



ExMC/946/R  
July 2014

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

**For Consideration by Members of the IECEx Management Committee, ExMC**

**Report from the ExPCC Meeting held 19<sup>th</sup> and 20<sup>th</sup> May 2014 in Dubai**

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**Introduction**

The attached is a report of the combined meeting of ExPCC (*IECEx Personnel Certification Committee*) held 19<sup>th</sup> and 20<sup>th</sup> May 2014 in Dubai.

Members are asked to note this report and consider the four (4) Recommendations to ExMC contained within the report and listed as follows:

**Recommendation 1** [Item 8.2] that the ExMC accept the process for approval of OD 503 Edition 3.0 and OD 504 Edition 3.0 by correspondence following the confirmation of final content by ExPCC (*as detailed in ExMC Agenda papers ExMC/934/CD and ExMC/935/CD*)

**Recommendation 2** [Item 8.2] that the ExMC endorses the implementation of OD 503 Edition 3.0 and OD 504 Edition 3.0 from 1st January

**Recommendation 3** [Item 9.1] that the ExMC endorses the ExPCC WG2 proposal to remove the requirement for 18 month surveillance assessments of 05 Scheme certificate holders' continuity of practice from IECEx 05 (refer Edition 2.0, Clause 8.6)

**Recommendation 4** [Item 21.3] that the ExMC endorses the ExPCC proposal 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'

ExMC Members will be asked to consider the attached ExPCC report and the four (4) recommendations during the ExMC meeting in The Hague, 28<sup>th</sup> and 29<sup>th</sup> August 2014.

*Chris Agius*

IECEx Executive Secretary

## MEETING REPORT

### Meeting of the IECEEx ExPCC (Personnel Certification Committee)

Held in Dubai on

Monday 19<sup>th</sup> May 2014 (commencing 9:00 a.m.) and

Tuesday 20<sup>th</sup> May 2014 (commencing 1:00 p.m.)

at Sofitel Dubai Down Town Hotel

#### Attendance:

Mr John Allen (JA)	IECEEx ExPCC Chairman
Mr Ralph Wigg (RW)	IECEEx ExPCC Deputy Chairman
Dr Thorsten Arnhold	IECEEx Chairman
Dr Alexander Zalogin	IECEEx Vice Chairman (Day 2 only)
Mr Allan Ogden	SGS Baseefa (GB)*
Mr Bob Cooper	Sira Certification Services (GB)*
Mr David Adams	QPS (CA)*
Mr Harman Alang Kasim	SIRIM QAS International SDN BHD (MY)*
Mr Julien Gauthier	LCIE (FR)
Mr Geir Larsen	Trainor AS (NO)
Mr Jacques Lavaud	TOTAL (FR)
Mr Gerhard Schwarz	GSA Consult (DE) - <i>representing Mr Peter Thurnherr</i>
Mr Tim Marks	AEMT (UK)
Mr Christian Lechtenboehmer	<i>for Klauspeter Graffi</i>
Mr Marty Cole	<i>Observer (CA)</i>
Mr Jasim Al Ali	<i>Observer (ESMA)</i>
Mr Paul van der Sneppen	<i>Observer (REED) (Day 2 only)</i>
Mr Chris Agius (CA)	IECEEx Executive Secretary
Mr Mark Amos (MA)	IECEEx Secretariat

\* denotes participating Scheme ExCB

#### 1. OPENING OF THE MEETING (9:00 a.m. on 19<sup>th</sup> May 2014)

The Meeting was opened by the Chairman, Mr John Allen. Self -introduction of all participants and visitors followed.

#### 2. APOLOGIES

Mr Peter Thurnherr	thuba (CH)
Mr Nick Maalouf	QPS (CA)
Mr Heinz Berger	Certiconsult (CH)
Mr Ian Neeson	Skills Council (AU)
Ms Ursula Aich	RP Darmstadt, Abt IV/Wi (DE)
Mr Bipin Parmar	Simtars (AU)
Mr Wayne Mayo	Intertek (USA)
Mr Klauspeter Graffi	TUV Rheinland (DE)*
Mr Heribert Oberhem	Currenta GmbH & Co OHG (DE)
Mr Thierry Houeix	INERIS (FR)*
Mr Erik Folgering	DEKRA (NL)*
Mr Luiz Mauro Alves	Abendi (BR)

#### 3. APPROVAL OF AGENDA

Members approved the agenda without questions or additions.

