Participation Fees

The Chairman invited the Secretary to present a proposed amendment to OD 019.

Document considered

- **OD 019** - IECEX Participation and Scheme Fees – Edition 7.0 (current edition)



- **ExMC/882A/CD** – Draft Amendment to OD 019 Edition 7.0 – IECEx Operational Document - IECEx Participation and Scheme Fees

The Secretary outlined the background to the proposal and explained the objectives of each of the revisions proposed in ExMC/882A/CD. The Treasurer supported the proposal and commented that most member bodies pay invoices promptly however two bodies are overdue by more than nine months and this situation is unfair to other members. In this respect the Treasurer reminded the members of the provision in IECEx OD 019 for a late payment surcharge.

The Chairman invited comments and questions from the meeting – there being none, the meeting accepted (via Decision 2013/52A) the publication (as Edition 8.0) of all of the proposed amendment to OD 019 outlined in ExMC/882A/CD.

Following Decision 2013/52A, the Secretary outlined a number of concerns related to the increasing use by ExTLs of other laboratories under their control where only one Annual Fee is charged. This situation was presented as the basis for an additional amend OD 019 to apply a fee to the ‘additional / associated location’ at a level of half of the full ExTL Annual fee for each additional / associated location. In response to the proposal the following comments were made:

- NL believes that they need more time to consider the proposal and would appreciate more detail on how an ‘additional / associated location’ is defined
- US does not support the proposal and questioned why the full ExTL fee should not apply to the additional location

In recognition of the above comments the meeting agreed (via Decision 2013/52B) that ‘Associated ExTL locations’ should contribute to the fees of the IECEx and that the Secretary and Treasurer be asked to prepare a written proposal to be considered by correspondence.

21 REVIEW OF CURRENT ExMC WORKING GROUPS (WGs)

The Chairman introduced this item noting that the work of the WGs (as listed below) is vital to both the development and maintenance of the IECEx System and its Schemes. He commented that the work of their Conveners and expert members was most appreciated. He requested the meeting to note the changes resulting from discussions during this meeting and invited the meeting to raise any other matters not already considered in the course of this meeting – none were raised.

WG1 - Revision of Scheme Rules New IECEx 02,
Convener = Chris Agius, IECEx Secretary

WG2 - Development of Technical Guidance Docs,
Convener = Mr. Steve Bentham

WG4 - Assessor Working Group,



Convener = Mr. Jim Munro

WG5 - Assessment and Audit of Manufacturer's Quality Systems,
Convener = Mr Jeff Olson

WG8 - Regulatory Acceptance,
Convener = Dr. Uwe Klausmeyer

WG9 - Now ExTAG WG10 Proficiency Testing,
Convener = Dr. Uwe Klausmeyer

WG10 - IECEx Certified Service Facilities Scheme,
Convener = Mr. Theo Pijpker

WG11 - Certificates of Conformity issued to distributors,
Convener = Mr Ron Sinclair

WG13 - IECEx Scheme Business Development,
Convener = Mr Nick Maalouf

WG15 - IECEx Non Electrical Equipment,
Convener = Mr Jim Munro

WG16 - Certification of Ex Training Facilities,
Acting Convener = Mr Chris Agius

The Chairman then invited the Secretary to report on the current WGs as well as changes. In response the Secretary advised that (as recorded in Decision 2013/53)

- WG2 is to be renamed as 'Technical Compliance Documents', and
- WG16 to be disbanded and reformed as a WG of the EXPCC

22 OTHER BUSINESS

The Chairman invited the meeting to raise any other matters, not already listed on the Agenda, for discussion.

The following items were raised and discussed as recorded below:

22.1 RU Delegation concerns regarding IECEx 02

The RU delegation raised their concerns that IECEx 02, Clause 11.1 allows for ExCBs that do not have integral an ExTL and suggested that special conditions be established to permit this. In support of this, the RU NC has sent a proposal to the Secretariat and asked that this be considered by the Executive and ExMC WG1.

