



Special addendum to
IECEX OD 011-2

Edition 1.0 2010-11

Special addendum to

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 2: Creating IECEx Equipment Certificates of
Conformity CoCs (OD 011-2)**

**Additional guidance to ExCBs for creating
IECEX UNIT VERIFICATION Certificates**

INTERNATIONAL ELECTROTECHNICAL COMMISSION

Special addendum 1.0 to

IECEX Operational Document 011-2

Guidance on Use of the IECEX Internet based “On-Line” Certificate of Conformity System Part 2: Creating IECEX Equipment Certificates of Conformity CoCs

Additional guidance to ExCBs for creating IECEX UNIT VERIFICATION Certificates

INTRODUCTION

This Special addendum to Operational Document 011Part 2 provides guidance for IECEX Certification Bodies (ExCBs) when creating IECEX Equipment Unit verification Certificates of Conformity (CoCs) as part of the IECEX Certified Equipment Scheme, using the IECEX Internet based “On-Line” Equipment Certificate of Conformity System. This Special addendum is to be read in conjunction with OD 011 Part 2, which along with all IECEX Operational Documents, is available for download from <http://www.iecex.com/operational.htm>

This special addendum will be incorporated into the next revision of OD 011 part 2.

Detailed information on processes to be used by ExCBs, when accepting applications for IECEX Unit Verification certificates is provided in Operational Document OD 033.

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

Address:

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

Creating IECEX Equipment Unit Verification Certificates of Conformity CoCs

1 Features to assist with the entering of a New IECEX Equipment UNIT VERIFICATION Certificate of Conformity

1.1 Entering new Unit verification CoC details

STEP 1: Use the same existing procedure of OD 011-2 to create new “Equipment” Certificate (including same ExCB passwords)

When new certificate template opens the following page will now appear:

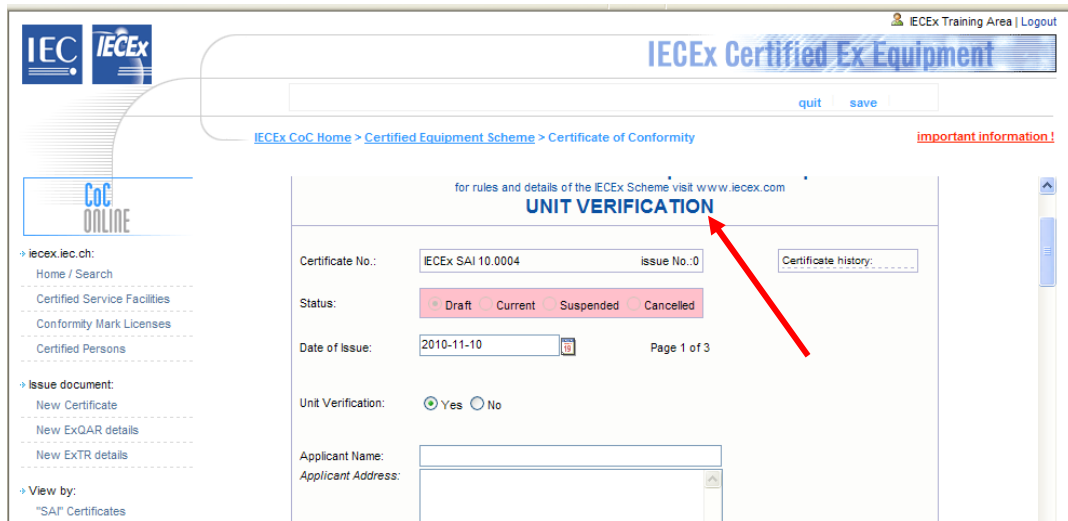
The screenshot displays the IECEX CoC ONLINE system interface. The top navigation bar includes the IEC and IECEX logos, the text "IECEX Certified Ex Equipment", and a "quit save" button. Below the navigation bar, there is a breadcrumb trail: "IECEX CoC Home > Certified Equipment Scheme > Certificate of Conformity". A red "important information!" banner is visible on the right. The main content area shows a form for entering certificate details. The "Certificate No." field contains "IECEX SAI 10.0004" and the "issue No." field contains "0". The "Status" field has four radio buttons: "Draft" (selected), "Current", "Suspended", and "Cancelled". The "Date of Issue" field contains "2010-11-10". The "Unit Verification" field has two radio buttons: "Yes" and "No" (selected). A red arrow points to the "No" radio button. Below the "Unit Verification" field are fields for "Applicant Name", "Applicant Address", and "Applicant Country".