#### **4. CONSTITUTION & MEMBERSHIP OF ExPCC and ExPCC WGs**

and

#### **5. Confirmation of ExPCC WG Constitutions**

Members discussed and revised the proposed update of the Constitution and Membership for the ExPCC and ExPCC Working Groups as listed below.

- ExPCC Working Group 1 – Rules
- ExPCC Working Group 2 – Units of Competence
- ExPCC Working Group 3 – Questions
- ExPCC Working Group 4 – Qualification of Training Bodies

according to the following agreed principles:

- individuals nominated to WGs may delegate to others within their organisations,
- alternates are only permitted at meetings for ExCBs (as defined in the revised constitution and membership summary document (to be published as ExPCC/001b/Inf) due to the confidential information of the question bank
- Observers may only attend WGs (with the exception of WG3) at the agreement of the Conveners
- Membership provisions allow for ExCBs that have applied to attend as be observers on the ExPCC and WGs BUT must have submitted an application to show their commitment noting the amount of IP generated within the Scheme. In this regard meeting participants will be identified as representatives of “Accepted ExCBs” and “Applicant ExCBs”

#### ***Actions arising:***

1. IECEEx Chairman + Secretary approach US Coast Guard Authority and invite their participation as a regulator category representative
2. IECEEx Chairman to contact Shell and invite participation as an end user category representative
3. Mr Halim (MY) to contact Petronas and invite participation as an end user category representative

#### **6. Report on Actions Items arising from Decisions at the ExPCC Meeting in Buxton on 4<sup>th</sup> and 5<sup>th</sup> June 2013.**

Members noted a report from the Secretariat on the status of Action Items detailed in the Report to the IECEEx Executive Meeting in Buxton, June 2013 and subsequently to the IECEEx Management Committee (refer document ExMC/870/R) as summarised in **Appendix A** to the Agenda.

#### **7. Action Items Referred to the IECEEx ExPCC for consideration:**

Members noted the status of Action Items detailed in ExMC/902A/RM (Minutes of the 2013 Fortaleza of ExMC) as referred to the IECEEx ExPCC – provided as **Appendix B** to the Agenda

#### **8. Reports from ExPCC Working Groups**

##### **8.2 ExPCC Working Group 2 – *Units of Competence and outcome criteria***

The Working Group convenor provided members with an update on progress noting Agenda Items 13 and 14 as additional information.

***Outcome and Actions arising:***

The meeting noted the 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.

**Recommendation to ExMC:** that the ExMC accept the process for approval of OD 503 Edition 3.0 and OD 504 Edition 3.0 by correspondence following the confirmation of final content by ExPCC.

The meeting also agreed, following consultation with the Accepted ExCB representatives present, that ExCBs will commence assessments to the Edition 3.0 versions of OD 503 and OD 504 from 1st January 2015.

**Recommendation to ExMC:** that the ExMC endorses the implementation of OD 503 Edition 3.0 and OD 504 Edition 3.0 from 1<sup>st</sup> January 2015.

### **8.3 ExPCC Working Group 3 – Question Bank**

The Working Group convenor provided members with an update on progress noting Agenda Item 15 as additional information.

The meeting took a detailed discussion on the status of the question bank and noted that at present we have a spreadsheet list of questions that can be used as the basis for preparing knowledge tests however the longer term plan is to obtain and implement software that can provide the functions of (1) banking, (2) deployment and (3) measurement and analysis as per 17024 requirements.

***Actions arising:***

1. 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.
2. 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.

### **8.1 ExPCC Working Group 1 - Rules**

The Working Group convenor provided members with an update on progress noting Agenda Items 10 and 11 as additional information

***Actions arising:***

The meeting noted 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.

### **8.4 ExPCC Working Group 4 – Qualification of Training Bodies**

*The meeting agreed to defer this part of the ExPCC meeting until after the ExPCC WG4 meeting.*

## **9. IECEx05 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Rules of Procedure**

### **9.1 Revision of IECEx 05, CoPC Scheme Rules**

Members were invited to raise suggestions on any need to revise IECEx 05 – the following actions arose from this discussion:

#### ***Actions arising:***

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.
2. 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.

**Recommendation to ExMC:** that the ExMC endorses the ExPCC WG2 proposal to remove the requirement for 18 month surveillance assessments of 05 Scheme certificate holders' continuity of practice from IECEx 05 (refer Edition 2.0, Clause 8.6).