In response, the Secretary reminded the meeting that Clause 11.1 of the current edition of IECEx 02 requires an ExCB to have an integral ExTL or a formal



relationship with another ExTL. The Secretary also noted that there may be a need to clarify these requirements or to provide another option to address the RU concerns and invited the RU delegation to provide a proposal on this matter for ExMC WG1 and IECEx Executive consideration. Decision 2013/54 from the meeting reflects this discussion outcome.

22.2 Immediate past Chairman role incumbent

The Secretary advised the meeting that the Immediate past Chairman, Mr Kerry McManama is unable to participate in the IECEx Executive and asked that the meeting invite Dr. Uwe Klausmeyer to continue to serve in this role. The meeting's agreement to this proposal is reflected in Decision 2013/55.

22.3 Translation of IECEx Rules and Operational Documents into other languages

The Secretary informed the meeting of a discussion at the Buxton 2013 meeting of the IECEx Executive regarding requests from some IECEx Member Bodies for the provision of translated versions of IECEx Rules and Operational Documents. The recommendations from the Executive to the ExMC that

1. the ExMC consider and approve the ExPCC suggestions that language translations of IECEx Scheme documents into other languages be allowed with the following conditions:
 - that the English version is the MASTER
 - that translations are to be controlled by Member Bodies representing those requiring translations
 - translations controlled by Member Bodies are presented to the IECEx Secretariat for publishing as IECEx publications and made available on the IECEx website
2. we do not accept translation of IECEx documents for the application of separate National Scheme development or other purposes that conflict with, or breach IEC or IECEx copyrights

were supported by the meeting (refer Decision 2013/56) and it was noted by the Secretary that this is consistent with the IEC Statutes that state that the only officially recognised Document is the English Version.

In the discussions leading to the decision the NL delegation commented that the IECEx ODs contain many technical details that, when translated from English, may be misinterpreted and as such they supported the view IECEx Member Bodies should be responsible for the content of translations they have organised.

The meeting also agreed (refer Decision 2013/56) on the need to ensure copyright provisions for the protection of IEC intellectual property remain with the IEC. It was suggested by Mr. Timothy Duffy that this could be achieved by inclusion of a Foreword with appropriate text in all IECEx documents.



23 REPORT TO CAB

The Chairman informed the meeting that he and the Secretary will be attending the October 2013 CAB meeting in New Delhi and will provide a report on behalf of members. This report will include the following items:

- approval of the audited Accounts for 2012 as approved by this meeting
- the continued strong participation of members in the System and the ongoing growth of IECEX
- UNECE's continued co-operation
- Spain's membership of the System
- the Budget forecast for 2015

Before concluding this item the Chairman asked if there were any further questions or suggestions that members wished reported to CAB in addition to those previously noted. There were none raised and members agreed that the preparation of the report to the next CAB meeting be left to the Chairman and Secretary (Decision 2013/57).

24 NEXT MEETING

The Chairman invited Mr. Rudolph Pommé to provide a presentation about the arrangements and program for the next meeting of the IECEX scheduled to be held in The Hague, The Netherlands in August 2014.

Mr. Pommé thanked the Chairman for the honour to present and also the members for accepting the offer from DEKRA to host the next meeting "six meters under sea level" in the "government capital" of the Netherlands where the International court and the Headquarters of Shell are based.

The Chairman thanked Mr. Pommé for presentation and commented that the meeting very much appreciated the informative and excellent presentation concerning the location and arrangements for the next meeting.

The Secretary commented that we are most fortunate to have venues until 2019 and noted the offer from CSA to host the 2020 series of IECEX meetings in Toronto Canada - this was gratefully duly accepted by the meeting (Decision 2013/59).