Note: The new Item “Unit Verification” with associated “Yes” and “No”. The default position is set to “No”.

For Normal “Traditional” Certificates leave this setting to “No” and proceed as normal according to OD 011-2. After any CoC is made “Current” its type “Traditional” or “Unit verification” can not be changed by the ExCB. Therefore, it is not possible to change an already issued Traditional Certificate to Unit Verification or changing a Unit Verification Certificate to a Traditional CoC.

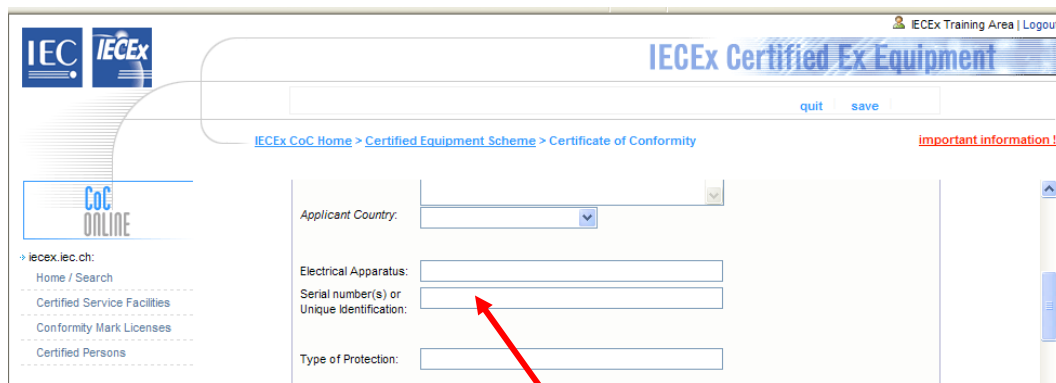
STEP 2: For a Unit Verification Certificate change the setting for the field “Unit Verification” to “Yes”.

Note: Some fixed text and content of the CoC template will now change to reflect Unit Verification but the basic layout remains the same. See below:

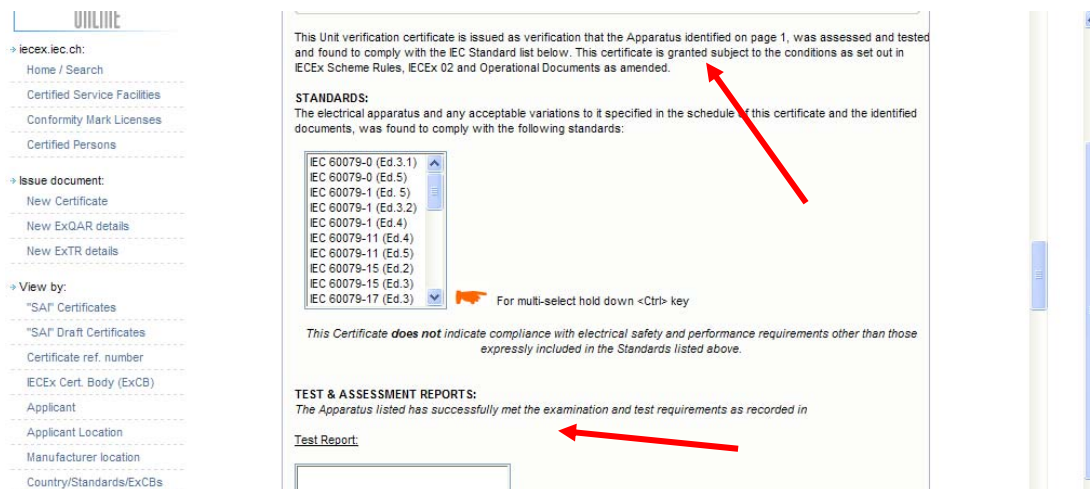


The heading “Unit Verification” now appears.