### **9.2 Other Issues with IECEx 05**

Nil.

## **10. 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)**

### **10.1 Revision of OD 501**

Members were invited to raise suggestions on any need to revise IECEx 501 – the following actions arose from this discussion:

#### ***Actions arising:***

ExPCC WG1 to review the requirements to ensure that OD 501 captures the need for applicant ExCBs to submit their questions

### **10.2 Other Issues with OD 501**

Nil.

## **11. 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**

### **11.1 Revision of OD 502**

Members were invited to raise suggestions on any need to revise IECEx 501 – the following actions arose from this discussion:

***Actions arising:***

1. ExPCC WG1 to amend the OD 502 to incorporate the ExFOC certificate and application for Ex 000.
2. 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.

**11.2 Other Issues with OD 502**

Nil.

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

**12.1 Revision of OD 503**

Refer Agenda Item 8.2 above and ExPCC WG2 Dubai 2014 Meeting Report.

**12.1.1 Question requirements and examination times**

Members discussed the impact of the re-structure of the modules and the resultant changes to the question requirements and the examination duration times as outlined in an Excel spreadsheet analysis that reflects the discussions of ExPCC WG2 and the consequent preparation of a table to define the minimum number of questions for a sampling approach to assessment.

**12.2 Questions related to OD 503 as published (from QPS)**

Refer ExPCC WG2 Dubai 2014 Meeting Report.

**12.3 Other Issues with OD 503**

Nil.

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

**13.1 Revision of OD 504**

Refer Agenda Item 8.2 above and ExPCC WG2 Dubai 2014 Meeting Report.

**14. Time frame for adoption of IECEx05, OD501, OD502, OD503 & OD504 at Edition 2**

***Outcome:***

The ExPCC agreed that all ExCBs will apply OD 503 Ed 3.0 and OD 504 Ed 3.0 in all assessments conducted after 1<sup>st</sup> January 2015.

*Refer to ExPCC Recommendation to ExMC in Item 8.2 above.*

**15. IECEx CoPC Question Bank**

**15.1.** Secretariat provided a demonstration of the IECEx CoPC Question Bank in its current state of development and requested feedback.

**15.2.** Members discussed the draft IECEX Operational Document outlining the processes for maintenance and distribution of the Question Bank. This was circulated to members along with the Question Bank Submission Templates to enable members to review the draft OD and to provide feedback to the Secretariat.

**15.3.** Members to discuss the need for a policy on the availability of the Question Bank to accepted ExCBs yet to contribute content and to applicant ExCBs

**Outcome:**

The ExPCC agreed that only ExCBs that have submitted questions and signed confidentiality shall receive the question bank when circulated in the current Excel format.

**Actions arising:**

1. Secretariat to determine which ExCBs have signed a current Confidentiality Agreement and to provide a copy to those that have not.
2. 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.

**15.4.** Members to discuss the outcomes of Chairman's discussion with assessment design experts as recommended by Mr Pijpker

**Outcome:**

ExPCC agreed with the ExPCC WG2 recommendation that IECEX should not at this stage introduce a PCAR cover sheet that is similar to the existing because of concerns that the ExTR is used for other issuing of certificates and on the possible misuse of the IECEX Logo. Also, the ExCBs present did not see value in their use of such a document in addition to existing documentation which has proven to be adequate.

**16. Other items arising from ExPCC WG2 Web meeting of 20<sup>th</sup> March 2014**

**16.1 Question and proposal from Theo Pijpker (DEKRA)**

*Refer ExPCC WG2 Dubai 2014 Meeting Report.*

**17. Issues arising from ExCB Assessments**

Members discussed the following reported issues referred to the ExPCC by an ExCB Assessment team

**17.1. Issue of Diploma with IECEX References**

The assessment team (RW & AO) for the June 2013 surveillance and scope extension assessment of an accepted ExCB has requested guidance / ratification on the following observation:

*"Issue of 'Diploma' with IECEX references and logo by XXXX is confusing. Clarification on acceptance with or without modification of the document is to be sought"*

*The discussion included the following points:*

RW informed the meeting of the use of a document called "Diploma" with references to IECEX units and while in some countries the use of Diploma means more than in other countries. RW notes there may not be provision in the IECEX Rules to prevent this.

