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

**TITLE: Report from the IECEx Personnel Certification Committee (ExPCC)**

**Circulation to: Members of the IECEx Management Committee, ExMC**

**INTRODUCTION**

This document contains a report from the IECEx Personnel Certification Committee (ExPCC) following their May 2016 Meeting held in Northbrook, US and is submitted for consideration/discussion at the 2016 ExMC Umhlanga meeting.

**IECEx Secretariat**

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

**Meeting of the IECEx ExPCC (Personnel Certification Committee)**

**DRAFT MEETING REPORT**

**Held at UL LLC premises in Northbrook, IL, USA**

**on** **Thursday 26th May 2016 (commencing at 8:30 a.m.)**

**Attendance**:

Mr Peter Thurnherr IECEx ExPCC Chairman

Mr Ralph Wigg (RW) IECEx ExPCC Deputy Chairman

Mr Allan Ogden SGS Baseefa (GB)\*

Mr Ron Sinclair SGS Baseefa (GB)\*

Ms Janet Middlehurst Sira Certification Services (GB)\*

Mr Thierry Houeix INERIS (FR)\*

Mr David Adams QPS (CA)\*

Mr Julien Gauthier LCIE (FR)\*

Mr Harman Alang Kasim SIRIM QAS International SDN BHD (MY)\*

Mr Geir Larsen Trainor AS (NO)

Mr Paul van der Sneppen NCOI Techniek (NL)

Mr Marty Cole Hubbell (CA)

Mr Dirk-Jan Schreurs DEKRA (NL)\*

Mr Arild Roed NEK (NO)

Mr Bipin Parmar Simtars (AU)

Ms Erin LaRocco UL LLC (US)\*

Mr John Allen Sheppard Engineering (GB)

Mr Roger Jones NOV (GB)

Dr Thorsten Arnhold R. Stahl and IECEx Chairman

Mr Mark Amos (MA) IECEx Secretariat

Mr Steve Margis UL LLC (Observer)

Mr Paul Kelly UL LLC (Observer)

Ms Jerilyn Merrill UL LLC (Observer)

Mr Jasmin Omerovic ULD (Observer)

\* denotes participating Scheme ExCB

**Apologies:**

Mr Heribert Oberhem Currenta GmbH & Co OHG (DE)

Mr Gerhard Schwarz GSA Consult (DE)

Mr Christian Lechtenboehmer TUV Rheinland (DE)\*

Mr Klauspeter Graffi TUV Rheinland (DE)\*

Mr A Wahid Jafar Petronas (MY)

Mr Tim Marks AEMT (UK)

Mr Nick Maalouf QPS (CA)

Ms Ursula Aich RP Darmstadt, Abt IV/Wi (DE)

Mr Heinz Berger Certiconsult (CH)

Mr Chris Agius (CA) IECEx Executive Secretary

1. OPENING OF THE MEETING

The Meeting was opened by the incoming Chairman, Mr Peter Thurnherr followed by self -introduction of all participants.

Mr Steve Margis (Director, Certification Programs and Accreditation, UL LLC) noted his presence relates to his interest via an IECEE System Working Group in the potential for using the IECEx CoPC Scheme as a model for a similar Scheme for certifying personnel involved with industrial automation.

1. Apologies

Additional apologies advised by members are included in the list on page 1 of this report.

1. Approval of this Agenda

Members are approved the draft agenda as circulated.

1. Constitution
   1. ExPCC Chairman

Members recognised the incoming ExPCC Chairman, Mr Peter Thurnherr and registered their appreciation for the leadership and contributions of the immediate past Chairman, Mr John Allen.

* 1. ExPCC Constitution & Membership Update

Members considered the changes to the circulated document that were proposed by ExPCC Working Groups earlier in the 2016 Operational Meetings series and approved the document presented as *ExPCC/001/D\_MAY 2016* subject to the following additions:

1. UL LLC and UL do Brasil to the list of Accepted ExCBs
2. Mr Allan Ogden as the SGS Baseefa representative on ExPCC in the list of Accepted ExCBs
3. Confirmation of ExPCC WG Constitutions

Members are requested to accept the proposed update of ExPCC Working Group constitutions and members.

