****

**ExSFC/008/RM**

**June 2017**

**2017 ExSFC Meeting #3**

**Monday 8th May 2017, 1:30 to 5:30 PM**

**CSA Group, Hawarden, UK**

**Meeting Report + Agenda**

**Attendance:**

Ron Sinclair Chair

Chris Agius Secretary

Marco Erdhuizer

Kenneth Narvestad

Davide Tacconi

Ralph Wigg

Allan Ogden

Geoff barnier

Roberval Bulgarelli

Muhammad Nazif Zakaria

Katy Holdredge

Mike Slowinske

Wayne Thomas

Gerhard Schwarz

1. **Opening by Chairman, Mr Ron Sinclair MBE**

The Chair opened the meeting at 1.30pm welcoming members and thanking CSA Group for their generous hosting. He called for introductions.

1. **Membership of ExSFC**

Refer ***Annex A*** to the agenda as approved by the 2016 ExMC meeting – refer ExMC Decision 2016/32

The meeting noted the Membership and the Secretariat’s request for being updated with members contact details.

1. **Welcome to IEC TC 31 officers attending**

The meeting noted the close cooperation between TC 31 and IECEx and especially the SMB agreement in October 2016 for IECEx and TC31 to have a formal liaison and the progress made with the Joint WG.

1. **Review of report from ExSFC Meeting #2 of September 2016**

Members to note the report on the second meeting of the ExSFC in September 2016 as presented to the 2016 ExMC Meeting and provided in the Meeting Pack for this meeting as *“2016 ExSFC Meeting #2 REPORT.docx”*

The meeting noted the report of actions from the past 2 meetings with the Chairman expressing thanks to the Secretary for chairing the ExSFC WG4 meeting and members assistance to progress this work.

1. **Review of ExSFC plans, progress to date and status of work in progress.**
2. **Review of draft 03-4 FAR Form**

Members to note agreement by the ExMC (refer ExMC/197/RM, Section 10.2) that all ExCBs commence use of the revised 03-4 FAR Form and provided in the Meeting Pack for this meeting as *“IECEx 03-4 FAR Form Ed1”* (taking into account recent changes in Standards.)

1. **Update of Rules and ODs for Area Classification**

Members to note that this work also needs to be considered in all future discussions of the ExSFC

1. **Preliminary draft revision of IECEx 03-4**

Members to consider a preliminary and incomplete draft revision of IECEx 03-4, as commenced by the Secretariat and reviewed by ExSFC WG4 earlier today, to assist in handling applications from new bodies and scope extension applications from existing bodies.

1. **Preliminary draft revision of IECEx OD 316-4**

Members to consider a preliminary and incomplete draft revision of IECEx OD 316-4, as commenced by the Secretariat and reviewed by ExSFC WG4 earlier today, to assist in handling applications from new bodies and scope extension applications from existing bodies

These items were covered and dealt with as part of the WG reports under item 8.

{Secretariat Note: These drafts are to be updated according to decisions from this meeting and circulated for a 1 month comment period prior to issue for ExMC approval}

1. **Review of status of Actions assigned to ExSFC**
2. **Revision of TGD for IEC 60079-19**

Refer Action in Item 6 of Report on ExSFC Meeting #1 and note the question from the Secretariat regarding the leadership for this work.

This item is covered under item 8 Working activity reports below.

1. **Review of AU proposal presented to 2015 ExMC meeting as ExMC/1071/CD**

Members to note Recommendation #2 to ExMC meeting and following ExMC endorsement of this (Refer ExMC Decision 2016/32), to plan and commence a revision of IECEx 03-5 to be led by ExSFC WG5

The meeting noted the ExMC decision to support the ExSFC recommendation:

*DECISION #1: that it is NOT intended that equipment manufacturers servicing (only) their own products must participate in the IECEx 03 Scheme but can do so if they choose to do so for marketing, commercial, strategic or other reasons.*

AND

*Equipment manufacturers servicing (only) their own products shall be treated like every other ‘external’ or ‘independent’ service facility with respect to Scheme requirements, fees, etc if they choose to be certified under the IECEx 03 Scheme*

On this basis the ExSFC is to take this into consideration as they revise IECEx 03-5

1. **Review of status of Actions assigned during last ExSFC Meeting**

These items were covered and dealt with as part of the WG reports under item 8.

