



ExMC/181A/RM
March 2004

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IEC SCHEME FOR CERTIFICATION TO STANDARDS FOR SAFETY OF ELECTRICAL EQUIPMENT FOR EXPLOSIVE ATMOSPHERES (IECEx SCHEME)

Members of the IECEx Management Committee, ExMC

Confirmed Minutes

OF THE ExMC Budapest MEETING – 9+10 OCTOBER 2003

This document contains the Confirmed Formal Minutes of the 2003 Meeting of the IECEx Management Committee, ExMC, held in Budapest 9 and 10 October 2003. These Minutes take account of comment received on the draft minutes, ExMC/181/RM and should be read in conjunction with the confirmed “List of Decisions” of the meeting, document ExMC/179A/Inf.

In line with ExMC decisions, these minutes have been confirmed via correspondence and are therefore submitted for your information.

Chris Agius
Secretary IEC ExMC

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NAME	COUNTRY	POSITION in Delegation Head Delegate/ Delegate
Dr U Klausmeyer Mr Don Gray Mr C Agius Mr H Berger Ms C Kane	Officers	Chairman Chairman CAB Secretary Treasurer Assistant Secretary IECEx
Mr J Botiuk Mr R Collis Mr J Munro Ms Z Phillips Mr R Wigg	AU AU AU AU AU	Delegate Observer Chairman TC 31 Observer Head Delegate
Mr J Gryn Mr B Shao Mr P Smith	CA CA CA	Head Delegate (Vice Chairman IECEx) Delegate Delegate
Mr F Leumann Mr F. Beglinger	CH CH	Delegate Head Delegate
Mr W Zhang Ms S Fu Mr J Xu Mr S Xu Mr J Wang	CN CN CN CN CN	Delegate Delegate Delegate Head Delegate Delegate
Dr M Wittler Mr H Hofmeister Dr W Dill Mr K H Schwedt Dr U Johannsmeyer Mr G. Schwarz Mr H Huhle	DE DE DE DE DE DE DE	Delegate Delegate Delegate Delegate Delegate Delegate Head Delegate
Mr S Christensen	DK	Head Delegate
Mr R Sulonen	FI	Head Delegate
Mr M Brenon Mr A Czyz	FR FR	Head Delegate (Secretary ExTAG) Delegate
Mr A Ogden	GB	Head Delegate



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NAME	COUNTRY	POSITION in Delegation Head Delegate/ Delegate
Mr R Sinclair	GB	Delegate
Mr A Austin	GB	Delegate
Mr J Allen	GB	Observer (EASA Delegate)
Mr J Hanko	HU	Head Delegate
Mr E Molnar	HU	Delegate
Ms Uiragh	HU	Delegate
Mr M Balaz	IT	Head Delegate
Mr T Hayashi	JP	Observer
Mr Y-H Chung	KR	Delegate
Mr J-G Kang	KR	Delegate
Mr W-C Shin	KR	Delegate
Mr Y D Kim	KR	Delegate
Mr C-W Lee	KR	Delegate
Mr C K Chung	KR	Head Delegate
Ms J R Koo	KR	Delegate
Mr T Pijpker	NL	Head Delegate
Mr T Andersen	NO	Head Delegate
Dr A Kiselev	RU	Delegate
Mr E Yakovlev	RU	Delegate
Dr A Zalogin	RU	Delegate
Mr V Grudtsyn	RU	Head Delegate
Mr I Likar	SI	Head Delegate
Mr J Cigler	US	Observer
Mr R Martell	US	Observer
Mr D Chirdon	US	Observer US Mine Safety and health Administration
Mr B Page	US	Observer US Mine Safety and health Administration
Mr J Rennie	US	Delegate
Mr K McManama	US	Head Delegate



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NAME	COUNTRY	POSITION in Delegation Head Delegate/ Delegate
<i>Mr B Fiske</i>	US	<i>Delegate</i>
<i>Mr P Kelly</i>	US	<i>Observer SC 31A Secretary</i>
<i>Mr L Massey</i>	US	<i>Observer</i>
<i>Mr M Tufegdžić</i>	YU	Head Delegate
<i>Ms D Čanić</i>	YU	Delegate
<i>Mr E Seeger</i>	ZA	Head Delegate



IEC ExMC Draft Budapest Minutes

1 OPENING

The Chairman, Dr Klausmeyer, declared the meeting open at 9.05am on 9 October 2003 and welcomed delegates.

In his opening remarks, Dr Klausmeyer advised that as the new IECEx Chairman he wishes to assure IECEx Members and stakeholders of his commitment to the aims and goals of the IECEx. He expressed his appreciation of working alongside capable and respected Officers and to be given the support, confidence and trust of the IECEx Members.

Mr Hanko, on behalf of the Hungarian National Committee and the management and staff of BKI, extended an official welcome to delegates and observers. He hoped that they would have a productive meeting and also take the opportunity to enjoy Budapest.

The Chairman then complimented Members on the large numbers attending this meeting. He also noted the success of previous events of the week, namely:

- The Joint meeting of Working Groups 1 and 5, Sunday 5 Oct.
- The Industry Seminar Mon 6 Oct.
- The ExTAG Training Workshop Tue 7 Oct.
- The ExTAG Meeting 8 Oct

The Chairman noted the growing level of interest shown by industry since the delivery of an IECEx Certificate of Conformity. He then delivered a presentation of his vision for IECEx Scheme citing the following:

- The importance of strong stakeholder involvement by
 - Regulators
 - Manufacturers
 - End users
- Close liaison between IECEx and IEC TC/31 and its SCs
- The need for IECEx to be timely in responding to the current and future needs of the market, citing the new IECEx On-Line Certificate System as an example
- The need for IECEx to look beyond traditional boundaries

The Chairman then concluded that the IECEx Scheme as part of the IEC community must think and act globally.

The meeting expressed its appreciation of the Chairman's presentation.

Prior to approval of the Agenda, the Chairman noted the following apologies.

- AU Mr David, Mr Chowdry and Mr Birch
- CA Mr Bourasa
- DE Dr Eickhoff
- BR INMETRO
- GB Mr Shearman



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The Chairman conveyed the best wishes of Mr Aloysio Costa da Silva of INMETRO informing the meeting that BR continues to pursue IECEx Membership.

The Chairman further extended a warm welcome to delegates noting the great distances some had travelled. A special welcome was given to all observers including those from the following organisations:

- Japan National Committee
- US Mine Safety and Health Administration
- Electrical Apparatus Service Association Inc.

The Chairman thanked Mr Hanko, BKI and the Hungarian National Committee, for hosting the meetings. The Chairman then invited all present to contribute to the discussions asking that the meeting not spend too much time on detail but focus on larger issues and concepts.

2 Approval of Agenda

The meeting approved the agenda,

ExMC/165A/DA The Fifth Meeting of the ExMC to be held In Budapest 9th and 10th October 2003

3 Minutes

3.1 Confirmation of Minutes.

The meeting noted that the minutes of the Seoul 2002 ExMC Meeting were confirmed via correspondence and issued as ExMC/152A/RM. The Secretary informed members of the following amendment:

Correction in regard to the decision of the Seoul meeting, re

Item 8.5 Consideration of UL, contained in the draft minutes ExMC/152/RM, the recommendation of the assessment team, as agreed by ExMC, should read as follows-

to require review of the ATR only for IEC 61779-1,4,&5.

With this item endorsed the meeting noted the confirmed minutes.

3.2 Matters arising from the minutes

The Secretary advised the meeting of the status of various action items and the order of priority adopted. The Secretary thanked Members and Officers for their diligence in responding to the documents for comments and votes. These responses enabled the Secretariat to make good progress and complete almost all items within the designated time frame. The completion and publication of the revised Rules, IECEx 02 and the Market Survey, were examples cited by the Secretariat where members cooperation enabled timely completion.

