

**INTERNATIONAL ELECTROTECHNICAL COMMISSION**

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

**Ex Management Committee, ExMC**

Informative Document – IECEx Secretariat Duties and Workload for 2001

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Introductory Note

The Proposed Budget for 2001 as set out in Document ExMC/71/CD makes reference to document ExMC/72/Inf as information concerning the Duties of the IECEx Secretariat and the anticipated workload including estimated times required for 2001.

This document is issued to ExMC members as information to assist discussions, on the proposed budget for 2001 (as set out in Document ExMC/71/CD), during the ExMC 2000 Braunschweig meeting.

## **Secretariat Duties and Workload**

### **Overview of Duties**

The prime role of the Secretariat is to ensure the functioning of the IECEX Scheme, in accordance with the Rules as published in IECEX 01 and 02. Examples of duties that support this role include, but are not limited to, the following:

- a) provide the secretarial services of the ExMC, including the preparation of meeting agendum and documentation and the preparation and issue of meeting minutes,
- b) assist the IECEX Chairman and other Officers in the performance of their duties, including the prompt reporting to the IEC Conformity Assessment Board and the liaison with other International and Regional Bodies, eg, CENELC, ISO, CEN, ILAC, APEC
- c) deal with inquiries and general awareness and promotion of the IECEX Scheme,
- d) handle the daily financial matters of the Secretariat of the IECEX Scheme, including issuing invoices and monitoring payments received (issuing invoices as from June 2000),
- e) maintain accurate accounts of IECEX expenditure including Secretariat time spent,
- f) preparation of documents for circulation to Members of the IECEX Scheme,
- g) development, maintenance and updating of a low cost IECEX Internet Website
- h) deal with and review applications from Countries, candidate ACBs and ExTLs for compliance with the IECEX Scheme Rules,
- i) organise initial assessment and reassessment of ACBs and of ExTLs, including the appointment of assessors,
- j) review assessment reports of ACBs and ExTLs for compliance to the Scheme rules, prior to circulation for voting by ExMC,
- k) manage the surveillance and re-assessment program of ACBs and ExTLs
- l) handle requests for extension of acceptance to further standards for types of protection, for ACBs and for ExTLs,
- m) keep up to date records regarding the ACBs and IECEX TLs,
- n) during the transitional period, regularly circulate questionnaires requesting information about the standards to which ATRs are recognised or issued and about national differences,
- o) the preparation, sale, distribution and revision of IECEX publications, such as IECEX Bulletin
- p) maintain up to date and secure records of the IECEX Scheme, including a list of IECEX Assessors approved by the ExMC,
- q) others, eg management of Working Groups and IECEX Board of Appeal
- r) issuing of newsletters to publicise developments within the Scheme

**Projects Completed to Date:**

The following is a brief list of work and projects that have been completed which has enabled IECEx to commence operation at the transitional level. This work also represents the investment to date made by IECEx members.

- 1 Establishment of Rules and Procedures**  
Publications IECEx 01 and 02 available.
- 2 Appointment of IECEx Officers**
- 3 The development of an IECEx system for the assessment of candidate ACBs and ExTLs, including:**
  - Criteria for IECEx Assessors
  - The establishment of a panel of IECEx Assessors
  - Establishment of Assessment procedures
  - Establishment of Technical Guidance Documents
  - Establishment of standard reporting format
- 4 Development of surveillance and re-assessment procedures for ACBs and ExTLs** Draft OD/003 June 2000
- 5 The issuing of standard reporting of product test and assessment by ACBs and ExTLs, re ATRs as prepared by CSA** First Edition of ATRs issued
- 6 Development and maintenance of a low cost IECEx Internet Website**  
**Detailing:**
  - Information on IECEx
  - Participating Countries
  - Accepted Certification Bodies
  - IECEx Newsletter
  - List of IECEx Committee documents
- 7 Introduction of electronic distribution of IECEx documents to Members**
- 8 Completion of initial assessments for many ACBs and ExTLs**
  - 7 ACBs and 9 ExTLs now operational
  - Further 4 ACBs and 3 ExTLs with assessments in final stage
- 9 Compilation of National Differences between National Standards and IEC Standards**
- 10 Issuing of the first edition of the IECEx Bulletin** available for purchase from IEC Central Office Web Site store by industry. It will be on our Web
- 11 Growth in Membership to 20 Countries as at June 2000 with others expressing interest**

**Work to be done and priority**

Work required to be performed is separated into three categories:

- Running the Scheme
- Handling Re-Assessments
- Development Work

The estimated time, during 2001, required is shown below each activity.