1. **ExSFC Working Group Activity** 
   1. **ExSFC Working Group 4 – *Inspection & Maintenance Services*** (Convenor = M. Ent)

Members to receive a report on progress with tasks assigned at ExSFC Meeting #1 – refer Item 8 of Report on ExSFC Meeting #1

C Agius as acting Convener of ExSFC WG4 gave a verbal report of their meeting held the morning prior to this ExSFC meeting with ExSFC noting the following items dealt with during the WG4 meeting:-

* Preparation of Upadted version of IECEx 03-4
* Revision of OD 313-4
* Revision of OD 314-4
* Revision of OD 316-4

Agius further advised that WG4 agreed on the need for a Guide 03-4 and that it proposes to keep this as a project for its future work but to prioritise on the above revisions. ExSFC agreed with this approach.

Agius concluded that ExSFC may need to seek a replacement Convener.

The Chair thanked Agius and WG4 for their progress. In light of the ExSFC WG4 report the ExSFC meeting agreed to the following:

1. Agreed on the following ToR

*The work of ExSFC WG04 is to act as the maintenance team for the IECEx 03-4 Rules of procedure and supporting IECEx Operational Documents and Forms. The WG is to also monitor and make recommendations to ExSFC concerning the IECEx Inspection and Maintenance Services Scheme e.g. preparation of a ‘Guide to Applicants*’

1. Agreed to use “Scheme” in place of Program for all activities within IECEx 03
2. Each of the ExSFC WGs shall be responsible for the development and maintenance of TCDs that are required.
3. Agreed to limit the application of witness assessment to the WG4 work and allow WG5 to consider approaches for the IECEx 03-5 Scheme.
4. That WG4 documents (re the abovementioned revisions) be circulated to ExSFC for a 1 month comment period prior to submitting for ExMC approval
   1. **ExSFC Working Group 5 – *Repair and Overhaul*** (Convenor = M. Erdhuizen)

Members to receive a report on progress with Actions assigned at ExSFC Meeting #1 – refer Item 7 of Report on ExSFC Meeting #1

M. Erdhuizen as WG5 Convener gave a verbal report to the EsFC meeting advising that they wish to make use of the work of ExSFC WG4 and utilise the changes proposed from the WG4 meeting this morning. WG5 also offered to now take on the maintenance role of the TCD for IEC 60079-19.

ExSFC considered Draft TCD 60079-19 and noted that ExMC WG2 received some editorial comments. The meeting agreed to have the Secretary and Katy H, prepare a final version taking account of the editorial comments and proceed to ExMC for approval with copy to ExSFC. Also agreed that this draft should be used now.

Meeting asked WG5 to prepare requirements for nonelectrical Repair and Overhaul for the next edition of TCD 60079-19.

The meeting noted that this TCD 60079-19 could serve as a good starting point for WG4 to prepare TCDs for 60079-14 and 60079-17.

1. **Status of implementation of expanded IECEx 03 Scheme**
2. **Applications from ExCBs**

Members to receive a report from the Secretariat regarding the status of Applications formally received to date:

* DEKRA
* SIRIM

1. **Assessments in progress**

Nil

The Chair, noted that at this stage SIRIM is the only ExCB qualified to the IECEx 03-4 Scheme covering Inspection and maintenance with SIRIM informing that at this stage they have 1 application for IECEx 03-4 scheme in progress but at this stage awaiting qualification of the Company’s Responsible Persons.

1. **Assessors**

Members are reminded of Action #8 from ExSFC Meeting #1 – refer Item 8 in Annex B for ExSFC Meeting #1

Action: Secretariat to raise with ExMC WG4 the need to identify existing assessors with competence in the IECEx 03 Schemes. Also for the Secretariat to solicit nominations from IECEx members and SC 31J MTs

1. **Promotional activities for expanded IECEx 03 Scheme**

Members are invited to inform the meeting of completed, planned or suggested promotional activities.

The Chair reminded the meeting of the remaining activities of IECEx 03 Schemes namely Area Classification. The meeting took a discussion on the following activities:

* Installation Design
* Installation and Selection of Equipment
* Area Classification

And re-considered the priority order and agreed to the following:-

Priority 1 = Installation and Selection of Equipment

Priority 2 = Installation Design

Priority 3 = Area Classification

The meeting then formed the following preliminary WG to commence work on Priority 1

Roberval B

Secretariat

Initially to take into account the work already undertaken in ExSFC and its WG4 and WG 5

On the issue of Promotion the Chair invited the meeting to consider action required to move forward with promoting the IECEx 03-4 and IECEx 03-5 Schemes. The Secretary informed of the annual IECEx Conferences and the available Brochures on IECEx and suggested that it may be time to look at targeted Brochures.