Members considered the changes to the circulated document that were proposed by ExPCC Working Groups earlier in the 2016 Operational Meetings series and approved the document presented as *ExPCC/001/D\_MAY 2016*

ACTION: Members also noted the vacancy for a Convenor for ExPCC WG2 and requested that Members provide nominations for candidates for this position to the Secretariat by no later than 30th June 2016

DECISION: Members considered the nomination of Mr Dirk-Jan Schreurs as the new ExPCC WG3 Convenor and endorsed his appointment to this position

ACTION: Members also noted the vacancy for a Deputy Convenor for ExPCC WG4 and requested that Members provide nominations for candidates for this position to the Secretariat by no later than 30th June 2016

1. Report on Actions Items arising from Decisions at the ExPCC Meeting in Toronto, Canada on 20th May 2015.

Members to note a report from the Secretariat on the status of Action Items detailed in the Report to the IECEx 2015 ExMC Meeting in Christchurch (refer document ExMC/1015/R) as summarised in ***Annex A*** to this Agenda.

1. Action Items Referred to the IECEx ExPCC for consideration:

Members to note a report from the Secretariat on progress on Action Items detailed in ExMC/1083A/RM, Item 11 (Minutes of the 2015 ExMC Meeting) as referred to the IECEx ExPCC.

1. Reports from ExPCC Working Groups

* 1. ExPCC Working Group 1 - Rules

The Working Group Convenor provided members with an update on the activities of ExPCC WG1.

DECISION: All ExPCC WG1 Recommendations are endorsed

* 1. ExPCC Working Group 2 – Units of Competence and outcome criteria

The Working Group Convenor provided members with an update on the activities of ExPCC WG2.

DECISION: All ExPCC WG2 Recommendations are endorsed

ACTION: Secretariat to advise all ExCBs of the endorsement of the Recommendation regarding the need to update all PCARs with assessment details

ACTION: Secretariat to assist ExPCC WG2 to incorporate the details of their Recommendation #2 in a draft revision of OD 503

* 1. ExPCC Working Group 3 – *Question Bank*

The Working Group Convenor provided members with an update on the activities of ExPCC WG3.

DECISION: The ExPCC WG2 Recommendation regarding a definition observers is to be referred to the IECEx Executive

DECISION: The ExPCC WG2 Recommendation regarding the need for ExCBs to have their Question Bank contribution mapped correctly is endorsed

ACTION: Secretariat to advise all ExCBs of the need to correctly map their Question Bank contribution

* 1. ExPCC Working Group 4 – IECEx Recognised Training Provider Program

The Working Group Convenor provided members with an update on the activities of ExPCC WG4.

DECISION: All ExPCC WG4 Recommendations are endorsed

1. IECEx05 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Rules of Procedure
   1. Revision of IECEx 05, CoPC Scheme Rules

Members raised the following suggestions on a need to revise IECEx 05.

ACTION: ExPCC WG1 to consider a revision of IECEx 05 and/or IECEx OD 011-5 to clarify the requirements regarding the calculation and display of Expiry Dates / Reassessment Dates for Certificates and PCARs

ACTION: Secretariat to prepare a document that defines and explains the process for the development, consideration and publication of IECEx publications

* 1. Other Issues with IECEx 05

Members were invited to raise suggestions and other issues regarding IECEx 05.

In response to the request from Mr Larsen and Ms Middlehurst to discuss revisions of IECEx 05 with respect to the re-certification period the meeting agreed to consider ExPCC WG1’s recommendation on a formal proposal for such a significant change.

* 1. Introduction of EFOC and Ex000

Members noted the facility for the issue of EFOCs for Ex 000 as per IECEx 05 Edition 3.0.

1. OD 501 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Assessment procedures for IECEx acceptance of Certification Bodies (ExCBs) for the purpose of issuing and maintaining IECEx Certificates of Personnel Competence (CoPCs)
   1. Revision of OD 501

Members considered the draft of IECEx OD 501, Edition 3.0 and noted the outcomes of the ExPCC WG1 meeting earlier this week before taking the DECISION: that the draft be recommended to the ExMC for publication as circulated

* 1. Other Issues with OD 501

Members were invited to raise suggestions and other issues regarding IECEx OD 501 – none were raised.

1. OD 502 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Application for an IECEx Certificate of Personnel Competence (CoPC), documentation and information requirements
   1. Revision of OD 502

Members considered the draft of IECEx OD 502 and noted the outcomes of the ExPCC WG1 meeting earlier this week before taking the

DECISION: that the draft be recommended to the ExMC for publication as circulated PLUS the amendments proposed by ExPCC WG1

* 1. Other Issues with OD 502

Members were invited to raise suggestions and other issues regarding IECEx OD 502 - none were raised.

1. OD 503 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – ExCB Procedures for issuing and maintaining IECEx Certificates of Personnel Competence
   1. Revision of OD 503

Members noted the ExPCC WG1 plans to revise OD 503 and agreed to await this work before considering the need for further revisions to OD 503.