The meeting then noted the following venues for future meetings:

- **2014:** Netherlands
- **2015:** Australia/New Zealand
- **2016:** South Africa
- **2017:** USA
- **2018:** France
- **2019:** United Arab Emirates
- **2020:** Canada



25 CLOSE OF MEETING

Before closing the meeting at 12:50pm on day 2, the Chairman extended his thanks to:

- COBEI management and staff for all their hard work in ensuring the success of this week's meeting
- All of our generous sponsors for their greatly appreciated support without which this year's meeting would not have been possible – in return we have listed them all on the 2013 Meeting page.
- the Secretariat team for their work in ensuring that the agenda and papers all ran smoothly.
- all delegates for their contribution and assistance in completing a very full agenda within the set timeframe. I am confident that the outcome of this series of meetings further secures the growth and development of the IECEx System and its Schemes.

In response the Secretary offered thanks and sincere appreciation, on behalf the ExMC, to Dr. Alexander Zalogin for stepping into the role of Acting Chairman and his leadership in representing the IECEx including reporting to CAB and for officiating at this meeting.



<u>Item</u>	<u>Mins Item</u>	<u>Actions Arising from the Meeting</u>	<u>By Whom</u>	<u>Completion Date</u>
1	3.2.1	Action Item 18 from ExMC/819A/RM to carry forward as per Decision 2013/03.	IECEX Secretariat	For next ExMC Meeting
2	3.2.1	Action Items 26 and 32 from ExMC/723A/RM to carry forward <ul style="list-style-type: none"> • AI#26 – OD 005 to be withdrawn following ISO/IEC 80079-34 publication (due 1st Jan 2015) • AI# 32 – Attendance at ExTAG Meetings ongoing 	<ul style="list-style-type: none"> • IECEX Secretary to manage • ExCBs + ExTLs 	<ul style="list-style-type: none"> • 1st Jan 2015 • Ongoing
3	4.2	ExMC agreed nomination of Dr Arnhold as new IECEX Chairman to be presented to CAB for approval.	Acting Chairman and Secretary	For CAB New Delhi meeting
4	6.1 & 6.3.1	All Members including ExCBs and ExTLs to inform the Secretariat of any changes to contact details to ensure the IECEX websites details remain current as per Decisions 2013/09 and 2013/10.	All members	Ongoing
5	7.3	Implement Decision 2013/13A mid-term interim surveillance assessment visit for ExCBs and ExTLs subjected to 5 year reassessments, with the current program for On-Line reviews by the Secretariat to continue as part of overall surveillance of the system.	IECEX Secretariat	Ongoing
6	7.3	Suitable local Assessors to be assigned for the midterm surveillance assessment visits where practical to do so, taking account issues of impartiality, as per Decision 2013/13B.	IECEX Secretary	Ongoing
7	8.2	Proceed to publication with Amendment to IECEX 02 Edition 5.0 contained in ExMC/863A/DV to proceed to publication following editorial alignment regarding “ <i>or legal entity</i> ” as in ISO/IEC 17065 as per Decision 2013/16A.	IECEX Secretariat	Following the Meeting
8	8.2	ExMC WG1 to liaise with ExTAG WG3 to conduct further work to prepare an amendment to Clause 8.1.3 of IECEX 02 Ed.5 (as detailed in accordance with the DE proposal outlined in document ExMC/899/CD) for final consideration by ExMC as per Decision 2013/16B.	ExMC WG1	Following the Meeting
9	8.3	Members to give consideration of possible amendments/adjustment to OD 024 in light of the results from the ExMC/717A/Q Questionnaire listed in ExMC/865/CD and the presentation on the IECEE CTP Program from Mr	All Members and Mr T Duffy	For next ExMC Meeting



