



IECEX OD 011-4

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IECEX Operational Document

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

**Guidance on Use of the IECEx Internet based “On-Line” Certificate of
Conformity System Part 4: Creating IECEx Conformity Mark
Licenses
OD 011-4**

CONTENTS

1	INTRODUCTION.....	3
	1.1.1 3	
	SECTION 1 – Creating IECEx Conformity Mark Licenses	4
	1.1 General Information	4
	1.1.1 System	4
	1.1.2 Passwords	4
	1.1.3 Further Guidance	4
	1.1.4 Printing licenses.....	4
	1.2 Notes for each field.....	4
	1.2.1 License No.....	4
	1.2.2 Status	5
	1.2.3 Date of Issue	5
	1.2.4 Holder.....	5
	1.2.5 Address (of Holder)	5
	1.2.6 License issued by:	5
	1.2.7 Position	5
	1.2.8 Signature (for hard copy).....	5
	1.2.9 Date (for hard copy)	6
	1.2.10 Certificate of Conformity schedule	6
	1.2.11 Last Modification Date.....	6
2	SECTION 2 Features to assist the entering of a New IECEx Conformity Mark License	7
	2.1 Entering new License details.....	7

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEX Operational Document 011-4

Guidance on Use of the IECEX Internet based “On-Line” Certificate of Conformity System Part 4: Creating IECEX Conformity Mark Licenses

1 INTRODUCTION

This document provides guidance for IECEX Certification Bodies (ExCBs) when creating IECEX Conformity Mark Licenses using the IECEX Internet based “On-Line” System.

OD 011 consists of four parts as follows:

OD 011, Guidance on Use of the IECEX Internet based “On-Line” Certificate of Conformity System

Part 1: General Information

Part 2: Creating IECEX Equipment Certificates of Conformity CoCs

Part 3: Creating IECEX Service Facility Certificates of Conformity CoCs

Part 4: Creating IECEX Conformity Mark Licenses (This part)

This Document should be read in conjunction with OD 011, *Part 1: General Information*. As a means of promoting the IECEX and its Members, Part 1 of OD 011 has been prepared in a format suitable for public access.

Part 2, Part 3 and Part 4 of OD 011 are not intended for general access. A copy can be provided by contacting the IECEX Secretariat as detailed below.

Inquiries relating to this IECEX “On-Line” CoC System or any other aspect of the IECEX System may be directed to the IECEX Secretary, Mr Chris Agius using the contact details below.

Document History

Date	Summary
2008-08	Original Issue (Edition 1)
2009-05	Edition 1.1 This edition of IECEX OD 011-4 has been issued to take into account editorial formatting changes only. There have been no technical changes to this Edition

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Guidance on Use of the IECEX Internet based “On-Line” Certificate of Conformity System Part 4: Creating IECEX Conformity Mark Licenses

SECTION 1 – Creating IECEX Conformity Mark Licenses

1.1 General Information

1.1.1 System

The IECEX CoC System uses HTML as per most Web based documents. The items below provide guidance to ExCBs when creating Conformity Mark Licenses.

1.1.2 Passwords

The “On-Line” Conformity Mark License System provides for a 2 level password system, as follows:-

- a) A 1st level password that the ExCB’s Official IECEX representative may provide to various staff within their organisation, to enable them to create a new License as a Draft. This level password will enable the staff member to create a new Draft License and save it as a Draft. It WILL NOT allow them to change the status from “Draft” to “Current”.
- b) A 2nd level password that is assigned to the official IECEX representative for only the function that is authorised (within the ExCB management system) to formally issue licenses. This 2nd level password enables the person the same access as the 1st level password PLUS the authority to change the Status from “Draft” to “Current”.

The two levels of passwords mean that entering License information can be done by staff within the ExCB other than the certification authority. The 2nd level password ensures that there is the final check by the authorised person.

It is most important that the ExCB’s Official representative to IECEX ensures that these passwords are kept secure and that they notify the IECEX Secretary immediately, of any possible breaches of security as new passwords can be assigned.

1.1.3 Further Guidance

For further information or guidance on using the IECEX “On-Line” Certificate of Conformity System, please feel free to contact the IECEX Secretariat.

1.1.4 Printing licenses

When printing a CoC all page margins must be set to minimum to ensure that the CoC is printed correctly.