* 1. Other Issues with OD 503

Members were invited to raise suggestions and other issues regarding IECEx OD 503 – none were raised.

1. OD 504 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Specification for Units of Competence Assessment Outcomes
   1. Revision of OD 504

Members noted the ExPCC WG1 plans to revise OD 504 and agreed to await this work before considering the need for further revisions to OD 504.

* 1. Other Issues with OD 504

Members were invited to raise suggestions and other issues regarding IECEx OD 504 – none were raised.

1. OD 505 – Site Re-Assessment Report for Assessment of IECEx Candidate and Accepted Ex Certification Bodies (ExCBs) for the IECEx 05 Certificate of Personal Competencies Scheme (CoPC)
   1. Revision of OD 505

Members noted the need for a revision and agreed to the ACTION that the 05 Scheme assessors conduct a review and prepare a draft revision as appropriate.

* 1. Other Issues with OD 505

Members are invited to raise suggestions and other issues regarding IECEx OD 505 – none were raised.

1. OD 506 – Guidance on the use of the IECEx Certificates of Personnel Competence Scheme’s Assessment Question Bank by ExCBs
   1. Revision of OD 506

Members noted the ExPCC WG1 plans to revise OD 506 and agreed to await this work before considering the need for further revisions to OD 506.

* 1. Other Issues with OD 506

Members were invited to raise suggestions and other issues regarding IECEx OD 506 – none were raised.

1. OD 521 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres - IECEx Recognised Training Provider Program
   1. Revision of OD 521

Members were invited to raise suggestions on any need to revise IECEx 521 noting the outcomes of the ExPCC WG4 meeting earlier this week - none were raised.

* 1. Other Issues with OD 521

Members were invited to raise suggestions and other issues regarding IECEx OD 521 - none were raised.

1. [IECEx 05A - Guidance and Instructions for Applicants to obtain a Certificate of Personnel Competence (CoPC)](http://www.iecex.com/docs/iecex05A%7bed1%200%7dpt%20(2013-12-05).pdf)
   1. Revision of IECEx Guide 05A

Members considered the draft of IECEx Guide 05A and noted the outcomes of the ExPCC WG1 meeting earlier this week before taking the DECISION: that the draft proceed to publication.

* 1. Other Issues with IECEx Guide 05A

Members were invited to raise suggestions and other issues regarding IECEx 05A – none were raised.

1. IECEx CoPC Question Bank
   1. Outstanding ExCB contributions to Question Bank development

Members noted that as all currently accepted ExCBs have now provided Question Bank contributions to the Secretariat there is no need to consider further action at this point in time.

Members also took the DECISION to confirm the draft revision of OD 502 requirement that an Application for acceptance as an ExCB is not complete until suitable and sufficient mapped questions and answers have been provided to the Secretariat and that no assessment shall commence until this has been confirmed to the assessment team.

1. New Business
   1. ExPCC Strategy

DECISION:Members endorsed a suggestion from SIRA that there is a need to establish a strategy and a “Five Year Plan” for the CoPC Scheme and noting the request from the 2015 ExPCC meeting for assistance by *ExMC WG13, Business Development.*

* 1. Proposed Revisions of CoPC Format

Members considered a proposal from SGS Baseefa to include a third date field (now format would display Original Certification Date, Date of This Issue and Expiry Date AND also a similar proposal to include a History summary field similar to that on IECEx Equipment Certificates.

DECISION: members endorsed the proposal for a third date field and allocated an ACTION that the Secretariat investigate options for providing this via the IEC IT Department.

DECISION: members endorsed the proposal for a History Summary field and allocated an ACTION that the Secretariat investigate options for providing this via the IEC IT Department.

1. Feedback on IECEx CoPC Scheme Operation

Members accepted that there were no comments and suggestions from participating ExCBs or other members.

1. Promotional Activities

Members noted verbal reports on recent and planned Promotional Events

1. General Business

No items of general business were raised.

1. Next Meeting

Members noted the invitation from CSA Group (UK) to host the 2017 IECEx Operational Meetings and that the IECEx Executive will discuss this matter at their meeting later today.