<u>Item</u>	<u>Mins Item</u>	<u>Actions Arising from the Meeting</u>	<u>By Whom</u>	<u>Completion Date</u>
		Timothy Duffy (refer tabled document ExMC(IECEE/Fortaleza)04 in readiness for a detailed consideration during the 2014 ExMC Meeting.		
10	8.4	In noting general acceptance of ExMC/866/CD and the clarification given for independent verifiers, during the ExMC meeting, the IECEX Executive to conduct a final review of the Draft OD 033 in light of remaining DE Comments detailed in ExMC(DE/Fortaleza)03 and prepare a final Draft OD for ExMC approval via correspondence as per Decision 2013/18.	IECEX Executive	Following the Meeting
11	9.1.2	Ms Dalia El Tawy to be listed as a member of the IECEX Mark Committee in the Interest Category of Manufacturer as per Decision 2013/19.	IECEX Secretariat	Following the Meeting
12	9.1.2	Members to forward nominations for membership of the ExMarkCo committee to the Secretariat for the vacant positions as: <ul style="list-style-type: none"> • 2 regulators representatives • 1 users representative 	Members	ASAP
13	9.1.3	Draft Revision of IECEX 01B (refer ExMC/867/CD) and Draft Revision of IECEX 04A (refer ExMC/868/CD) to proceed to publication as per Decision 2013/20.	IECEX Secretariat	Following the Meeting
14	9.1.4	Draft Revision of OD 022 (refer ExMC/869/CD) to proceed to publication as per Decision 2013/21.	IECEX Secretariat	Following the Meeting
15	9.2	Members to be vigilant as to examples of IECEX Conformity Mark misuse and to inform Mr Duffy, as Chairman of ExMarkCo, or the Secretariat.	IECEX Members	Ongoing
16	9.3	Further work to cover aspects of Confidentiality within the IECEX Rules as per Decision 2013/22A.	IECEX Secretariat	Before next ExMC Meeting
17	10.3	IECEX Executive to consider a proposal to establish a new Committee structure for the Certified Services Scheme and recommend action for consideration by the ExMC as per Decision 2013/24.	IECEX Executive	For next ExMC Meeting
18	11	ExPCC to coordinate the transfer of the work of WG 16 (including ExMC WG16 Recommendations # 1, 2, 3) to a new WG of ExPCC and to appoint a convenor of this WG that will comprise the existing members of ExMC WG16 as per Decisions 2013/25A and 2013/25B.	ExPCC	Next ExPCC Meeting



<u>Item</u>	<u>Mins Item</u>	<u>Actions Arising from the Meeting</u>	<u>By Whom</u>	<u>Completion Date</u>
19	11.1	In support of Decision 2013/26A, all IECEx 05 Scheme ExCBs to apply Editions of OD 503 and OD 504 as follows: <ul style="list-style-type: none"> All existing ExCBs use Edition 1 of both OD 503 and 504. All new ExCBs use Edition 2 of both OD 503 and 504. All ExCBs use Edition 3 of both OD 503 and 504 on publication. 	All IECEx 05 Scheme ExCBs	Ongoing
20	11.1	Mr John Allen to assume role of ExPCC Chairman (effective immediately) with Mr R Wigg to become Deputy Chairman as per Decision 2013/26B.	JA and RW Secretariat to update records + Website	Following the meeting
21	12.2	In accepting the ISO/IEC 17025 implementation plan of ExTAG/298/Inf, the Secretariat to effect this implementation plan and necessary documentation/checklists, noting work with IECEE and IECQ for a combined checklist	Secretariat	Following the meeting
22	12.3	IECEX Chairman and Secretary to seek CAB approval for establishing consistency in timeframes for the review of both Operational documents and Rules of Procedures as per Decision 2013/28A.	IECEX Chairman and Secretary	Following the meeting
23	12.3	In support of Decision 2013/28B the Secretariat to develop methods of identifying changes in revised IECEx Rules of Procedure and Operational Documents.	IECEX Secretariat	Following the meeting
24	12.4	In support of Decision 2013/29, re matters delegated to the IECEx Executive, Members to submit written comments in the form of proposed changes to ExMC/872/CD to the Secretary within 3 months – these will be discussed at the next ExMC meeting.	Members	31 Dec 2013
25	12.5	CAB approval for Amendments to IECEx 01 (as proposed in ExMC/890/CD) to be requested (refer Decision 2013/30).	IECEX Acting Chairman + Secretary	Following the meeting
26	13.1	In support of Decisions 2013/31A, 2013/31B, 2013/31C and 2013/31D, Secretariat to continue work on developing and maintaining an IECEx Terms and Definitions document using the format proposed in ExMC/864/CD and adopting the principles that (i) wherever possible	IECEX Secretariat	Following the meeting