1.2 Notes for each field

1.2.1 License No.

The License number consists of the following characters:

ZZZ000

“ZZZ” is the ExCB identifier. The 000 field is automatically generated by the System and advances in number by “1”.

1.2.2 Status

Part 1 of Operational Document OD 011 (OD 011-1) provides an explanation of the Status options. The “Draft” status should be selected when the ExCB is compiling or preparing the License. When saved as a “Draft”, the License remains on the system BUT IT CANNOT be viewed by other ExCBs or the public.

When ready to formally issue the License, the issuing ExCB re-enters the IECEX CoC “On-Line” System and then selects the Draft License. Once the Draft License appears, the ExCB then selects “Edit” from the options located directly above the License. This then opens all fields of the Draft License ready for any last minute changes. Once complete and ready to issue, the issuing ExCB (using the level 2 password) changes the “Status” field from “Draft” to “Current” and then selects the “Save” option, located directly above the License. This step is regarded as the ExCB’s official “Decision to Issue” the License, which is similar to the ExCB’s authorizing Officer signing a paper License.

NOTE: A current License may be edited at any time.

Once saved as “Current” the License is then available for everyone to view or print.

Once a License is issued as Current, the issuing ExCB must include the Manufacturer covered by the License under a surveillance program, in accordance with the IECEX Operations Manual. During this surveillance program, an ExCB may be required to change the status of an IECEX CoC from Current to Suspended or even Cancelled. However this must only occur in accordance with the ExCB’s Certification procedures.

It should also be noted that, in accordance with the IECEX Scheme Rules, the Applicant, should they object to the decision of the ExCB, always has the option of lodging an appeal with the IECEX Board of Appeal.

1.2.3 Date of Issue

The Date of Issue should be regarded as the date on which the ExCB is satisfied that all the requirements of the IECEX Scheme have been met.

1.2.4 Holder

As required by the Scheme Rules, IECEX 04, the License should be in the name of the License Holder, however the location of the Holder may be the head office, which can be different to the locations covered by the CoCs listed on the License.

1.2.5 Address (of Holder)

This section provides for the inclusion of the address of the License Holder. A street address is required. Not a Postal Box number.

1.2.6 License issued by:

This name should be the person within the ExCB authorized, in accordance with the ExCB’s quality system, to issue Licenses. In many cases this person is regarded as the ExCB’s “Signatory”.

1.2.7 Position

This is the title of the signatory’s position within the ExCB.

1.2.8 Signature (for hard copy)

This space has been provided for instances where a paper License or a copy of a License, endorsed by the issuing ExCB may be required. The blank space, for signatures, only appears when the License is printed.

1.2.9 Date (for hard copy)

This space is intended for paper copies of the License and is the date when the License is signed.

1.2.10 Certificate of Conformity schedule

This section provides for the inclusion of a list of CoCs covering products with which the Conformity Mark may be used. The ExCB must use the “Insert/Delete CoC” button to insert a link to appropriate CoC. Only those CoCs issued by the ExCB issuing the Conformity Mark License may be inserted. Refer to Section 2 for further guidance.

1.2.11 Last Modification Date

The entry of the “last modification date” at the bottom right hand corner of the last page acts as a change control device. The date is automatically updated when ever the License is amended.

NOTE: It is assumed that the most common amendment will be to modify the list of CoCs recorded in the schedule.

