



OD/019/Version 4  
February 2008

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

**Circulation to: ExMC and ExTAG Members**

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**IECEx Operational Document  
OD019/Version 4**

**TITLE: IECEx Participation and Scheme Fees**

**Document History**

<b>Date</b>	<b>Summary</b>
2005 02	Original Issue (Version 1)
2006 07	Version 2 (New Item 6)
2007 06	Version 3 (New Item 7) and New Annex A "Late Payment Fee Application Schedule Clause 5.2"
2008 02	Version 4 (Amended Clauses 1, 4.1, 4.2 and 5 and deletion of Annex A)

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## 1 Introduction

This Operational Document sets out the general fees for participation within the IECEx Scheme by Countries and their Ex Certification Bodies and Ex Testing Laboratories. Fees associated with manufacturers or service facilities use of the Scheme are included in as much as they relate to the operation of the Scheme. These costs DO NOT cover the actual testing, assessment and certification costs of the individual Test Laboratory and/or Certification Body. Each ExCB and ExTL is free to impose their own costs in a competitive environment.

The IECEx Scheme operates on a cost recovery basis so as not to place any undue financial burden on the International Electrotechnical Commission (IEC). The "Operational Fees" referred to within this document are those fees that provide an income whereby a fully functional International Certification Scheme for the Ex community can be maintained. The method or means by which IECEx Member Bodies recover the annual fees is a matter determined at the National Level.

This Version 4 has been issued as a result of discussions from the 2007 ExMC Denver Meeting as recorded in the confirmed minutes:

- ExMC/413A/RM – Confirmed Minutes – 9<sup>th</sup> Meeting of the ExMC held in Denver, Colorado

## 2 Application Fees for New Countries and ExCBs/ExTLs

Application Fees are applied to Countries and candidate ExCBs and candidate ExTLs seeking to join the IECEx Scheme.

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| 2.1 | <u>Application Fee for new IECEx Member Bodies (Countries)</u>   | <b>CHF 4,000</b> |
| 2.2 | <u>Application Fee for Certification Bodies from new Countries</u>   | <b>CHF 3,000</b> |
| 2.3 | <u>Application Fees for Testing Laboratories from new Countries</u>  | <b>CHF 3,000</b> |
| 2.4 | <u>Application Fees for Certification Bodies and Testing Laboratories from Existing Member Countries.</u> Application fees for new Bodies from existing member countries shall pay the application fee applicable to the year their country joined the IECEx Scheme (as detailed below) or CHF 1'000 whichever is the greater. Thereby giving recognition of investments made by existing IECEx Member Countries who have been funding the development of the IECEx Scheme over the past years by way of annual fees and also by way of other contributions, e.g. participation in developmental work of the Scheme. |                  |



	Year Country Joined IECEx					
	Up to and including 1999	2000	2001	2002	2003	2004 + Later
ExCB Application Fee (CHF)	1,000	1,000	2,000	2,000	2,000	3,000
ExTL Application Fee (CHF)	1,000	1,000	2,000	2,000	2,000	3,000

### 3 Annual Fees

Annual fees apply to countries and their Ex Certification Bodies and Ex Testing Laboratories as a means of contributing to the financing of the Scheme. These are set out in the annual IECEx Budget and posted to the IECEx Website, under ExMC Documents.

### 4 IECEx Certificate Fee

#### 4.1 Equipment Certification Program (IECEX 02)

##### 4.1.1 Background

As a means of securing the long term financing of the IECEx Scheme the IECEx Management Committee, during its 2004 Brdo Meeting, agreed to introduce a "One-Off" Fee for the issuing of an IECEx Equipment Certificate of Conformity. A fee will also apply should any changes be made to an existing IECEx Equipment Certificate of Conformity. This fee is set out as follows: -

##### 4.1.2 Certificate Fee Level

The level set by the IECEx Management Committee is currently set at:

- CHF 250 for issuing of new IECEx Equipment Certificates of Conformity
- CHF 125 for issuing of IECEx Equipment Certificates of Conformity covering changes

#### 4.2 Certified Service Facility Program (IECEX 03)

##### 4.2.1 Background

The IECEx Management Committee, during its 2007 Denver Meeting, agreed to the introduction of fees for the issuing of an IECEx Certified Service Facility Certificate of Conformity. A fee will also apply should any changes be made to an existing IECEx Certified Service Facility Certificate. These fees are set out as follows>



#### 4.2.2 Certificate Fee

Fees applicable to IECEx Certificates issued under the IECEx Certified Service Facility program (IECEx 03) shall apply as follows:

1) Newly Issued Certificates:

- Upon Issue of the Certificate CHF 1'000
- Annual Fee CHF 500

NOTES:

1. The application of an annual fee is due to the likelihood that a Service Facility would normally only hold 1 certificate, given that the 1 certificate may cover all Servicing work undertaken by that Facility.
2. The Annual fee applies from the 1<sup>st</sup> January of the year following the date of a certificate being issued as "Current".

