



IECEX OD 035

Edition 1 2009-07

IECEX Operational Document

**IEC System for Certification to Standards relating to
Equipment for use in Explosive Atmospheres**

**A procedure to generate, discuss, report and publish ExTAG Decision
Sheets**

CONTENTS

1.	First draft	3
2.	Circulation of the first draft	3
3.	Handling of draft DS comments	3
4.	Handling of an accepted Draft DS	3
5.	Handling of a Draft DS requiring recirculation	4
6.	Application of accepted DS	4

INTERNATIONAL ELECTROTECHNICAL COMMISSION

A procedure to generate, discuss, report and publish ExTAG Decision Sheets

INTRODUCTION

One of the tasks of the IECEx Test Laboratories (ExTLs) and IECEx Certification Bodies (ExCBs) is to improve uniform application of the IEC Standards used in the IECEx System for tests and verifications.

The recommendations for uniform application are collected as [ExTAG Decision Sheets](#) (DS), which are available on the IECEx Web Site. If the ExTAG comes to the opinion, that an amendment/change to a Standard/s may be required, the question will be forwarded to the relevant technical committee/s of the IEC responsible for the Standard/s. The purpose of ExTAG Decision Sheets is not to modify or "interpret" Standards.

1. First draft.

ExCBs, ExTLs or IECEx officers may propose Draft Decision Sheets. The IECEx Secretariat, ExTAG Chairman and ExTAG Secretary shall edit the first draft, if necessary, via correspondence with the originator. Once a Draft Decision Sheet has been approved for circulation by the ExTAG Chairman and Secretary the IECEx Secretariat will prepare the draft Decision Sheet as an ExTAG document for circulation.

2. Circulation of the first draft.

The IECEx Secretariat will circulate the Draft Decision Sheet for comment to ExTAG members via the IECEx Web Site under [ExTAG Committee Documents](#). At this time the secretariat will issue an e-mail circular advising the members of the availability of the document on the web site. The comment period is normally 4 weeks.

3. Handling of draft DS comments

Comments, as well as observations on these comments, from the originator, are circulated as an ExTAG Document via the Web Site as above.

4. Handling of an accepted Draft DS

Once an ExTAG Draft Decision Sheet has been approved for use it is posted on the IECEx Web Site at [ExTAG Decision Sheets](#). Members are again notified by an e-mail circular.

A new DS shall be noted on the agenda of the next ExTAG Meeting following their acceptance

5. Handling of a Draft DS requiring recirculation

A revised document taking into account comment/s received shall be circulated for comment/approval as in Steps 1 and 2. Where, after two cycles, no consensus can be reached or objections resolved the Draft DS shall be put on the agenda of the next ExTAG meeting

6. Application of accepted DS

Once an ExTAG Decision Sheet has been approved and published on the IECEx Web Site all ExCBs and ExTLs operating within the IECEx System shall apply the DS. Decision sheets are to be applied by ALL ExTLs and ExCBs and form a mandatory part of the IECEx System.