The meeting agreed to carry forward those items that had not yet been completed:



(Item 17 *Preparation of an Operational Document detailing policy of attendance at meetings by Observers*).

The Chairman commented on actions concerning a “Regulatory Forum” suggesting that, with the agreement of the meeting, this would best be dealt with at the national level.

The US commented that the USNC/IECEX had worked hard to keep regulators and industry informed, with the Chairman noting with pleasure attendance by the US Mine Safety and Health Administration. The US called for presentations prepared by the Chairman and Secretary to be available for downloading from the IECEx Website. The meeting agreed.

4 Address by IEC Vice President and CAB Chairman, Mr Don Gray

Mr Gray, as Chairman of the IEC Conformity Assessment Board (CAB), addressed the meeting and commenced by thanking Members for the opportunity to attend. He then proceeded to discuss the role of CAB, the relationship between the IEC by reference to the IEC Statutes, and the Schemes. Mr Gray stressed that it is not the role of CAB to interfere with the day-to-day activities of the Schemes but rather to have an oversight role of the Schemes and their activities as well as to ensure adherence to IEC policy and ideals.

Mr Gray complimented Members and Officers of IECEx on the preparation of the meetings and the speedy progress made towards provision of an IECEx Certificate. He also complimented the Chairman and IECEx Officers for allowing sufficient time on the meeting agenda to deal with issues related to CAB, noting that this demonstrates that IECEx takes these activities seriously.

Mr Gray then commented on various CAB activities and how they relate directly to the IECEx Scheme, as follows:

- a) IEC Mark – the establishment of CAB WG7 to deal with the issue of a Mark was a response to an initial request from the IECEx Scheme. The progress of this work, and the commitment to providing a Mark by the IEC, should be noted. Mr Gray further mentioned the issues currently being discussed in this CAB Working Group such as Ownership, Legal Costs and Policing.
- b) Other CAB activities include input and interaction with CASCO, the ISO committee responsible for the various standards and Guides used by industry and the Schemes,
e.g. ISO/IEC 17025 and ISO/IEC Guide 65.
- c) Cooperation between CAB and ILAC with the aim of fostering relationships between the IEC Schemes and ILAC members. The success of the CAB/ILAC Technical Panel should be noted as well as the commencement of joint assessment between IECEE and local national accreditation bodies. Mr Gray also reported on his attendance at the ILAC General Assembly
- d) Noting the merging of Photovoltaic into the IECEE.

The Chairman thanked Mr Gray for his address and for taking the time to attend the meeting stating once again that his attendance demonstrated CAB’s interest and support of the IECEx Scheme.



The Chairman invited Members to ask questions of, or to make comment to, Mr Gray.

AU commented on the difficulties encountered regarding the establishment of joint assessments under the CAB/ILAC cooperation.

Mr Gray commented that it is still early days. Mr Gryn, as Vice Chairman and also member of the CAB/ILAC Technical Panel, commented that while at an early stage a “confidence building” exercises is being undertaken. He continued that at this stage 2 individual assessments, one by an ILAC team and the other by an IECEE team, had been completed with the expertise of the IECEE assessors being utilised by both parties.

The Secretary supported the concept of “confidence building” being necessary pointing out that members of some accreditation bodies are already using the IECEX Technical Guidance Documents within their own assessment.

The Chairman commented, and the meeting agreed, that the real drive for cooperation would come from the individual laboratories themselves.

5 Discussions on IEC CAB Matters

5.1 Review of Conformity Assessment Board (CAB)

Decisions from CAB meetings since Seoul 2002 ExMC Meeting

Documents noted:

- **CAB/395/DL** – List of decisions from the CAB 2002-10-29 meeting
- **CAB/397A/RM** – Minutes of Beijing CAB Meeting 2002-10-29
- **CAB/406/R** - IECEX Chairman's Report to CAB 2003-05-20 meeting
- **CAB/416/DL** – List of decisions from the CAB 2003-05-20 meeting
- **CAB/417A/RM** – Report on Geneva meeting

The Chairman referred Members to the above documents, previously circulated to IECEX Members, as a means of keeping members informed of CAB activities, as well as being a means of knowing what IECEX Officers are reporting to CAB.

The Chairman, along with Mr Gray and the Secretary, commented on various CAB matters as follows:

- Strategic objectives C/1283/DC have been approved
- Approval of the ExMC report and recommendations, including the appointment of the Chairman, Dr U. Klausmeyer (DE) for a first term,
 - Mr J. Gryn (CA) to a second term as Vice-Chairman,
 - Mr H. Berger (CH) to a first full term as Treasurer, and
 - Messrs J. Rennie (Factory Mutual, US) and Ha-Dong Kim (KOSHA, KR) to first terms on the IECEX Board of Appeal.
- Establishment of a Joint WG on interpretations
- Acceptance of Finances

5.2 Specific CAB Matters noted or action taken during the ExMC meeting



5.2.1 Implementation of CAB Strategy

Documents considered during the meeting:

- **C/1283/DC** – CAB Strategy
- **CAB/406/R** – IECEx Chairman's Report to CAB
- **ExMC/174/Inf** - Report on IECEx implementation of strategy

The Chairman reminded the meeting that members had endorsed C/1283 during the Seoul 2002 ExMC Meeting. He continued, that he and the other IECEx Officers have been dealing with these strategies and reporting to CAB, on behalf of members, since the endorsement.

The meeting endorsed the work and reports given to date by the IECEx Officers and agreed that the work should continue. The meeting also agreed that the existing method of reporting to IECEx member countries be retained.

5.2.2 CAB WG 7 – IEC Mark of Conformity

Document noted

- **CAB/408A/R** – Report from CAB WG 7 “Marks”
- **CAB/436/RV** – Report on CAB vote for CAB/408A/R
- **ExMC/157/Q** – IECEx Mark Survey
- **ExMC/160/R** – Report on Survey results

The Chairman informed the meeting that the IECEx Secretary is currently serving as the Convenor of CAB WG7 “Marks”. He invited the Secretary to report on the latest developments to the meeting.

The Secretary referred the meeting to CAB/408A/R as the confirmed report from the CAB WG7 meeting held 19 May this year. The document contains a number of recommendations, along with a proposed “Blue Print”, for the introduction of a Mark. The Secretary further informed the meeting that the document would be discussed during the CAB meeting to be held in Montreal on the following week the current ExMC Meeting. He invited the meeting to support the proposals contained within the document. He continued that members should also be aware that apart from himself, IECEx is well represented on WG7 with Mr Joe Gryn, Vice Chairman IECEx, and various other IECEx delegates including Mr Wigg and Mr Collis as well as, more recently, the IECEx Chairman.

The Chairman referred the meeting to the IECEx Worldwide Survey and the report on that survey, ExMC/160/R. He then invited discussion on the document.

CA commented that the meaning of a mark is most important however they continued that allowance should also be made for national requirements.

AU supported the introduction of an IECEx Mark

DE called for a dedicated IECEx Mark.

GB indicated support and called for the further progression of the mark adding that the mark must be associated with the issuing of an IECEx Certificate of Conformity (CoC).



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US indicated support for the GB comment but also commented that a mark must only be associated with an IEC Standard.

FR indicated agreement with the US comment but also highlighted the issue of recognition.

There was further discussion and also clarification concerning the term “Generic Mark” within the IECEx Survey. Mr Gray believing that this term may have led to some confusion suggested, and the meeting agreed, that an IEC Mark with provision for differentiation to identify the Scheme could serve the same purpose as a separate IECEx Mark.

The meeting also indicated support for the CAB WG7 report CAB/408A/R.

5.2.3 CAB/ILAC Cooperation

Document noted/considered:

- **CAB/412/R** – Report from CAB/ILAC Technical Panel

While largely discussed at the conclusion of Mr Gray’s address, the meeting endorsed the progress and work of the CAB/ILAC Technical Panel and supported the on-going involvement of the IECEx Secretary, Chairman and Vice-Chairman.