**A Running the Scheme****Routine Secretariat Work**

Routine Secretariat work, duties as listed on page 1 above. To ensure the day to day operation of the IECEX Scheme. It is recognised that an International Scheme of the magnitude of the IECEX Scheme requires prompt, efficient and effective Secretariat Service. Currently the Secretariat has a target to respond to all communication, including e-mails within 48 hours of their receipt.

Promotion of the Scheme via Website information, IECEX Presentations and responding to technical inquiries from industry as well as members is an important activity to ensure future growth of the scheme. This includes preparation and updates of the IECEX Bulletin and Newsletter.

The preparation and prompt circulation of committee documentation is necessary to allow sufficient time for IECEX members to consider issues at a national level, prior to any IECEX meeting.

Maintenance of Central Register of IECEX Certificates and ATR cover sheets. Entry of IECEX database (when available).

The updating of records, especially contact details of all IECEX members is equally important and requires constant vigilance by the Secretariat. An example is the prompt updating of the IECEX Website.

Management of the Initial assessments of ACBs and ExTLs. Process includes:

- Arrange the appointment of Assessment Teams, including voting by ExMC
- Monitor progress
- Review Assessment Reports prior to issuing for ExMC voting
- Arrange circulation of reports to IECEX Members

The IECEX Basic Rules requires reporting of IECEX activities to the IEC Conformity Assessment Board. This reporting includes the continual liaison

with officers and members of the CAB and tasks assigned to Scheme Secretaries, by the CAB

Database Listing of IECEEx ATRs

Introduction of a database listing all ATRs issued. Access to the database will be via the IECEEx Website. It should be noted that PTB have offered their assistance on this project.

Expansion of the Transitional Phase of the Scheme

Expansion of the Transitional Phase to provide practical benefits, to the international Ex industry, in participating in the IECEEx Scheme at the Transitional Level.

The IECEEx Scheme has been designed as a “Full Certification Scheme” and modelled on the ISO Type 5 System with two major components to certification. These being:

- a) Assessment and Testing of Product Samples
- b) Assessment, auditing and on-going surveillance of manufacturers product quality plans

While item a) *assessment and testing of product samples*, is now operating within IECEEx, it is now time to address item b) *Assessment, auditing and on-going surveillance of manufacturers product quality plans*. While work on this area has begun within IECEEx MC Working Group 5, the following work is required:

- Further development of requirements for manufacturer’s quality plans, (current work within WG5)
- Development of a model system for the assessment, reporting and on-going surveillance of manufacturers of Ex apparatus, including:
  - Guidelines for the assessment and on-site auditing of manufacturers by ACBs
  - Development of standard reporting format, eg “QAR” (Quality Assessment Report)
  - Development of Guidance material for manufacturers
- Develop guidelines regarding the need for and frequency of product audits

**Priority: High**

**Estimated Working Time required:**

**C.Agius = 830 hrs**

**C.Kane = 1400 hrs**

**B Routine Work – Handling Re-Assessments**

Management of the surveillance and re-assessment processes as detailed in Draft IECEX Operational Document Ex/OD 003. This includes:

- Arrange the appointment of Assessment Teams, including appointment of replacement Assessors as existing ones leave. Approval by ExMC
- Monitor progress
- Review Assessment Reports and ACB/ExTL internal audit reports
- Manage any corrective active action issues, eg notification to ExMC, if necessary
- Develop and maintain a schedule for surveillance and re-assessments
- Regular reporting to ExMC on progress and feedback from surveillance and re-assessments

**Priority: High**

**Estimated Working Time required:**

**C.Agius = 210 hrs**

**C.Kane = 250 hrs**

**C Development Work - Certificate of Conformity and IECEX Mark**

In preparation for participation at the Full Stage of the IECEX Scheme, work is required for the introduction of an IECEX Certificate of Conformity and IECEX Mark. This work includes the following:

- Further development of Regulations Governing use of the IECEX Mark
- Development of the IECEX Certificate of Conformity
- Development of a licensing agreement with IEC for ACBs issuing the Mark
- Develop level and system of royalty payment by manufacturers for use of the IECEX Mark

**Suggested Priority:**

**Low (due to significant number of national differences currently existing)**

**Estimated time required:**

**C.Agius = 250 hrs + involvement of IEC Central Office**