The meeting noted the USNC IECEx NEMA website <https://www.nema.org/Technical/The-ABCs-of-Conformity-Assessment/iecex/Pages/default.aspx> that promotes IECEx activities including the IECEx 03 Schemes.

Action:

1. Secretariat with IEC Central Office prepare target brochures for the IECEx 03 schemes using ExSFC as a consultation forum
2. Secretariat to prepare a dedicated power point presentation on IECEx 03 for posting to the website
3. Look at Press Releases for key events.

ExSFC Chair, ExMC Chair, John Allen, Katy H. Roberval B. to assist the Secretariat with the above.

1. **Other Business**

Members are invited to raise other items of business.

**11.1 QA requirements –** The Chair informed the meeting that a discussion held with Thierry H revealed that it would be difficult to immediately alter ISO/IEC 80079-34 to also cover Services QA requirements and hence noted the need to retain the OD 314 series for each of the IECEx 03 Schemes. Both WG4 and WG5 are requested to note this.

1. **Next meeting of ExSFC**

Confirmation of preference to be conducted as part of the IECEx Operational Meetings in 2018 with venue and date to be determined by the IECEx Executive later this week.

Meeting agreed to keep our meeting timeframe to align with the 2018 IECEx Operational Meetings.

The Chair, did note the concerns raised during the ExSFC WG4 meeting concerning their desire to avoid having parallel meetings and agreed to convey concerns to the IECEx Executive and the possibility of extending to a 6 day week.

The meeting did note the kind offer from BR for the 2019 Operational meetings.

**CLOSE**

The Chair thanks SIRA CSA for their kind hosting of this meeting and for members participation and closed the meeting at 4.45pm.

***ANNEX A***

**ExSFC Constitution and Membership**

(as extracted from ExSFC/001/Inf (May 2016) and endorsed by 2016 ExMC Meeting)

**Chairman**: Mr Ron Sinclair – SGS Baseefa UK

**Deputy Chair:** Mr Marco Erdhuizen – DEKRA, NL

**Secretary:** IECEx Secretariat

*PLUS*

**All IECEx Member Bodies** (with voting rights):

*PLUS*

**All Accepted ExCBs operating in the IECEx 03 Scheme** (with voting rights):

All ExCBs operating in the IECEx 03 Services Scheme are members of the ExSFC and are expected to be active and represented at ExSFC meetings by a single representative. An up to date list of accepted ExCBs is found at <http://www.iecex.com/directory/bodies/ExCB_service.asp?id=5>

*PLUS*

IEC TC 31 and IEC TC 31 SC Officers

*PLUS*

Trade Associations (that have been endorsed by at least one IECEx National Member Body) at the discretion of the ExSFC on a meeting by meeting basis

*PLUS*

Expert representatives from various stakeholder groups such as:

* Manufacturers
* End Users
* Regulators
* Service Providers, eg Repair Workshops
* Training bodies
* Others

as endorsed by IECEx National Member Bodies on a meeting by meeting basis

Noting that:

1. ExSFC members attend meetings of the ExSFC or participate as members of its Working Groups following nomination to the IECEx Secretariat by their location country’s National IECEx Member Body. Attendance at annual meetings of the ExSFC requires the Member Body nomination for each meeting.
2. All Member Countries of the IECEx are also Member Countries of the ExSFC and will receive ExSFC circulated documents.

**Voting Rights during Meetings of the ExSFC**:

During meetings of the ExSFC, each ExCB operating in the IECEx 03 Scheme shall have the entitlements of one vote. Each Country present at a meeting of the ExSFC shall have one vote with the country’s Member Body responsible for ensuring that the collective views of all stakeholders in their country are represented.

Any voting on documents and matters outside meetings shall occur at the discretion of the ExSFC Chairman.

-------------------------------------------------------

ExSFC Active Working Groups, details at:

**ExSFC Working Group 4 – Inspection and Maintenance Program**

<http://www.iecex.com/directory/working_groups/wg_list.asp?s_designation=ExSFC+WG04>

**ExSFC Working Group 5 – Repair and Overhaul Program**

<http://www.iecex.com/directory/working_groups/wg_list.asp?s_designation=ExSFC+WG05>