5.2.4 Proposed System of Reporting to CAB by the Schemes

Document for noted/considered:

- **CAB/418/DC** – Proposal

The Secretary informed Members that the issue of the reporting system had been brought to light during the CAB October 2002 Beijing Meeting where CAB had been asked to approve items that had only been tabled that day. This was due to the fact that ExMC had only met the week prior to the Beijing meeting.

The Secretary advised that while it had been past practice to issue CAB with only the draft finance documents, accounts and draft budget, a preliminary IECEx Chairman’s report had also been issued recently to assist CAB members.

The meeting noted that while it may be desirable and beneficial to have ExMC meet well in advance of CAB, less pressure on the officers and the need to prepare preliminary reports, there are cost savings in maintaining the current arrangements at such an early stage of IECEx operation.

AU suggested that this item could perhaps be best considered along with Finance given that separating the CAB and ExMC meetings would incur additional travel costs. The meeting agreed that this must be taken into account.

The meeting also noted that CAB have indicated they will consult with the schemes, CAB/418/DC, regarding the provision of preliminary reports acknowledging that ExMC may wish to continue, in the short term, with current meeting arrangements.



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As a long-term strategy and as part of its budgetary planning the meeting resolved to consider repositioning the ExMC meetings.

5.2.5 *Report from the CCAF*

Document for noted:

- **CAB/413/R** – Report from the CCAF

The Chairman referred members to document CAB/413/R and the CCAF decision to propose an amendment to ATEX to recognise IECEx Certification for compliance with Standards.

Updates on this development were given as follows:

DE advised that they are in contact with their Ministry of Industry to promote this approach.

FR advised that they would take similar action to DE. In addition they are also canvassing manufacturers via the French Manufacturers Association.

The meeting noted further comments of support and called upon FR and DE delegates to provide Members with updated reports on progress. The Chairman offered the assistance of IECEx Officers, as well as the Secretariat, should it be desired or required.

5.2.6 *IECEX 01 Revised edition*

Document considered:

- **ExMC/169/CD** – Draft Revision IECEx 01
- **CAB/424/DV** – Draft Revision to IECEE 01, IECEE Basic Rules (for information)
- **CAB/433/DV** – Draft Revision to QC 001001, IECQ-CECC Basic Rules (for information)
- **RU Comments**

The Chairman informed members that given the IECEx Rules and Procedures, IECEx 02 have been revised and published, there is now a need, in order to ensure alignment, to revise the Basic Rules, IECEx 01. This revision would also enable additional items to be addressed, e.g. the current rule for voting by correspondence is either all votes are returned or there is a waiting period of 4 months. Given that almost all IECEx work is carried out via electronic means the waiting period of 4 months does not add any real value and could well be shortened. The Chairman reminded the meeting that while ExMC are responsible for the drafting of any revision of the rules the final approval rests with CAB.

The Chairman further noted that as WG1 previously had the task of revising IECEx 02 it would be logical that WG1 undertake the revision of IECEx 01. The members agreed.

The Secretary noted comments from RU suggesting further time be given to consider draft ExMC/169/DC and proposed, with the members agreeing, to pass the document to WG1 first.

The meeting also noted that the Basic Rules for other schemes were in the process of being revised. Some concern was expressed over a note contained in the draft Basic Rules,



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CAB/434/Inf. The note, which referred to “other Schemes”, has resulted in some discussion and caused IECEQ-CECC officers to forward comment. The meeting called upon IECEx Officers to likewise raise its concern during the upcoming CAB meeting.

5.2.7 Other CAB matters of possible interest to IECEx

The following are additional CAB items discussed during the ExMC meeting.

5.2.7.1 Proposal to deal with interpretations of IEC Standards.

Document considered:

- **CAB/437/DV** - Draft procedures for enquiries concerning standards falling into the scope of an IEC CA Scheme

The meeting noted CAB/437/DV and expressed concern that the current document, had not been circulated for discussion between either IECEx or TC 31 members as the document's introduction gave the impression that it may be approved for immediate implementation during the upcoming CAB Meeting. The US expressed concerns over the timing, with the TC 31 Chairman advising that he was only made aware of this document through “unofficial” channels. He advised the meeting that a meeting of the TC Chairman's Advisory Group is planned for early next year and would suggest that this would be a good opportunity to discuss the proposal in detail.

The meeting further expressed concern over the fact that the document does not seem to recognise the very effective liaison between IECEx and TC 31 and its SCs. The meeting noted that TC31 and its SCs were well represented at the meeting with the following officers in attendance:

- Mr Munro, TC 31 and SC 31L Chairman
- Mr Kelly, SC 31A Secretary
- Dr Johannsmeyer, SC 31G Chairman
- Mr McManama, SC 31H Secretary
- Mr Wigg, SC 31H Chairman

The meeting therefore agreed not to support the document in its current form.

6 INFORMATION CONCERNING OTHER INTERNATIONAL AND REGIONAL ORGANISATIONS RELEVANT TO THE Ex FIELD

6.1 European ATEX Group –

Mr Sinclair, in the absence of Mr Shearman, reported to the meeting that while involved in similar fields there are some fundamental differences between IECEx and ATEX. As an example, the different administrative structure of the IECEx, which provides for dedicated secretariat resources and lines of reporting, and where there is both a management forum and a separate technical forum, with the IECEx operating more like a business.

Mr Sinclair then referred to the scope of ATEX activity, which includes coverage of non-electrical Ex apparatus. Mr Sinclair then informed the meeting that the Technical Forum for ATEX, ExNB held a meeting in June and generally meet once a year.

The Chairman thanked Mr Sinclair for his report and commented on the benefits of close cooperation between ATEX and IECEx noting that 13 of the existing ATEX Notified Bodies are also involved within the IECEx.



6.2 APEC – Asia-Pacific Economic Cooperation

Mr Wigg, reported that AU industry initiatives to promote the IEC had resulted in participation within the APEC Meeting held in Malaysia, during February 2003. The participation, with a very successful two-day workshop, was in the area of Ex, focusing on the benefits of aligning with IEC Standards and IECEx. Mr R Wigg further reported that the workshop included a number of technical presentations including some discussion on the issue of “Repair and Overhaul”, which generated considerable interest. During the workshop a number of initiatives were agreed including a plan to increase APEC membership within TC 31 and the establishment of an Ex focus group with an APEC Ex Website.

Mr Wigg further highlighted that many of the APEC economies do not have their own national standards or certification schemes for the Ex field and that adoption of both TC 31 Standards and IECEx are a viable option for both government regulators and equipment users.

Mr Wigg informed the meeting that further workshops and seminars were planned for throughout 2004.

The Chairman thanked Mr Wigg for his report and with the support of the meeting requested that Mr Wigg keep Members informed through the Secretary.

6.3 Petroleum Chemical Institute Committee (PCIC)

The Chairman informed the meeting of his recent presentation at the PCIC in Houston where over 200 experts, showing considerable interest and support in IECEx, were in attendance.

Similar conferences are planned for May 2004 and for the first time the PCIC will be held in Europe.

The meeting appreciated this report and requested further updated information as developments occur.

6.4 ICSCA – Industry Cooperation on Standards and Conformity Assessment.

Document noted

- ExMC/168/Inf – Report of meeting resolutions

The Secretary informed members that he had accepted an invitation to give an IECEx presentation during the 10th Meeting of the ICSCA, held in Tokyo in July 2003.

The ICSCA is a forum where industry discusses issues on global standards as well as conformity assessment matters. Worthy of noting is that the presidents of ISO, IEC and ITU also all gave presentations during the meeting.

The ICSCA meeting indicated their support for the IECEx Scheme by passing a resolution endorsing the scheme and its activities.