2 SECTION 2 Features to assist the entering of a New IECEX Conformity Mark License

2.1 Entering new License details

STEP 1: Select "View Certificates & Licenses" from IECEX Website: www.iecex.com



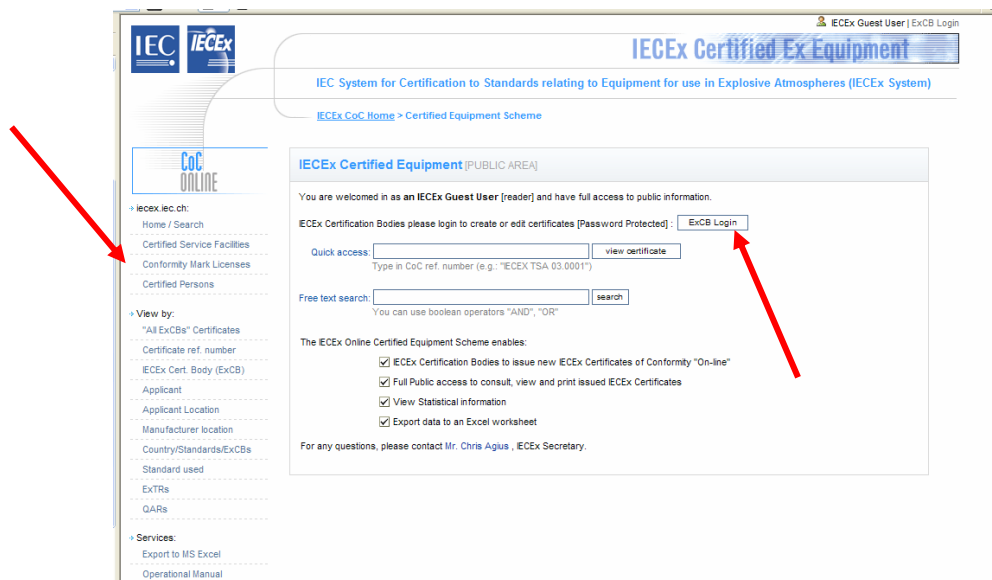
STEP 2: Select "Conformity Mark License System"



STEP 3: Log on using assigned user name and password.

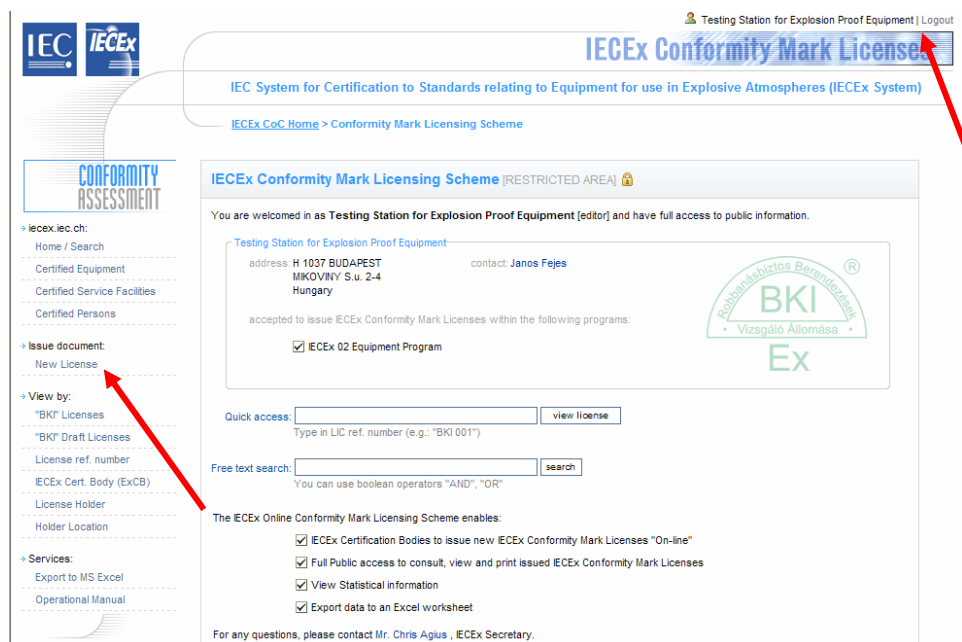
Notes:

1. The two levels of Passwords for creating and issuing IECEX Certificates of Conformity or Licenses remain:
2. Level 1: Create or edit a License that remains in the “Draft Stage”
3. Level 2: All the features of Level 1 with the additional feature of changing the Status of a License (eg from “Draft” to “Current”)
4. There are links to other Programs.



STEP 4: Select “New License”

Note: There is a “Logout” feature.



