



ExMC/380/RM
July 2007

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

Title: Minutes of IECEx ExMC-WG12 *Personnel Competencies* Paris Meeting

Circulation to: ExMC – IECEx Management Committee

INTRODUCTION

The following document contains the Minutes from the ExMC WG12 *Personnel Competencies* meeting held in Paris 11 and 12 June 2007.

This document is issued for consideration and will be presented as part of the ExMC WG12 report at the next ExMC Meeting which is to be held in Denver, Colorado in September 2007.

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

Title: IEC Ex MC-WG12 Personnel Competencies

Minutes of Meeting held on 11th & 12th June, 2007

MEETING of IEC Ex MC-WG12
held at TOTAL in Paris, France - 11th & 12th June, 2007
MINUTES OF MEETING

Attendance:

AU – Mr. Wigg- Convener	Present
FR – Mr. Michel L’Henry	Present
GB – Mr. John Allen	Present
GB – Mr. Ron Sinclair	Present
GB – Mr. Wayne Thomas	Present *
FR – Mr. Patrick Leroux	Present
CH – Mr. Peter Thurnherr	Present *
FR – Mr. Marc Gillaux	Present *
NO – Mr. Thore Andersen	Apology
US - Mr. Paul House	Apology

* Day one only

Observers:

Mr O. Cotton Ineris

The IECEx Secretary, Chris Agius also attended the meeting.

During the afternoon of the 11th P Leroux's replacement in Total (Mr Meter) joined the WG as an observer

The meeting opened with a review, by R Wigg, of the ad hoc meeting held in Amsterdam June 2006 and the results of questionnaire sent to all member countries ExMC 308Q identified confirming the need for standardised assessment of competency. The results of the questionnaire identified the following priority:

- Repair
- Area Classification
- Maintenance
- Inspection
- Design

The convenor reviewed the presentation to ExMC at Shanghai on the proposed expansion of the IECEx Scheme by the introduction of a new scheme for the assessment of competency of persons. The minutes of that meeting confirmed the requirement for WG 12 to prepare the necessary documents for presentation at Denver.

The convenor recapped over the ExMC Shanghai 2006 meeting discussions and noted Decision 2006/19 as recorded in ExMC/342/DL:

Decision 2006/19

The meeting reviewed the WG4 report, ExMC/319/R and results of the Survey of Members, ExMC/320/CC and received a power point presentation from the WG12 Convener. Following extensive discussion the meeting agreed for WG12 to proceed with its recommendation of progressing this work for further consideration by ExMC, noting the individual comments from both Mr Leroux of TOTAL, being representative of the Oil and Gas Industry and Mr Waudby of the AU NSW Mines Inspectorate, being representative of the Regulators views expressing strong support for IECEx to move in this direction.

In general discussion, Industry members of WG 12 , further indicated their support for the progress of this work with Mr Leroux, formally of Total, confirming the need for such a scheme in the petroleum industry.

The convenor recommended and WG 12 agreed to proceed to prepare the documents for presentation to the ExMC in Denver and the documents would be reviewed in the following sequence:

- IECEx 05 Draft 4
- CB Requirements for Competency
- Application for Competency
- Competency Outcomes

The WG discussed and confirmed the need to review the amended draft documents after the Paris meeting before the documents were submitted for circulation to ExMC.

Review IECEx 05 – Rules for Personnel Competencies.

The document was reviewed taking into account comments received from WG members and amended. The major changes include:

The scope was expanded to include the following:

- Design of an installation
- Classification of a hazardous area (explosive atmosphere)
- Selection of equipment for use in a hazardous area
- Installation of equipment including wiring systems
- Maintenance of hazardous area equipment
- Inspection of hazardous area equipment
- Repair & Overhaul of hazardous area equipment
- Operation and management relating to hazardous area plant and equipment

Certificate title changed to 'IECEx Certificate of Personnel Competencies'

Report title changed to IECEx Personnel Competency Assessment Report (PCAR)

Method of Application clarified

Clarification as to who can apply "The applicant may be a worker or a service provider"

Surveillance requirements reworked

Review IECEx OD0xx Version 1 draft 3 - ExCB Assessment Procedures for Issuing and Maintaining IECEx Certificates of Personnel Competencies.

Document Description

This Operational Document sets out requirements for Personnel to be certified to perform according to an applicable IECEx Competency

The use of this OD0xx is necessary in order for the IECEx Scheme to meet industry demands in providing adequate Competency of Persons

Throughout the introduction "Personnel Competency Certificate" was changed to "Certificate of Personnel Competencies"

Scope amended in line with the amendments made to IECEx 05 Scope

“IECEX personnel Competency Certificate” changed to “IECEX Certificate of Personnel Competencies”

The general format of the Pathway to Registration flow diagram and agreed that it would be amended to match the amendments which result from changes in the step detailed in the following table

Review of IECEx OD0yy - Application for Certificate of Personnel Competencies

The structure of this document had not been completed and as time was short it was decided that the framework for this document should be completed with the text for the various sections to be assigned to individual WG members to be completed.

The framework established is:

- 1 Scope
- 2 Normative References
- 3 Terms and Definitions
- 4 Application Form
- 5 Personal details of the applicant in sufficient detail to correctly identify
 - 5.1 Name:
 - 5.2 Private Address:
 - 5.3 Company address:
 - 5.4 Nationality
 - 5.5 Date of Birth
 - 5.6 Telephone contact & email:
 - 5.7 Photograph:
 - 5.8 ID number issued by Government Department:
- 6 Qualifications
 - 6.1 Non- Hazardous
 - 6.2 Hazardous Area
- 7 Work experience both hazardous and non-hazardous
 - 7.1 Non- Hazardous
 - 7.2 Hazardous Area
- 8 Scope of Certification
- 9 Any scope restrictions
- 10 Any training undertaken (as background information)
- 11 Evidence to demonstrate pre-requisites have been met.
- 12 Outline of procedures for the applicant (steps they will need to go through to reach competency)
- 13 Revalidation
- 14 Appeals and/or re-sits
- 15 What the certificate provides, how long it is valid and what must be done to renew/revalidate

At the conclusion of the meeting on 12th of June it was agreed that amended documents – namely IECEx05 Rules & IECEx OD0xx ExCB Assessment Procedures – would be circulated mid July with a précis of the scheme objectives to the WG members before the set of documents are circulated to ExMC for consideration at the Denver meeting in September, 2007 and subsequent report to CAB. WG12 is to request ExMC to endorse the inclusion of Personnel Competencies program within the IECEx Scheme and proceed to finalise all necessary documents and submit them to ExMC for approval.

IECEX OD0yy - Application for Certificate of Personnel Competencies is to be developed further by individual WG members prior to being circulated.

IECEX OD0zz - Competency Outcomes to be prepared by the convenor ensuring outcomes for repair are fully covered. This will be circulated as soon as it is ready but will not form part of the submission to ExMC for the Denver meeting.

The meeting concluded with thanks to Total for their excellent hospitality and the WG members for their strenuous efforts in achieving significant progress with the work in the 2 days.

Convenors Note: Many thanks to John Allen for recording the minutes and still being a major contributor to the work. It is very much appreciated and has set the standard for future candidates in this role.

Ralph Wigg
Convenor
IEC ExMC-WG12