Also other changes include the following:

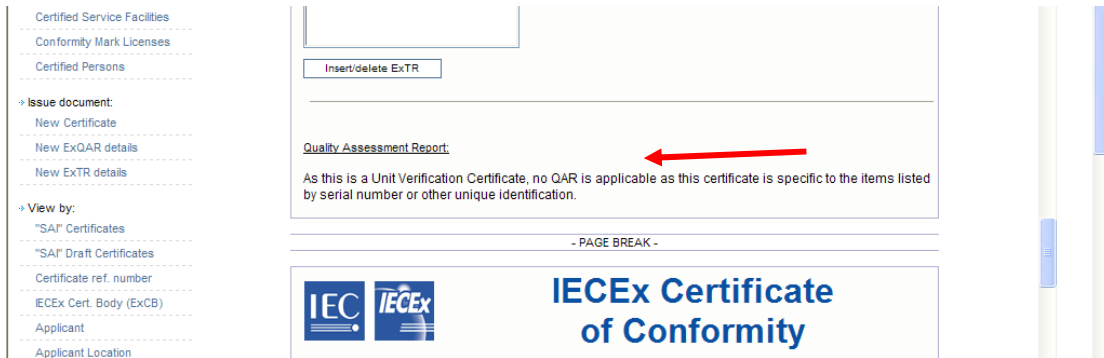


The field for “Optional Accessory” disappears and a new field “Serial number(s) or Unique Identification’ appears.



There are some text changes.

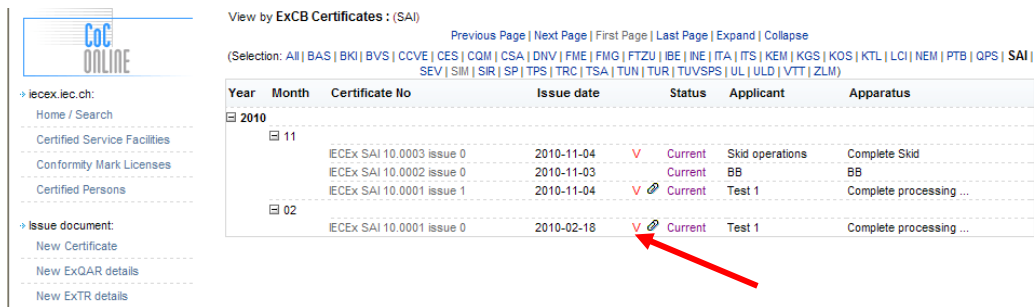
The need for a Test report (ExTR) remains. Normal procedure applies for registering and linking ExTRs to the CoC, as per OD 011-2.



For an IECEx Unit Verification CoC there is no need for a QAR so the ability to insert a link has been replaced with permanent text to explain this.

STEP 3: Entering ExTR details. Normal procedure applies for registering and linking an ExTR to the CoC, refer to OD 011-2.

STEP 4: For a Unit Verification Certificate fill in the appropriate details and save. The same requirements as for “Traditional” Certificates apply according to OD 011-2, in that the second level password is required to change status to “Current”. The normal 14 day period to allow editing also applies when making an IECEx Unit Verification CoC “Current”.



An IECEx Unit Verification Certificate is identified in any listings by a red V. When the cursor is moved over this V the words “Unit verification CoC” appear.

NOTE:

As IECEx Unit verification certificates cover specific items, any changes to products covered by an IECEx Unit Verification Certificate, that are not already provided for by the certificate, shall require the issuing of a new Unit Verification Certificate, as per OD 033. If there is a need to create a New version of a Unit Verification Certificate to correct editorial errors, a request to the IECEx Secretariat will be required.

For any assistance please contact the IECEx Secretariat.