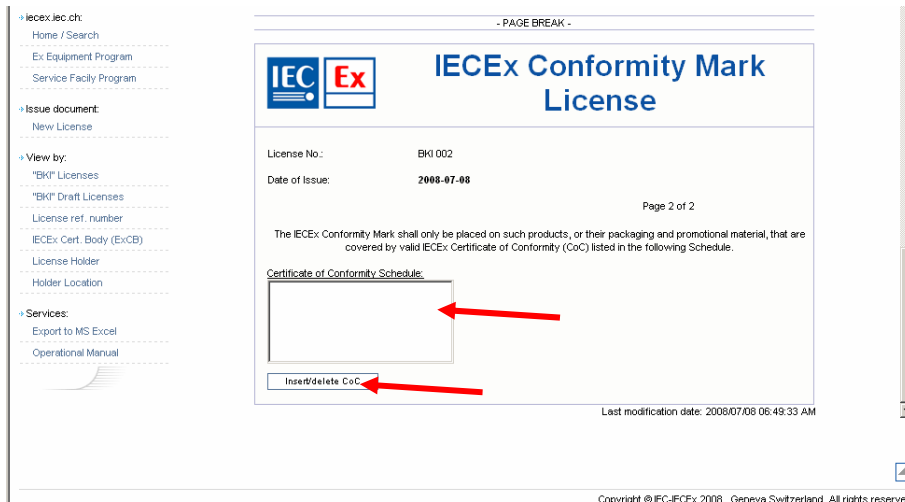
STEP 5: Fill in details and save

Notes:

- 1. This License was created for illustrative purposes.
- 2. This is no history block as it is envisage there will be no need to create "New issues" as for Certificates of Conformity.

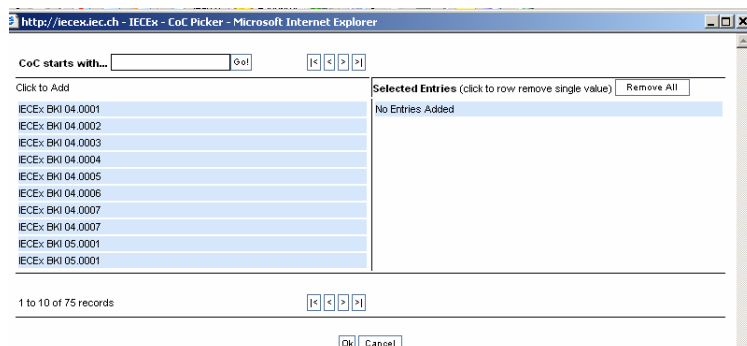


Step 6: Entering Certificates of Conformity in Schedule (on page 2 of CoC)

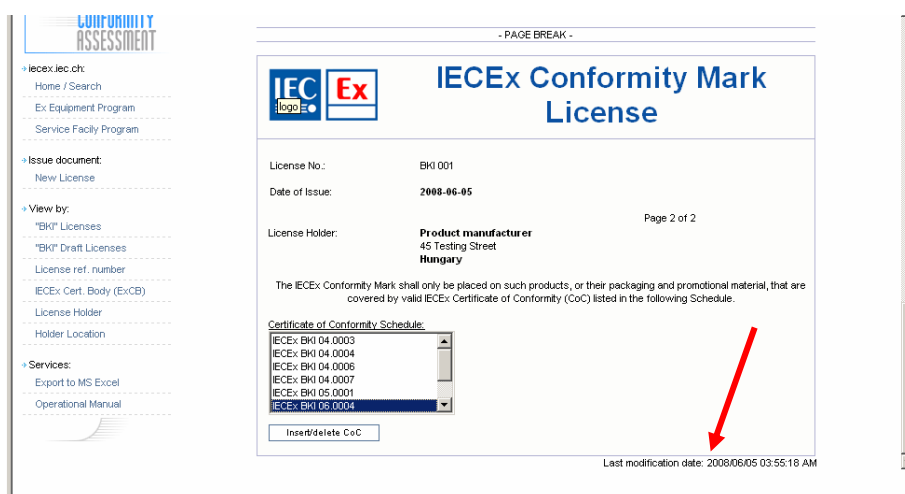


Select "Insert/delete CoC". This opens table of available CoCs.

Note: Only those CoCs issued by the ExCB issuing the License are available.



Select the CoCs required (These will be the CoCs nominated by the License Holder). This moves them to right hand side of table. Press OK to add CoCs to Schedule in the License.



When all details are complete "Save"

When all information is correct the License may be made "Current"

Notes:

- 1 Level 2 Password is required to change Status.
- 2 Last modification date" is automatically updated when ever the License is edited. This acts as a "Control".
- 3 A License may be edited at any time. Once a License is issued to the "License Holder", it is envisaged that the only editing required will be to change "Status" or add/delete CoCs to/from Schedule.

End of Document