1. Close of Meeting @ 12:30

Annex A – Status of Actions Items arising from Decisions at past ExPCC Meetings

| **Item** | **Mins Item** | **Actions Arising from the Toronto 2015 of ExPCC** | **By Whom** | **Completion Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1 | 4 | IECEx Secretariat to contact the three members listed above and seek a response regarding their intentions for ongoing participation in ExPCC work and meetings | Secretariat | ASAP | Complete |
| 2 | 6 | IECEx Secretariat to follow-up and report to the next ExPCC meeting on outstanding Action Items from 2014 ExPCC meeting. | Secretariat | Next meeting | Complete |
| 3 | 8.1 | ExPCC WG1 to prepare guidance on how the matter of use of languages other than English can be permitted and documented for assessments. | ExPCC WG1 | Next meeting | Refer ExPCC WG1 recommendations |
| 4 | 8.4 | Secretariat to include IECEx OD 521 as a standing agenda item for future ExPCC meetings. | Secretariat | Ongoing | Complete |
| 5 | 9 | Secretariat is to ensure that this concept is reflected throughout IECEx 05 and that is made clear that the on-line PCAR is only an electronic record and it is not intended that this be issued to applicants. | Secretariat | ASAP | Complete |
| 6 | 9 | the Secretariat to clarify IECEx 05 regarding no need to issue a PCAR for an EFOC for Ex 000 | Secretariat | ASAP | Complete |
| 7 | 10 | IECEx Secretariat to update the application form to clarify requirements for provision of IECEx CoPC Question Bank input by applicant ExCBs | Secretariat | ASAP | Complete – refer draft revision of OD 501 |
| 8 | 11 | Secretariat to prepare an updated Edition 2.0 of IECEx OF 502 | Secretariat | ASAP | Complete – refer draft revision of OD 502 |
| 9 | 17.2 | IECEx Secretariat to issue instructions to ExCBs regarding the preferred method of managing the re-certification process. This instruction is to include a recommendation that the PCAR supporting the re-certification includes details on how the re-certification was been conducted (with respect to assessment tasks and work experience review) | Secretariat | ASAP | Complete – refer IECEx 05 Ed 3.0 |
| 10 | 17.2 | Mr Geir Larsen to propose text for IECEx 05 in support of this suggestion that there be a time limit or quantity limit on re-certifications conducted without a full assessment. | Geir Larsen | ASAP | Refer to proposal from GL |
| 11 | 17.6 | ExPCC Deputy Chairman to request assistance from ExMC WG13, Business Development in preparing an ExPCC Strategy to align with the IECEx Business Plan | ExPCC Deputy Chairman | ASAP | Complete – refer ExMC WG13 agenda |
| 12 | 20 | Members to contact the Secretariat with expressions of interest or nominations for the position of ExPCC WG3 Convenor. Nominations received will be considered by the ExPCC by correspondence | ExPCC Members | ASAP | NIL Nominations received prior t 2016 ExPCC Meeting |

| **Item** | **Mins Item** | **Actions Arising from the Dubai 2014 of ExPCC** | **By Whom** | **Completion Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1 | 5 | IECEx Chairman + Secretary approach US Coast Guard Authority and invite their participation as a regulator category representative | Chairman & Secretary | TBA | ? |
| 2 | 5 | IECEx Chairman to contact Shell and invite participation as an end user category representative | Chairman | TBA | ? |
| 3 | 5 | Mr Halim (MY) to contact Petronas and invite participation as an end user category representative | Mr Halim (MY) | - | Completed – Mr A Wahid Jafar nominated |
| 4 | 8.2 | Regarding Edition 3.0 drafts of OD 503 and OD 504 prepared and agreed by WG2. The ExPCC agreed that these versions be circulated to ExPCC WG2 members for a final editorial confirmation (noting that any new comments or content will be deferred for consideration as part of Editions 4.0) then recommended for ExMC approval by correspondence to publish. | ExPCC WG2 | - | Completed |
| 5 | 8.3 | ExPCC WG3 need to review and update a specification originally organised by Mr Ogden. This specification will be used to invite at least 3 tenders for supply, implementation and maintenance of suitable software. | ExPCC WG3 | TBA | Refer ExPCC WG3 recommendations |
| 6 | 8.3 | ExPCC WG3 members to provide input on the current and anticipated future functional requirements for the Question Bank management software – this input will be used to update the original specification as per Action 1 above. | ExPCC WG3 | TBA | Refer ExPCC WG3 recommendations |
| 7 | 8.4 | Noting that ExPCC WG1 work has been awaiting progress of ExPCC WG2 - given the report from ExPCC WG2 earlier in this meeting ExPCC WG1 committed to review IECEx 05, OD 501 and the application form for ExCBs to capture Ex 000 and to have this done in time to align with the publication of Edition 3.0 of OD 503 and OD 504. | ExPCC WG1 | - | Completed - Refer to IECEx 05 Ed 3.0, OD 503 Ed 3.0 (instead of OD 501) and ExMC/570B/Q |
| 8 | 9.1 | ExPCC WG1 to adjust IECEx 05 to cater to the new Ex 000 and also cater for a New form of Certificate for Ex000, see proposal at Buxton re Ex Facility Orientation Certificate. | ExPCC WG1 | - | Completed |
| 9 | 9.1 | In addition, based on the ExPCC WG2 proposal (with one objection) to remove the 18 month surveillance requirement from IECEx 05 (Clause 8.6) based on sufficient evidence and experience not picking up any problems at the 18 months surveillance noting that there is a 3 year surveillance and instructed ExPCC WG1 to ensure that IECEx 05 reflects this. | ExPCC WG1 | - | Completed - refer IECEx 05 Ed 3.0 |
| 10 | 10.1 | ExPCC WG1 to review the requirements to ensure that OD 501 captures the need for applicant ExCBs to submit their questions | ExPCC WG1 | - | Refer Agenda Item 10.1 for this meeting |
| 11 | 11.1 | ExPCC WG1 to amend the OD 502 to incorporate the ExFOC certificate and application for Ex 000. | ExPCC WG1 | TBA | Refer ExPCC WG3 recommendations |
| 12 | 11.1 | Secretariat to prepare a design proposal for an on-line EFOC Certificate (for the Ex 000 Unit) for circulation to ExPCC for their input with final decision to be taken by Chairman and Secretariat. This work to guide subsequent discussions on the design (appearance and content) of an Ex 000 wallet ID Card. | Secretariat | TBA | Completed |
| 13 | 15.3 | Secretariat to determine which ExCBs have signed a current Confidentiality Agreement and to provide a copy to those that have not. | Secretariat | - | No record of any Agreement or signing thereof |
| 14 | 15.3 | The Chairman to write to accepted ExCBs that have yet to submit content for the Question Bank and advise that failure to provide this within four weeks will result in a recommendation to the ExMC that their acceptance as an 05 Scheme ExCB be suspended. | Chairman | - | Completed – refer to Agenda Item # 16.2 above in the Agenda |
| 15 | 21.3 | ExPCC to recommend to the ExMC that OD 019 be amended to include a fee of CHF 100 for the Ex 000 Unit – this reduced fee as compared to that for other Ex Units recognises that Ex 000 is an ‘entry level’ | ExPCC | For 2015 ExMC Meeting | Completed |