2) Where more than 1 IECEx Service Facility Certificate is held:

In situations where a Service Facility holds more than 1 IECEx Certificate, under the IECEx 03 Program, second and subsequent Certificates attract a fee of 50% of the fee shown in 1) above.

3) Changes to existing Certificates:

- Changes of a Technical Nature, eg scope or location CHF 500
- Changes of an Administrative Nature CHF 250

#### 4.3 Collection of Certificate Fee

Each IECEx Certification Body is required to collect the Certificate Fee (this may be done by inclusion of the fee in their client's costs). On no more than a quarterly basis, the IECEx Secretariat will generate an invoice to recover these fees, for the scheme. Slight variations to this procedure may be made available by the ExCB making arrangements, in advance, with the IECEx Secretary, e.g. a decision may be taken at the national level to have the IECEx Secretariat issue a single invoice to the IECEx Member Body who in turn collects the Certificate Fee from the ExCBs (usually where there is more than one ExCB in a country).

The Certificate Fee is to be applied for all applications received after 15 February 2005

## **5 Surcharges**

### 5.1 Surcharges for applications from manufacturers from non-IECEx Member Countries

#### 5.1.1 Background

Surcharges from manufacturers, applicants or service facilities from non-IECEx Member Countries have been a part of the rules for the IECEx Scheme from the beginning (see 9.11 of IECEx 02 or 9.10 IECEx 03). It is obvious that manufacturers or service facilities from countries that are not Members of the IECEx Scheme may



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stand to benefit by use of the Scheme's deliverables in the same manner as manufacturers from IECEX Member countries. A surcharge is seen as a way in which such manufacturers or service facilities provide a contribution towards the operating costs of the Scheme

Surcharges applicable to service facilities in Non-member countries are under consideration by ExMC,

#### 5.1.2 Level of Surcharge

The current level of the IECEX surcharge applied to manufacturers from non-IECEX Member Countries is set by the annual budget. The amount is considered each year by the ExMC and is approved by CAB. The current amount is set as follows:

- CHF 500 for Certificate of Conformity CoC (No ExTR fee)
- CHF 300 for ExTR or QAR (where a CoC is not issued)
- Where both ExTR + QAR are issued without a CoC being issued then Surcharge is CHF 300

#### 5.1.3 Application of Surcharge

The surcharges in 5.1.2 shall apply to applications where any of the following reside in a non-IECEX member country:

- a) The applicant
- b) The manufacturer
- c) Any manufacturing site

#### 5.1.4 Collection of Surcharge Fees

As required by IECEX Operations Manual, OD 009, the ExCB to which the manufacturer has applied, shall inform the manufacturer of the surcharges and shall collect these on behalf of the Scheme and advise the IECEX Secretariat accordingly.

The IECEX Secretariat shall arrange for an invoice to be issued to the ExCB, collecting the surcharge fees. The ExCB will then pay the surcharges fees direct to the IECEX Account operated by the IEC Central Office in Geneva.

The ExCB has the option to seek individual invoices from the IECEX Secretariat with each application received by the ExCB or, alternatively, may receive a single invoice, following 31 December, to cover all Surcharge Fees received during the year. The ExCB shall inform the IECEX Secretariat of their preferred method of collection.

#### 5.2 Surcharges for Late Payment

The IECEX Management Committee, ExMC, introduced a penalty for any late payments with the introduction of a **CHF 1,000** surcharge fee. This fee will be added to any outstanding dues.



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In such situations, the IECEx Secretariat shall issue an invoice to cover this surcharge payment.

Where there are any questions concerning the application of the Late Fee Surcharge, e.g. where the Member Body has made efforts to pay the annual fees but the fees have been received shortly after the deadline for payment, the IECEx Secretary in conjunction with the IECEx Chairman and Treasurer shall decide on their application.

## **6 Fees for Assessments**

Assessor fees, payable by the ExCB and ExTL are currently set at:

- CHF 1'200 per day or part thereof for Lead Assessors (plus expenses)
- CHF 1'000 per day or part thereof for Assessors (plus expenses)

Starting January 1<sup>st</sup>, 2007, the IECEx Secretariat will issue all invoices concerning assessments, based on team cost estimates, confirmed by the applicant, the secretary and the treasurer. An instalment of 40% of the estimated costs will be charged to the applicant payable one week prior to the beginning of the On-Site assessment latest. The rest of the remaining assessment costs will be invoiced after performance of the On-Site visit, payable 30 days after date of invoice. The invoices are issued in CHF.

The IECEx Secretariat will remunerate the assessors according to the Assessor Internal Remuneration Procedure.

## **7 Fees for Observers attending Meetings**

A Fee of CHF 1'000, per delegate, applies for Delegates from Observer countries who have attended beyond 2 meetings.

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