<u>Item</u>	<u>Mins Item</u>	<u>Actions Arising from the Meeting</u>	<u>By Whom</u>	<u>Completion Date</u>
		consistent definitions should be used, (ii) where applicable TC 31 definitions should be used, and (iii) all definitions should be referred to the definition "Owners" for detailed review and alignment where necessary.		
27	13.1	ExMC WG2 to act on Recommendation 4 in ExMC/873/R as per Decision 2013/31E.	ExMC WG2	Following the meeting
28	13.1	US experts to review the proposal, regarding Recommendation 12 in ExMC/873/R to ExMC WG1, (put forward by Paul Kelly to the WG1 Buxton 2013 meeting), for the removal of "Manufacturer" details from ExTRs and refer the matter for further consideration at the next WG1 meeting. Refer Decision 2013/31E	US Experts	Referred to next WG1 meeting
29	13.1	Secretariat to apply the IECEx document numbering series 400 designation as outlined to Conformity Mark Licensing System documents as per Decision 2013/31E.	IECEX Secretariat	Following the meeting
30	13.1	ExCBs to apply the following standard text <i>This Annex does not form an integral part of the IECEx Certificate, but is issued along with the certificate, solely on the authority of XXX, to provide additional information relevant to the certified equipment but which is outside the scope of the IECEx Equipment Certification Scheme.</i> in CoC attachments where Standards other than IEC Standards are listed on IECEx CoCs as per Decision 2013/31E.	ExCBs	Ongoing
31	13.2	Secretariat to prepare final versions of revised F-001, OD 025 and OD 026 for approval to publish via correspondence to the ExMC as per Decision 2013/32.	IECEX Secretariat	Following the meeting
32	13.3	ExMC WG2 to provide a written report on WG activities to ExMC and new draft TCD to IECEx Assessors for comment once more prior to preparations for ExMC approval to publish as per Decision 2013/33.	ExMC WG2	End October 2013
33	13.4.1	ExMC WG4 to review and, if appropriate, revise Operational Document OD 003-1 to cover Assessor requirements for all IECEx Schemes as per Decision 2013/34B.	ExMC WG4	Following the meeting



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34	13.4.1	Members to nominate experts to join WG4 as per Decision 2013/34C.	Members	Following the meeting
35	13.5	The draft Operational Document proposed in ExMC/891A/CD to proceed to publication as per Decision 2013/36.	IECEX Secretariat	Following the meeting
36	13.6	Secretariat to locate and record examples of use of the IECEX Logo on social media sites – for example, the incorrect use of the IECEX Logo on a “Linked-In” page (refer Decision 2013/37A).	IECEX Secretariat	Following the meeting
37	13.6	ExMC WG13 to consider Recommendation 2 in ExMC/871/R regarding the need for market research and expand on this recommendation to provide more information to the ExMC as per Decision 2013/37A.	ExMC WG13	For next ExMC Meeting
38	13.6	ExMC WG13 to publish the draft Business Plan as the current Business Plan as of the 30 June 2013 and to continue to review and update the Business Plan annually as per Decision 2013/37B.	ExMC WG13	Following the meeting
39	14.1	IECEX Secretary to respond to the letter from the retiring Secretary of ExTAG, Mr Michel Brenon and warmly thank him for his kind comments and tremendous contribution over the years (refer Decision 2013/40A).	IECEX Secretary	Before end of 2013
40	14.2	ExMC WG4 to consider the AU proposal concerning Assessor capabilities (refer ExMC/887/CD) as per Decision 2013/41.	ExMC WG4	For next ExMC Meeting
41	17.1	In support of Decision 2013/44B the IECEX Secretary to request the following: 1. a clear and positive statement from UNECE WP6 that confirms the IECEX as satisfying the objectives of the published CROs 2. that the United Nations UNECE CRO Publication be located on a more visible and accessible area of the UN main website	IECEX Secretary	Following the meeting and ongoing
42	17.1	IECEX Secretariat and ExMC members to continue to publicise and promote UNECE CRO via vehicles such as the planned IECEX / UNECE International Conferences in Malaysia on 19+20 February 2014 as per Decision 2013/44B.	IECEX Secretariat and ExMC members	Ongoing
43	17.1	ExMC WG8 to focus on issues related to the promotion of mutual acceptance of the results of conformity assessment (such as IECEX	ExMC WG8	Ongoing