The meeting noted the Secretary's report. Mr Collis, who attended the ICSCA meeting, commented that it had been a very good opportunity for IECEx to promote its services especially now, that an IECEx Certificate of Conformity is available.



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The meeting noted the importance on promoting IECEx now that it has a clear product to offer the market and endorsed the involvement in ICSCA.

6.5 EASA Inc. Electrical Apparatus Service Association Inc.

Mr Allen representing EASA Inc. gave a presentation on the activities of EASA and its members with the meeting noting the following:

- Formed in 1933
- World Chapter was formed in 1972
- Membership of 2200 in 2003-11-02 Budget of \$2.2M
- Membership includes Ex related activities
- Mission includes to help enhance safety and compliance
- High level of interest in the work of IECEx

Mr Allen expressed EASA's appreciation for the opportunity to present at the meeting. Mr Allen also confirmed EASA's interest in the area of Repair and Overhaul and its support of the IECEx initiative to include IEC 60079-19 as part of its services.

The Chairman thanked Mr Allen for his excellent and informative presentation and assured Mr Allen of on-going dialogue between IECEx and EASA, concerning the area of Repair and Overhaul, with the meeting endorsing the liaison between IECEx and EASA Inc..

6.6 CENELEC TC 31

The meeting welcomed the opportunity to hear a report from the Chairman of CENELEC TC 31 Standards Committee, Mr Alain Czyz, of INERIS (FR).

Mr Czyz reported on the current CENELEC TC 31 activities drawing the attention of members to the previous CENELEC TC 31 agreement whereby, the committee no longer plans to develop separate EN Standards, but rather to direct efforts towards the adoption and use of IEC TC 31 Standards in Europe.

This move means greater alignment and use of IECEx Conformity assessment services.

The Chairman welcomed this alignment expressing the meetings appreciation for Mr Czyz reports.

7 IECEx MEMBERSHIP

7.1 Current Membership

Document noted:

- **IECEx Operational Document OD 001/V12**

The meeting noted the current levels of membership including the number of bodies that have applied for acceptance as an IECEx Certification Body and/or IECEx Test Laboratory, as detailed in Operational Document 001 Version 12.

The Secretary was pleased to inform the meeting of new applications from RU as follows:

- ExCB – NANIO CCVE
- ExTL – TLCCVE



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In acknowledging the application the Secretary noted the detailed information and well-presented format of the application. He commented that this preparation and format made the Secretary's task much easier when extracting the necessary information.

The Chairman congratulated RU on this application.

7.2 Changes for noting To note changes since the last ExMC Meeting.
IECEX Secretary to Report.

Name Change from DMT to EXAM BBG

Document for Noting

- Letter from DMT dated 28 May 2003

The Chairman noted the change in name from DMT/BVS to EXAM and invited Dr Wittler to speak. Dr Wittler informed the meeting, that as had been raised by the Secretary, EXAM can confirm that there had been no changes to the management operation or systems employed at EXAM.

The Chairman expressed the meeting's appreciation for Dr Wittler's explanation of the change and on behalf of the meeting wished EXAM well.

Withdrawal by SAI Global – AU The Secretary informed the meeting that correspondence has been received from SAI Global notifying the secretariat of their intention to withdraw, at both the national and international level, from Ex certification activities. The withdrawal will take effect from 31 December 2003. The meeting was informed that under the Scheme's Rules an ExCB is required to give reasons to the Secretariat for their withdrawal along with notice of 1 year. The Secretary further informed the meeting that SAI-Global have advised that it has been a business decision taken by SAI Global, as it is their intention to focus on other areas. The Secretary also noted that SAI Global remain supporters of the IECEx Scheme and wished both the Scheme and its members success for the future.

The meeting noted the information and expressed appreciation for the support and efforts demonstrated by SAI Global (formerly QAS) as one of the founding Certification Bodies of the Scheme.

8 IECEx ASSESSMENTS OF CANDIDATE ExCBS AND ExTLS

8.1 Consideration of KGS of Korea as an Accepted Ex Certification Body and Ex Testing Laboratory

Documents Considered

ExMC/163/R- ExCB Assessment Report KGS

ExMC/164/R – ExTL Assessment Report KGS

The Chairman referred the meeting to the above listed ExCB and ExTL reports. The Secretary informed the meeting that the IECEx Assessment Team, composed of Mr Munro (Team Leader), Mr Webb (GB) and himself, had been very impressed with the management and staff



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of KGS. Mr Munro as the assessment team leader complimented KGS for their diligence, commitment and overall cooperation during both the documentation review and the full site assessment visit.

The Chairman called for any questions or comments on the reports. The US proposed the acceptance of the reports and the immediate acceptance of KGS as both an IECEx Certification Body and IECEx Test Laboratory.

The meeting indicated full support for the US proposal and congratulated KGS and the Korean IECEx Member Body.

8.2 Status on surveillance assessments of accepted ExCBs and ExTLs

The Secretary informed the meeting that upon acceptance as an IECEx CB or ExTL, each body is included on an IECEx surveillance register. The first round of 5 yearly reassessments is due to commence in 2004.

The Secretary advised that he will contact the relevant ExCBs and ExTLs as their reassessment falls due, and in accordance with previous ExMC decisions of cooperation, will offer ExCBs and ExTLs the opportunity to plan reassessments in conjunction with their national accreditation bodies.

The meeting noted the Secretary's report and supported the approach of coordinating possible combined or joint assessments with national accreditation bodies.

8.3 WG2 Development of Technical Guidance Documents

The Chairman introduced this item noting that successful and expert assessments underpin the overall credibility of the IECEx Scheme. Continuing, that it is only possible by having the use of knowledgeable assessors and the necessary documentation, as tools that credibility can be maintained. The Technical Guidance Documents (TGDs) developed by GB have proven to be a most valuable set of assessment documents.

At this point the Chairman invited GB, who provide the convenor of the WG2, responsible for TGDs, to provide a report. Mr Ogden of GB informed the meeting that the current convenor, Mr Bennett, is no longer in a position to continue as convenor. Mr Ogden requested that GB be given a little time to put forward a new candidate to act in this role.

In conveying its appreciation for GB's work on TGDs, the meeting agreed to leave this matter for the Secretary and GB to resolve.

8.4 Evaluation of Candidate Assessors Documents Considered

ExMC/176/Inf Assessor application for Mr H Berger

ExMC/177/Inf Assessor application for Dr Wolf Dill

The Chairman noted the above documents with the Secretary advising that he had not received any objections in relation to the acceptance of either Mr Berger or Dr Dill as IECEx Assessors.



In the absence of any objections the Chairman proposed, and members agreed, to accept both Mr Berger and Dr Dill to the panel of IECEx assessors, as indicated in the documents.

The meeting wished them well in their new roles and thanked them both for their on-going commitment and support of the IECEx Scheme.

8.5 Other matters relating to assessments

The Secretary informed the meeting that he had just recently received two nominations as candidate assessors from Australia. Mr J Waudby and Mr S Millington, two experts are from the AU mining regulator in New South Wales, have applied. In indicating appreciation for the AU nominations, the meeting agreed that these could be best be dealt with via correspondence.

9 NEW EDITION OF IECEx SCHEME RULES OF PROCEDURES – Revision of IECEx 02

Documents to be considered:

- **IECEx 02, 2nd Edition**
- **ExMC/154/DV** – Voting Draft for Rev IECEx 02 (for noting)
 - **ExMC/159/RV** – Report on voting
 - **ExMC(Budapest/WG1+WG5)02** – Report from Combined WG1/WG5 meeting 2003-10-05+6, Budapest (Green Paper)
 - **ExMC/178/Inf** – Elaboration of AU comments detailed in ExMC/159RV.
 - **ExMC/173/Inf** – Letter of concern from AU

In introducing this item the Chairman took a moment to reflect on the great deal of work that had been undertaken since the Seoul 2002 ExMC Meeting. He referred to the successful Seoul Meeting as the “vehicle of change” that allowed for the introduction of the IECEx Certificate of Conformity. The introduction of the certificate thereby cemented the future of the IECEx as a truly international scheme for the Ex field. The Chairman then expressed his sincere thanks to fellow Officers and especially IECEx members for their support following the Seoul Meeting. This support had allowed for the completion and publication of a revised set of rules enabling the IECEx Certificate of Conformity to be introduced during July of this year. The Chairman noted that there are still some concerns from members and some obvious work yet to be done to perfect the scheme but he feels confident that in working together we can succeed.