Status of Actions Items arising from Decisions at the ExPCC Meeting in Buxton in 2013.

| **Ref**  **#** | **Meeting** | **Mtg**  **Item #** | **Assigned Action Details** | **Actioner** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 14 | ExPCC | 5.1 | **ACTION**: WG1 to consider the ‘employer’ membership category with a view to clarifying eligibility criteria (noting ExPCC Decision 2012/01 from the Paris meeting) | ExPCC WG1 | Note the use of “Organisations that engage Persons with IECEx CoPC” in draft of ExPCC/001D/Inf |
| 16 | ExPCC | 8.1 | **ACTION:** ExPCC WG1 to look at the work of WG2 to   1. Provide feedback on the development of a new Ex 001as proposed using the 5.1 and 5.2 from the current Ex 001 2. Revise IECEx 05 to provide for the integration of Ex 000 as proposed by WG2 and the new Ex 001 as a prerequisite for all other Modules except for Ex 000, Ex 002 and Ex 005. 3. Confirm a match / alignment with the work that WG1 has also done to date as the basis for both WGs to continue 4. Advise if Ex001 should be a ‘stand-alone’ Unit of Competence OR a Unit of Pre-qualification preceding Units 3, 4, 6, 7, 8 and 9 which cannot be issued as a CoPC Unit or some other ‘document’ recording progress. | ExPCC WG1 | Completed |
| 17 | ExPCC | 12.2.1 | **ACTION**: ExPCC WG1 to investigate the need for revisions to OD 502 and OD 503 to accommodate the recommendation above. | ExPCC WG1 | Refer ExPCC WG1 recommendations |
| 18 | ExPCC | 12.2.2 | **ACTION**: ExPCC WG1 to investigate a revision of OD 502 to address the issue of language used in assessments. This investigation should also include consideration of a facility for applicants to advise of other ‘special needs’. | ExPCC WG1 | Refer ExPCC WG1 recommendations |
| 20 | ExPCC | 16 | **ACTION:** ExPCC WG1 to review IECEx Rules and ODs for consistency with ISO 17024 Clause 5.2 regarding training and certification.  **ACTION**: ExPCC WG1 to investigate the strengthening of IECEx Rules and relevant ODs to highlight this element of ISO 17024 and perhaps include examples of what constitutes a problem. | ExPCC WG1  ExPCC WG1 | Refer ExPCC WG1 recommendations |

\*\*\*\* End of Report \*\*\*