A possible view forward could be:

- Provide for a knowledge statement

- The certificate or document shall not be displayed on the website
- The certificate or document reference only shall be displayed
- The knowledge attainment may be used towards a CoPC within a 18 month period
- The knowledge certificate document shall clearly state what it is and not is

**Outcome:**

The meeting did not reach a firm conclusion on this matter but agreed that the observed situation is not acceptable and therefore further discussion is needed by the ExPCC – this will be deferred to a future meeting.

## **18. Feedback on IECEx CoPC Scheme Operation**

Nil.

## **19. IECEx On-line Certificate System – Report on latest developments**

Members noted a report from the Secretariat and advice by the Secretary that the next version of the IECEx Mobile App is under development and will include the addition of access to summaries of information from current Certificates in the IECEx Certified Service Facilities and Personnel Competence Schemes.

## **20. Promotional Activities**

The Secretary reported the following completed and future promotional activities of relevance to the CoPC Scheme:

- i. IECEx International Conference, Kuala Lumpur, Feb 2014
- ii. PCIC Conferences
- iii. ATEX Conference, NL, May 2014
- iv. OTC, USA, May 2014
- v. NOV Symposium, USA, April 2014
- vi. IECEx International Conference 2015, Poland, April 2015

## **21. General Business**

### **21.1 Maintenance of OD 504**

The Chairman suggested that members discuss and develop a mechanism for updating and maintaining OD 504 and the Question Bank to ensure continued consistency with relevant Standard as and when these are revised.

Mr Wigg suggested that

- ExPCC be tasked with the maintenance of the Question Bank with input from
- an ad hoc Group be convened to review OD 504 as a matter of urgency given the current deficiencies in OD 504 Editions 2.0 and 3.0
- the ongoing maintenance of OD 504 be allocated to ExPCC WG3

Mr Schwarz and Mr Cole agreed to participate in the ad hoc Group and other technical experts are invited to join.

### **21.2 Scope of ExCB acceptance as available to applicants**

In response to a concern raised about feedback that an accepted ExCB has declined to offer certification to applicants across the range of their accepted Scope, members raised the following points:

- The Secretary and Mr Wigg noted that this is not preferred however it is not prohibited by 17024
- Mr Cooper maintained that this is a commercial matter and that there may be circumstances related to costs, resources etc that prevent ExCBs satisfying the requests of applicants
- The Secretary outlined the Secretariat's expectations of ExCBs and suggested that it may be necessary to recommend that the ExMC suspend the acceptance of certain scope elements during periods that ExCBs are unable to provide services according to the publicly displayed accepted capabilities. It may also be necessary to amend the Rules to clarify required actions in various scenarios such as this.
- Mr Wigg suggested that the re-assessment process would reveal instances where an ExCB has been inactive with respect to their scope and action could be taken in response to the assessment report. Mr Adams suggested that such inactivity may simply represent a lack of applicants for certain Units and maintains that an ExCB should not be punished for this situation that is not in their control.
- It was noted that no formal complaint about the reported instance has been registered and on this basis subsequently agreed by the ExPCC that this matter be deferred for further discussion at a later date.

### 21.3 Certificate Fee for Ex 000 Unit

#### ***Actions arising:***

- 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'

**Recommendation to ExMC:** that the ExMC endorses the ExPCC proposal 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'.

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ExPCC, Day 2 19<sup>th</sup> May 2014, Dubai

***Continuation of the ExPCC (commencing at 2:30 p.m. on 20<sup>th</sup> May 2014)***

#### **8.4 ExPCC Working Group 4 – Qualification of Training Bodies**

The ExPCC confirmed Mr Ralph Wigg as convenor of ExPCC WG4.

Mr Wigg provided members with a report on the first meeting of ExPCC WG4 held in the morning of 20<sup>th</sup> May 2014 as during a break in this ExPCC meeting.

### **22 Next Meeting**

Members agreed that the next meeting of the ExPCC will be aligned with the next Executive meeting subject to the pending decision of the Executive on the location and date of their next meeting and associated IECEx Operational meetings in 2015.

It was also agreed that all ExPCC WGs need to meet prior to the next ExPCC meeting and the preferred / suggested timeframe for these meetings is the week commencing 4<sup>th</sup> May 2015.

## **23 Close of Meeting**

The Chairman closed the meeting at 3:20 p.m.