He referred to the recent joint meeting of the IECEx Working Groups, WG1 (Revision of the Rules) and WG5 (Quality system requirements) he then took the opportunity to hand the meeting over to the Convenor of the Joint WG1+WG5 the Secretary, Mr Agius. Mr Agius proceeded to lead the meeting through the WG1+WG5 meeting report and recommendations. Mr Agius echoed the Chairman’s comments and also thanked IECEx members and members of the WGs for their most valuable assistance especially in responding to requests for comments and votes. Mr Agius also thanked Mr Hanko and his staff at BKI for the excellent meeting and host facilities for the Budapest WG1+WG5 meeting. He noted that the working group members had very much appreciated the time given by the staff with the obvious disruption to their personal time given that the meeting had been held on a Sunday.



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The Secretary then referred the meeting to **ExMC(Budapest/WG1+WG5)02** and the associated list of comments with WG1+WG5 meeting recommendations.

The meeting discussed the report as well as the recommendations and proposals received from WG1+WG5 in light of issues raised by AU in ExMC/178/Inf and ExMC/173/Inf the following agreements were reached

WG1+WG5 Proposals 1 + 2 Accepted

Proposals on the WG1+WG5 responses to the list of comments in ExMC/159/RV (refer to table in **ExMC(Budapest/WG1+WG5)02**) were accepted by the meeting with the following to be noted:

Comment 25 *Limitation on issuing of CoCs to current editions of standards*—There was considerable discussion on Comment 25 with US, AU and FR raising objections to allowing CoCs to be issued to any edition of the standards.

CA outlined their support for allowing CoCs to be issued to any edition noting that this provides for maximum flexibility noting that the market should be the ultimate decider.



DE supported concerns from AU and FR to limit the issuing of CoCs with further comments from among other members, including CN who commented that certification should obey national law.

Further comments from CA raised issues over smaller markets.

In conclusion the meeting agreed to accept the WG1+WG5 recommendation to allow an IECEx CoC to be issued to the current edition and 1 edition prior.

Furthermore the US proposed, and the meeting agreed, to have the matter further discussed in WG1 along with other matters, to ensure that IECEx 02 does not introduce any conflicts with other IECEx operational manuals or documents e.g. OD 009

The Chairman thanked WG1+WG5 and asked them to continue with their work in preparing a further revised edition of IECEx 02.

The meeting then discussed the issues raised by AU in ExMC/173/Inf. Mr Wigg (AU) introduced the document commenting that it had always been intended for the scheme to provide full reciprocity in the acceptance of CoCs and not just ExTRs or ATRs. He continued that while this issue had been raised previously in Seoul little had been done to address AU's concerns.

Mr Wigg further commented that AU has taken the step to accept CoCs directly to market for Group II products. He continued, that gaining this acceptance at national level had taken a considerable amount of time and work, and that AU would like to see something being done by other bodies at their national levels.

Mr Wigg further informed the meeting that the AU market had received certificates, purporting to be IECEx Certificates but which were not, from IECEx certification bodies. He requested that as soon as the Secretary and/or Chairman and Officers become aware of such issues that, having been given the authority, they act immediately as such matters constitutes a breach of IECEx Rules.

The Meeting discussed the issue of breach of rules and fully supported the assigning of authority to the Secretary to act in such cases. Suggesting the action to be taken by the secretary should include, but not be limited to, investigating the matter, issuing warning notices and reporting back to the national member and also the IECEx Management Committee.

AU then referred to their concerns regarding an apparent lack of quality in the level of reporting by some ExCBs in the ExTRs. The meeting noted that this issue was discussed during the ExTAG training workshop noting that with new operational documents and better clarification of rules the quality of issued ExTRs should start to improve.

The meeting then discussed the issue of reciprocity with Mr Gryn commenting that first and foremost the underlying obligation of all ExCBs is reciprocity of test results and the acceptance of ExTRs among the bodies.

The meeting agreed that the exchange of ExTRs among bodies is the first step towards the ultimate goal of mutual acceptance of CoCs around the world.



The meeting discussed this aspect noting that while national regulations may exist that prevent acceptance of overseas testing for the purpose of issuing national certification, the “acceptance for review” of test results should not be seen in the same light as “acceptance of test results without review”.

The meeting then requested that the Secretary review the IECEx assessment procedures to ensure that this aspect be clearly spelt out as a requirement that must be checked during assessments by the IECEx Assessment Team.

FR commented that in the practical sense today, it is the ExTRs that will be recognised among the majority of the IECEx Members, noting however, that there are many countries that are not IECEx Members that may choose to accept CoCs direct to market.

CA and AU commented that reciprocity of IECEx Test Results is a mandatory requirement of the IECEx rules and should be strengthened.

RU indicated support for the clarification of this requirement and the initiatives of both AU and CA.

The meeting discussions then turned to AU’s concerns in relation to 5 yearly re-assessments. AU believes that reassessments carried out only every 5 years are insufficient especially that in some instances IECEx members accepting CoCs direct to market will not have the opportunity to “review” ExTRs. The meeting supported a proposal to include a documentation review (i.e. to review issued ExTRs) as part of the ongoing surveillance of ExTLs. The meeting requested that the Secretary review the current, IECEx surveillance of ExTLs procedure, to ensure that this element is included.

In conclusion the meeting agreed:

1. Acceptance of WG1+WG5 Proposals 1 & 2
2. Acceptance of the WG1+WG5 meeting report and recommendations, including that WG1+WG5 carry on with the preparation of a further revised version of IECEx 02
3. Assigning of authority to the Secretary to act on possible breaches of the rules and to have this authority reflected in any revision of the rules.
4. A review of the ExCB and ExTL assessment procedures to
 - a. Ensure that assessment teams verify that candidate ExCBs are able to accept ExTRs by other bodies for review purposes,
 - b. Provide for the review of issued ExTRs by way of a document review as part of the surveillance process



In introducing this item the Chairman commented that the IECEx Scheme can be viewed as a single certification entity with all ExCBs operating as service providers, all providing the same service and as well as the same level of technical service. He continued that at the heart of any successful body is the body's quality system with its manuals and operational procedures, commenting further that IECEx is the same as any other body in that it needs to have a set of quality documentation to ensure that all those within its structure follow the same procedures.

The Chairman then asked the Secretary to report on the status of IECEx Operational Documents (ODs) available to members. The Secretary outlined the following list of ODs

- **OD 001** – IECEx Membership, ExCBs, ExTLs and Applicant bodies
- **OD 002** – Vacant (all membership details now listed in OD 001)
- **OD 003** – (Draft) ExMC/100/CD – IECEx Assessment and Surveillance Procedures for the assessment of ExCBs and ExTLs
- **OD 004** – Vacant
- **OD 005** – IECEx Quality System Requirements for Manufacturers
- **OD 006** – IECEx Site Assessment Report for the assessment of ExCBs and ExTLs
- **OD 007** – IECEx ExCB Assessment Checklist for ISO/IEC Guide 65
- **OD 008** - Reciprocal arrangements covering exchange of information and meeting participation between ExNB and IECEx
- **OD 009** - IECEx Operations Manual - Procedures for the Issuing of IECEx Certificates of Conformity, IECEx Test Reports and IECEx Quality Assessment Reports
- **OD 010** - Guidance for the Preparation of IECEx Test Reports (ExTRs) by IECEx Certification Bodies (ExTRs) and the Processing of ExTRs by Receiving ExCBs
- **OD 011 Part 1** - Guidance on Use of the IECEx Internet based “On-Line” Certificate of Conformity System Part 1: General Information
- **OD 011 Part 2** - Guidance on Use of the IECEx Internet based “On-Line” Certificate of Conformity System Part 2: Creating IECEx Certificates of Conformity CoCs

In thanking the Secretary the Chairman informed members that these ODs actually form part of the Scheme Rules and are to be followed by all members. He also commented that where members have difficulty with them they should contact the Secretary.