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		Certificates of Conformity) in accordance with the requirements of Recommendation L of UNECE and the CROs as per Decision 2013/44B.		
44	19	In noting its work in serving the Ex Sector ExMC endorsed the ongoing cooperation with PCIC Europe and Middle East.	IECEX Members, Executive and Secretariat	Ongoing
45	20.1.1	Audited accounts in Document ExMC/848/DV to be referred to CAB for acceptance as per Decision 2013/49.	IECEX Acting Chairman and Secretary	In preparation for the CAB New Delhi meeting
46	20.1.2	In line with ExMC Decisions 2013/50A and 50B, ExMC request that their concerns over the CAB Decisions recorded at its June 2013 meeting, re Decision 33/5 of CAB/1170/DL, for a 3 years operating costs to serve as the target IECEX General Reserve be raised at the October 2013 New Delhi meeting of CAB.	IECEX Acting Chairman+Secretary	In preparation for the CAB New Delhi meeting
47	20.1.2	ExMC WG13 to develop proposals for ExMC consideration on actions to be taken when the IECEX System General Reserve target has been reached as per Decision 2013/50C.	ExMC WG13	For next ExMC Meeting
48	20.4	Draft Amendment to OD 019 Edition 7.0 (refer ExMC/882A/CD) to proceed to publication as per Decision 2013/52A.	IECEX Secretariat	Following the meeting
49	20.4	Secretary and Treasurer to prepare a written proposal for ExMC consideration by correspondence on the introduction of a fee for 'Associated ExTL locations' as per Decision 2013/52B.	IECEX Secretary and Treasurer	Following the meeting
50	21	ExMC WG2 to be renamed as 'Technical Compliance Documents' as per Decision 2013/53.	IECEX Secretariat	Following the meeting
51	21	ExMC WG16 to be disbanded as per Decision 2013/53.	IECEX Secretariat	Following the meeting
52	22.1	RU to prepare a proposal for referral to WG1 and the Executive for consideration on other options concerning the relationship between ExCBs and ExTLs not currently provided by Clause 11.1 of the Rules 02 (refer Decision 2013/54).	RU	Following the meeting
53	22.2	Secretariat to update IECEX Website to reflect Decision 2013/55		Following the



<u>Item</u>	<u>Mins Item</u>	<u>Actions Arising from the Meeting</u>	<u>By Whom</u>	<u>Completion Date</u>
		that as the Immediate past Chairman, Mr K McManama is unable to participate in the IECEX Executive, Dr. U Klausmeyer continue to serve in this role.	IECEX Secretariat	meeting
54	22.3	The Secretariat to ensure that members understand that the only officially recognised versions of IECEX documents are (in accordance with the IEC Statutes) the English Version (refer Decision 2013/56).	IECEX Secretariat	Following the meeting and ongoing
55	22.3	The Secretariat to ensure that copyright provisions for the protection of IEC intellectual property remain with the IEC – a suggestion method of this could be the inclusion of a Foreword with appropriate text in all IECEX documents (refer Decision 2013/56).	IECEX Secretariat	Ongoing
56	23	IECEX Chairman and Secretary to report accordingly at the 2013 New Delhi CAB meeting as per Decision 2013/57.	IECEX Acting Chairman and Secretary	In preparation for the CAB New Delhi meeting