The Secretary gave a detailed explanation of the new OD 009 IECEx Operations Manual including its flowchart and table of steps.

During discussions DE raised the concern that the current version of OD 009 appears to require that an on-site quality audit is required for every application of an IECEx CoC, even if a QAR already exists to cover the new product. The Secretary commented that this was clearly not intended, the meeting agreed with the Secretary's comments stating however that this is a most important point and that it must be clarified to avoid any confusion.

The final decisions of the meeting were to have WG1+WG5 review ExMC/171/CC and OD 009 Version1 as part of their revision of IECEx 02.

11 QUALITY PLANNING REQUIREMENTS & SURVEILLANCE OF MANUFACTURERS



Documents Considered

- **ExMC/161/CD** - Revised Draft Guide to the Management of Quality System assessment and surveillance (supersedes ExMC/130/CD). \
- **ExMC/170/CC** – Compilation of Comments
- **ExMC(Budapest/WG1+WG5)02)** – Report

The Chairman introduced this item noting the significant amount of work already completed which has provided the Scheme with a set of quality system requirements published in IECEx Operational Document OD 005. He further commented that the guidance provided for in ExMC/161/CD is intended to ensure a common approach by all ExCBs to the assessment of manufacturers quality system assessments and that in this sense it is an extremely important document.

The meeting then received a report from the Secretary acting as the Convener of WG5. He presented Part B of the WG Meeting Report ExMC(Budapest/WG1+WG5)02.

The meeting then discussed proposals 3, 4 and 5 of ExMC(Budapest/WG1+WG2)02 and agreed with the recommendations of the WG meeting. Thereby agreeing to pass both, ExMC/161/CD and ExMC/170/CC, back to the Joint WG1+WG5 for further work with a view towards preparing a revised draft for consideration by ExMC. The meeting further agreed that ExMC/161/CD could be used in its current form as a guide for ExCBs when planning and conducting assessments and audits of manufacturers quality systems.

12 REPORT FROM ExTAG

12.1 Report from the Budapest ExTAG Meetings

Report from ExTAG Chairman, Dr Dill and Secretary, Mr Brenon of
ExTAG 2003 Budapest Meetings

The ExTAG Secretary, Mr Brenon, gave the meeting a report of the ExTAG Budapest Meetings, which were held on 7+8 October 2003, Day 1 being a Training Workshop and Day 2 the usual ExTAG Meeting format.

Mr Brenon outlined the following three areas as the main focus points of the Training Workshop:

1. Information and training on the new IECEx 02 rules as well as the new IECEx Operational Documents, especially OD 009, IECEx Operations Manual also covering the new IECEx On-Line Certificate of Conformity System, presented by Mr Agius the ExMC Secretary.
2. Training on new and updated ExTR (ATR) forms including the methods of completing an ExTR and an explanation of the various sections and methods available for their completion, presented by the ExTAG WG1 Convener, Mr Smith of CSA.



3. Feedback from ExCBs receiving completed ExTRs (ATRs) and the need for complete and detailed information, presented by TC 31 Chairman, Mr Munro of TestSafe.

Mr Brenon remarked that the training workshop had been seen as a huge success as it had provided both the time and opportunity to discuss operational procedures in detail.

Mr Brenon then reported on matters dealt with on day 2 of the meeting including the unanimous agreement to nominate Mr McManama, UL, as the new ExTAG Chairman. Mr McManama will take over the role from Dr Dill, who according to the rules must step down after successfully completing 2 terms, on 1st January 2004.

Mr Brenon, on behalf of the meeting, thanked Dr Dill for the tremendous work and commitment he has given to the Scheme since its inception. He continued, that the members admired Dr Dill not only for his professionalism but also for his dedication. The meeting expressed their very sincere gratitude.

Mr Brenon also informed the meeting of the various technical discussions that had taken place and advised that these would be detailed in the ExTAG meeting report.

The Chairman thanked Mr Brenon for his comprehensive report noting that the work of ExTAG sets the foundation for the entire IECEx Scheme and therefore the importance of this work should not be underestimated. The Chairman noted Dr Dill's previous comment concerning the obligation for all ExCBs and ExTLs to take an active part in the work of ExTAG including attendance at meetings.

12.2 Appointment of ExTAG Chairman.

To consider a nomination from ExTAG for the appointment of ExTAG Chairman, following the completion of 2 terms by Dr W Dill.

The Chairman informed the meeting of the ExTAG decision to nominate Mr Kerry McManama of UL as the new ExTAG Chairman. He reminded the meeting of the IECEx Scheme Rules which provide for the nomination of the ExTAG Chairman by ExTAG but with responsibility for the final decision coming from the ExMC.

There was unanimous support for the appointment of Mr McManma who will to take up office as from 1st January 2004, this being in accordance within the IECEx Scheme Rules.

The meeting expressed their appreciation for the support and commitment to the Scheme by Mr McManama, UL and the IECEx USNC.



13 REPORT FROM IEC TC 31

The Chairman noted the importance for close cooperation with TC 31 and its Sub Committees given that the combination of effective and workable Standards, together with a workable and credible certification scheme, would ensure global standardisation in the Ex field.

The TC 31 Chairman, Mr Munro informed the meeting of its support for the IECEx Scheme and noted the excellent presentation given by the IECEx Chairman during the Dubrovnik TC 31 meetings held earlier in the year. Mr Munro also noted the significance of the attendance of the following TC 31 and SC 31 officers at the current meeting which, he stated, in itself can be seen as a further demonstration of support:

TC 31 Chairman and SC 31L Chairman, Mr Jim Munro.
SC 31A Secretary, Mr Paul Kelly
SC 31G Chairman, Dr Johannsmeyer
SC 31H Chairman, Mr Wigg
SC 31H Secretary Mr McManama

Mr Munro then discussed the future work and direction of TC 31 and its SCs. These include, the maintenance of standards, along with new Standards such as the zone 0 document. Also the move to produce product related Standards such as Gas Monitors and Heat Trace Cables.

In thanking Mr Munro for his report, the Chairman posed the question as to whether or not TC 31 had considered the coverage of non-electrical equipment for use in Ex areas. He noted that while we cover rotating machines we do not cover the mechanical items that are bolted to them.

This generated considerable discussion with AU expressing support for the inclusion of standards that cover non-electrical equipment into the IECEx scheme.

The Chairman, expressed the need to have equipment users involved in such considerations with Mr Gray, Chairman CAB, commenting that this would be considered an essential elopement by CAB.

The US agreed but advised that they would need to consult with industry at home before considering any such move.

Mr Wigg, of AU advised his experience has been that end users are concerned by the fact that assistance is available for Ex electrical equipment via standards and certification, but that there is very little guidance when it comes to Ex non-electrical equipment.

NO commented that they are one of the first to embrace mechanical Ex equipment and have confirmed the AU position regarding end users. They proposed that the scheme move to cover mechanical Ex equipment as soon as possible.

There was further discussion on the NO proposal with both the Chairman and Mr Gray noting that using standards outside TC 31 to cover mechanical equipment may mean operating outside the scope of the Scheme, thereby requiring an amendment to the Basic Rules 01.

At this point the Secretary proposed that a survey of IECEx Members be conducted on the above proposal. Should the response be positive then a formal request would be made to TC



31 asking them to consider preparing IEC standards for non-electrical equipment for use in Ex areas.

CA supported the Secretary's proposal and requested that we move in this direction. The meeting then agreed to accept the proposal.

14 IECEX INTERNET BASED "ON-LINE" CERTIFICATE OF CONFORMITY SYSTEM

The Chairman noted the newly introduced IECEx "On-Line" Certificate of Conformity System. The Secretary advised that the availability of the "On-Line" CoC is the result of work done by the IEC Central Office IT Department and expressed thanks, on behalf of the Scheme, for the work and effort which enabled the system to be developed and operational within a 6 month timeframe.

The Secretary then gave a presentation of the system advising that the concept is based on the principle of issuing "Electronic Certificates" via secure password protected areas. The system allows ExCBs only to enter the secure area and complete the certificate on-line and once completed to save it as "Current".

The Secretary then informed the meeting that Operational Document OD 011 had been developed to provide instructions on the use of the new On-Line System and that this OD 011 had been prepared in the following two parts:

- Part 1 – General Guidance for industry when viewing certificates
- Part 2 – Guidance for ExCBs when compiling and issuing Certificates.

The Secretary informed the meeting that during the ExTAG Training Workshop considerable discussion had taken place with some very good points being raised to improve the system. These suggestions/points will be taken into account when revising the documents, including the need to identify the related QAR on the certificate.

15 IECEX BULLETIN

The Secretary informed the meeting that Version 2 of the Bulletin had been issued earlier in the year. He expressed his sincere thanks to the many members who had assisted in providing information on national differences thereby enabling the revised edition of the Bulletin to be completed on time. The Secretary informed the members that copies of the Bulletin are available for purchase, by industry, through the IEC Web store while members should contact the Secretariat separately for their own copies.



16. PROMOTION OF THE SCHEME

16.1 Action to raise the profile of the IECEx Scheme

IECEX Brochure

The Chairman noted that to date the main focus of the scheme has been on developing its framework and that this is now in place. With the introduction of an IECEx On-Line Certificate of Conformity the scheme can now be seen as having a real product to offer the market. Therefore, he continued, our focus should now be on moving towards promotion of the scheme and called upon all members to actively participate noting that the Secretariat and Officers are all here to assist in any way they can.

The Secretary noted that at the ExMC Seoul 2002 meeting he had informed members of plans to prepare a promotional CD/ Brochure on IEC Conformity Assessment Schemes. That brochure has now been completed and distributed to all members who were advised at the time to contact the secretariat should further copies be required. The Secretary then thanked Clipsal Ex and TestSafe for their contributions to the preparations of the promotional CD.

The Secretary and the Chairman informed the meeting that they had both given various promotional presentations during the year and advised that these presentations would be made available for members wishing to use them. Mr Allen of EASA requested copies with members requesting that, if possible, the presentations be made available on the IECEx website.

16.2 Report from WG 8 Convener Dr U. Klausmeyer, concerning work on Regulatory recognition of IECEx.

Document considered:

- **ExMC(Budapest/Secretariat)08**

The Chairman and WG8 Convener commented on the significance of this work as IECEx presents itself as a credible vehicle for demonstrating compliance with IEC Standards.

The Chairman then advised that WG8 had held a meeting on 8th October 2003 and the report of the meeting and its outcomes are detailed in ExMC(Budapest/Secretariat)08. The Chairman outlined the respective reports detailed in ExMC(Budapest/Secretariat)08 noting the following conclusion:

Significant progress has been made towards the understanding of IECEx and the work that is done to underpin its credibility. The attendance at this meeting, which includes special invitations to MSHA of US, EASA Inc, Japan and additional representation by manufacturers and regulators, is evidence of the interest and support of the IECEx Scheme.

The Chairman advised that WG8 intends to continue with its work planning to meet again in line with the 2004 IECEx meetings.

While on the issue of promotion, the Secretary informed the meeting that in coordination with Mr Jim Cigler and Mr Kerry McManama of the IECEx/USNC an article had been written for the



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US based CE (Compliance Engineering) magazine as an “Introduction to IECEx.” The Secretary thanked both Mr Cigler and Mr McManama for their assistance in the preparation of this article.

16.3 Report from IECEx attendance at the September 2003 meeting of European Notified Bodies Group for ATEX, ExNB.

The Chairman informed the meeting that both he and the IECEx Treasurer, Mr Berger, attended the 2003 meeting of the ExNB Group which gave an opportunity to inform ExNB of the progress made by IECEx.

The Chairman also commented that attendance at the meeting enabled some good discussion and greater awareness of both the IECEx and ATEX frameworks with support for on-going cooperation.

17 FINANCE

**17.1 2002 Accounts
Document Considered**

- **ExMC/166/CD - 2002 Accounts**

The Treasurer, Mr Berger introduced the 2002 accounts noting the good work and the efficient arrangements of the Secretariat that enabled the accounts to be in line with the set budget.

DE commented that they are pleased with the cost and efficient arrangements of the Secretariat operating from Sydney. As there were no further comments on the 2002 accounts, the Chairman proposed, and the Members agreed, to accept the 2002 accounts as detailed in ExMC/166/CD.

**17.2 Proposed 2004 Budget
Document Considered**

- **ExMC/167A/CD – Draft 2004 Budget**

The Treasurer introduced the draft 2004 Budget advising that it is proposed to keep the annual dues at the same level for the past few years without any increase.

The Treasurer further commented that during the Officers' meeting earlier this year it was agreed to propose a certificate fee as a means of a long-term strategy for the funding of the scheme by the ultimate users.

The Treasurer further informed the meeting that the 2004 budget does not rely on income from a certificate charge. The proposal to introduce a certificate charge is to give an indication of



the possible income that such a charge might generate for the purposes of calculating the 2005 budget.

The Chairman invited discussion on the budget with US indicating their opposition to the introduction of a certificate charge. CA supported the US position commenting that such a charge might give the perception to manufacturers of being an “expensive scheme”.

GB indicated strong support for the introduction of the certificate fee advising that their industry has not reacted negatively and that appropriate funding is necessary to ensure the future success of the scheme.

AU supported the GB position and commented that costs for the scheme should be borne by the users of the scheme.

FR also supported the certificate charge noting the Treasurer's proposal not to rely on income from this charge during 2004.

DE also indicated support for the certificate charge noting that this will ultimately decrease annual fees.

The Chairman commented that the certificate charge might assist in reducing membership costs thereby making it easier for smaller countries to participate in the IECEx scheme.

US expressed further concern over the certificate charge commenting that it may make selling the scheme to industry that much more difficult as it may be seen as yet further costs.

CA further commented that the real costs in participation are the time at meetings and associated travel costs all of which need to be considered.

CH raised the concern on delaying the introduction of a certificate charge, as it may be difficult to do so after the scheme has been operating for some time.

The meeting then discussed, should the charge be introduced, the possible complexities of administering such a charge. CA suggested that it might be productive for the Secretary and Treasurer to consult with other schemes already administering similar charges. GB commented that the administration of a charge should be relatively straightforward and emphasised that it is far more important to have a scheme that can stand on its own, financially, in the future.

US further proposed that a full review of the future funding arrangements of the scheme be conducted. The meeting agreed that this was a good proposal deciding that Officers should, in the first instant, deal with the review.

GB proposed that it would be preferable to move forward and accept the draft budget with the included certificate charge. The Chairman called for a vote by a show of hands. The result of the vote was 10 members indicating support and 4 members against.

There was further discussion on this subject with the Chairman deciding that while a simple majority had been achieved he would prefer to seek consensus on such an important issue, as this has been the approach throughout the development of IECEx on matters of significance. He then proposed, with the Members agreeing, to conduct a survey of IECEx Members.



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Should the survey indicate a majority support for the certificate charge the Officers would oversee the introduction.

18 IECEx Internet Web Site

The Secretary informed the meeting of developments and additions to the IECEx Website. The secretary also referred the Meeting to the earlier discussion under Item 14

The meeting discussed both the on-line certificate system and the Internet site and agreed to the following:

- Maintain the ExTR database record
- Keep the IECEx Directory in the restricted area
- Inclusion of a recording of the QAR associated with the CoC

19 INCLUSION OF IEC TC 31 SERVICE RELATED STANDARDS

19.1 IEC 60079-19 Repair and Overhaul

The Chairman introduced this item referring the meeting to earlier discussion at this meeting, under items 6.2 and 6.5, as well as recapping on the decision taken at the ExMC meeting Seoul 2002, which was to include repair and overhaul under the IECEx Scheme.

The meeting discussed the logic of covering service related Standards such as "Repair and Overhaul" as it could then be considered that all the vital areas of an Ex installation have been captured.

The Secretary proposed, and members agreed, that a dedicated Working Group be formed to develop the infrastructure to enable the assessment, and subsequent certification, of repair and overhaul facilities that meet IEC 60079-19. The following members indicated their preparedness to nominate at least one expert to the WG:

AU, US (Mr Martell + Mr Kelly), FR, HU (Mr Hanko), CN, DE, Treasurer, GB, NO and DK

Members are asked to nominate their experts as soon as possible after the meeting.

19.2 Other Matters

The Secretary informed the meeting that he had received an application from one of the ExCBs for an extension of scope of to cover Heat Trace Cables under –

IEC 62086 *Electrical apparatus for explosive gas atmospheres - Electrical resistance trace heating - Part 1: General and testing requirements*

The Secretary informed the meeting that while this is the first application to introduce this standard in to the scheme, he intends to process the application for extension of scope in accordance with the rules, with NO indicating support for the inclusion of Heat Trace cables into the Scheme.



20 OTHER BUSINESS

20. 1 Report from WG on Manufacturer's testing

In the absence of Dr Dill, the WG Convener, Mr Gryn presented the WG report. The WG identified the following areas as requiring action/discussion:-

- ExTLs testing at manufactures premises
- Testing conducted by the manufacturer under supervision of the ExTL
- Testing by the manufacturer where there is no direct supervision

In this context the term supervision covers testing that the manufacturer conducts under instruction by the ExTL conducts. This testing does not require the presence of an ExTL representative for 100% of the test time.

Mr Gryn further informed the meeting that it was agreed IECEx should look at work underway within the IECEx. The IECEx have procedures for the situation described by the second bullet above.

The Chairman thanked Mr Gryn for his comprehensive report with the meeting discussing various aspects of manufacturers testing. AU raised concern over a linkage between different bodies and the need to ensure that it is clear that the body issuing the ExTR is ultimately responsible for its content.

US requested that copies of the IECEx document on manufacturer's testing be circulated among IECEx members.

During further discussion the meeting agreed to ensure that the following experts are included on this WG:

Mr Ogden (GB), Mr Brenon (FR), Mr Munro (Chairman IECEx Assessor Panel)

The Chairman thanked members for the discussion noting that other IECEx Member Bodies may nominate experts to participate on the WG.

21 REPORT TO CAB

Document Noted

ExMC/175/Inf - Preliminary Report to CAB – September 2003



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The Chairman drew members attention to ExMC/175/Inf advising the meeting that both he and the Secretary would be attending the CAB Montreal Meeting to report on IECEx matters and the outcomes in the week following this meeting.

22 NEXT MEETING

The meeting welcomed the kind invitation received from Mr Igor Likar to host the 2004 IECEx series of Meetings, in Slovenia. The Chairman thanked Mr Likar for the kind invitation. The meeting unanimously agreed to accept this offer with thanks.

Further offers to host annual meetings were offered and received with thanks. GB, FR and the US all offered to host coming meetings.

The following locations and dates for annual meetings were agreed:

2004	Slovenia
2005	GB
2006	FR
2007	USA

The Chairman further expressed appreciation for these generous offers to host meetings noting that such forward thinking will greatly assist in future planning.

23 CLOSE OF MEETING

The Chairman, Dr Klausmeyer, thanked Mr Hanko and his staff from BKI, for their dedication and commitment and overall hosting which had ensured a most successful series of meetings.

The Chairman then thanked Mr Gray, CAB Chairman, for his time and interest to attend this meeting and then thanked all delegates and observers for their active involvement. He then wished them all a safe journey back home.

ANNEX A

Action List Arising from the 2003 ExMC Budapest Meeting

Reference: Agenda ExMC/165A/DA

Action No.	Agenda Item	Action	By Whom	Completion Date
1	2	Copies of IECEx Presentations to be made available on the IECEx Website	Secretary	Following the meeting
2	5.2.5	DE and FR to report to IECEx on their work and progress concerning the support for discussions within the EU Commission to amend ATEX in order to formally recognise IECEx	Mr Brenon FR Dr Klausmeyer or designate DE	2 nd quarter 2004
3	5.2.6	Preparation of a further revised draft for rev IECEx 01 by WG1	WG1	2 nd quarter 2004
4	6.2	Provide IECEx Members with updated reports on the acceptance of IECEx within APEC	Mr Wigg AU	As developments occur
5	8.2	Secretary to manage the re-assessment program due to commence in 2004	Secretary	Following the meeting
6	8.3	Appointment of a replacement to serve as Convenor of WG 2 (TGDs)	Secretary and Mr Ogden UK	Following the meeting
7	8.5	Recent nominations for IECEx assessors from AU to be considered via correspondence	Secretary	Following the meeting
8	9	Further review of a revised version of IECEx 02 in light of decisions of the 2003 meeting	WG1+5	Mid 2004
9	9	Under delegated authority the Secretary is to immediately investigate breaches of rules, including mis representation of IECEx Certificates. To also be included under the duties of the Secretary in the revision of IECEx 01	Secretary	Take effect immediately
10	9	Review of rules (IECEx 01 + IECEx 02) and all operational documents to ensure clarity over "acceptance for review" of test results obtained under the IECEx Scheme. This includes the revision of IECEx Assessment procedures to ensure that this is an item checked by assessment teams.	Secretary	As part of on-going maintenance of IECEx documentation
11	10	Review of OD 009 – <i>IECEx Operations Manual</i> in light of the revision of IECEx 02	WG1+WG5	Mid 2004
12	13	Prepare and conduct a survey of IECEx Members to determine the level of interest in having the IECEx scheme cover non-electrical Ex equipment	Secretary	Following the meeting

Action No.	Agenda Item	Action	By Whom	Completion Date
13	17.1	2002 Accounts as approved by ExMC are to be presented to CAB	Chairman + Secretary	Next CAB Meeting
14	17.2	Consideration of future funding arrangements for the IECEx Scheme with a view to having a proposal for consideration at the next meeting	IECEx Officers	Ready for next meeting
15	17.2	Conduct a questionnaire of IECEx Members to determine the interest in the introduction of a certificate fee as proposed in the 2004 draft budget	Secretary	Following the meeting
16	17.2	Acceptance of the draft budget with the removal of the certificate charge and that this be put forward to CAB as the approved 2004 budget for IECEx	Chairman + Secretary	Next CAB meeting
17	18	Expansion of Internet site to enable the recording of QAR details associated with certificates	Secretary	Following the meeting
18	19.1	Formation of new WG for Repair and Overhaul and the development of proposed procedures for assessment and certification of repair facilities	Secretary as Convener	Following the meeting
19	19.1	Provide the nomination of experts to participate on the new WG <i>Repair</i> to Secretary, noting experts already nominated by US and HU	AU, FR, CN, DE, UK, NO, DK	31 December 2003