

# IECEX

## Secretariat

**The Second Meeting of the ExMC to be held  
in **Braunschweig, Germany**  
from  
5<sup>th</sup>, September  
to  
8<sup>th</sup> September 2000**

### **NOTES RELATING TO THE DRAFT AGENDA**

Note 1 Delegations are asked to abide by the following rules concerning attendance at the meeting;

- Maximum of 3 delegates per country (these may alternate with other delegates)
- Observers will be permitted at the discretion of the chairman
- Delegates registration forms shall be signed by their Member Body
- All delegations are encouraged to participate during discussions

Note 2 It is intended that the meeting be conducted in English, however allowances will be made for Delegates from non-English speaking countries, including allowing delegations to bring their own interpreter.

Note 3 All ExMC meeting documents referred to are available by downloading from the IECEX Website [www.iecex.com](http://www.iecex.com), or will be distributed, by ExMC Secretariat prior to the meeting.

Note 4 Participants should bring, copies of all necessary documentation, with them to the meeting.

- 1 **Opening and Welcome – Meeting to Commence 2.00pm Tuesday 5 Sept.**
- 2 **Approval of the Agenda**  
ExMC /56A/ DA
- 3 **Minutes of the First ExMC Meeting**
  - 3.1 Confirmation of the Minutes of the last meeting held in Sydney, 15-17 September 1999  
Referenced Documentation:  
**ExMC/40/RM** - Unconfirmed Minutes of the 1<sup>st</sup> Meeting of the ExMC, Sydney 1999-0915,16 and 17
  - 3.2 Matters arising from these minutes  
To discuss matters arising from these minutes, not included on the agenda.
- 4 **Report on CAB Matters**  
  
ExMC Chairman and Secretary to Report
  - 4.1 CAB WG5 – “Preparation of a Conformity Assessment Strategy Paper” To note work within CAB WG5 and endorse the appointment of Mr J. Gryn, ExMC Vice-Chairman, as the IECEx Scheme representative to CAB WG5.  
**Document for noting CAB/226/Inf**
  - 4.2 Participation from non-IEC Countries To consider IEC Conformity Assessment Board document CAB/209/DC which permits participation in IEC Conformity Assessment Schemes, including IECEx under certain conditions, while the country is not a member of IEC.  
**Document for Consideration CAB/209/DC**
  - 4.3 Sale of IECEx Rules and Other Publications IEC CAB have requested that all Conformity Assessment Schemes, including IECEx establish a policy on whether scheme documents such as Scheme Rules and other Publications should be available free of charge or for purchase by industry. (ref CAB decision 10/2000)  
**Document for Consideration ExMC/60/CD**

- 4.4 IEC CAB Public Relations Document – Openness of IEC Conformity Assessment Schemes. IEC CAB have approved document CAB/207/Inf and is hereby circulated to ExMC for information purposes.

**Document for noting CAB/207/Inf**

- 4.5 IEC CAB Project “Conformity Assessment Scheme covering Wind Turbines”  
To note IEC CAB approval for a project by TC 88 to introduce an IEC Conformity Assessment Scheme for Wind Turbines (ref CAB decision 15/2000).

**Matter for Noting**

- 4.6 IEC CAB and APEC Cooperation To note CAB Chairman's report on IEC CAB participation in the February 2000 APEC Workshop, held in Brunei.

**Document for noting CAB/213/Inf**

- 4.7 IECEX Policy on Website Advertising The IEC CAB have requested ExMC to establish a policy on commercial advertising on the IECEX website. ExMC Members are therefore requested to consider this matter prior to the meeting

**Matter for Discussion**

**5 Report on Actions arising from the 1999 Sydney Meeting**

To note and discuss the action list detailed in Annex 1 of the Sydney Minutes Document ExMC/40/RM.

**6 Membership**

To review updated list of IECEX Scheme Members and Applicants.

**Documents for noting**

- OD001/V3 Applicant ACBs and ExTLs
- OD002/V3 Accepted ACBs and ExTLs

**7 ExMC Correspondence and Matters since the last meeting not otherwise covered in the Agenda**

- IEEE Paper on National and Regional Ex approval/certification matters (Dr Klausmeyer to Report)
- International Explorisk
- To note correspondence received and issued, by the Secretary, since the last meeting

## 8 IECEx Assessments of Candidate ACBs and ExTLs

### 8.1 ACB and ExTL appointments - To note the acceptance via correspondence of the following applicant ACBs and ExTLs :

- **BKI** of Hungary as an Accepted Certification Body and Ex Testing Laboratory
- **KOSHA** of Korea as an Accepted Certification Body and Ex Testing Laboratory

### 8.2 **Consideration of SIMTARS** of Australia as an Accepted Certification Body (SIMTARS ExTL previously accepted) To be considered during the ExMC Meeting

**Document for Consideration ExMC/66/DV**

### 8.3 Status report on assessment of applicant ACBs and ExTLs

**Document for noting ExM/73/Inf** (to be issued) Assessment Status Report.

### 8.4 Updated Assessment Procedures To consider new Operational Document OD/003 which incorporates ExMC/05/Inf "Initial Assessments of ACBs and ExTLs" and on-going surveillance, as discussed during the last ExMC meeting.

**Document to be Considered ExMC/58/CD**

### 8.5 Status on surveillance assessments of accepted ACBs and ExTLs Assessment **ExMC Secretary to Report**

### 8.6 WG2 Development of Technical Guidance Documents – Report on progress (Convenor Mr Peter Bennett)

### 8.7 WG3 Evaluation of Assessors – ExMC Secretary to report (Convenor Mr R Viljoen)

### 8.8 WG4 Technical Reference Group for Assessment of ACBs and ExTLs - To receive a report on WG4 activities (Convenor Mr Bill Shao)

### 8.9 List of Approved IECEx Assessors To note an updated list of Approved IECEx Assessors and consideration of any new applications

**Document for noting ExMC/10B/Inf – list of approved assessors**

- 8.10 Peer Assessment To note work currently underway within ISO CASCO WG regarding Peer Assessment .

**ExMC Chairman and ISO CASCO WG Convenor, Mr I Cleare to report**

**9 Collaboration with ILAC regarding utilisation of National Laboratory Accreditation**

To consider on-going cooperation between ILAC and IECEx regarding recognition of laboratory assessments conducted by members of ILAC. Issues for consideration include:

- Exchange of Committee Documentation
- ILAC and IECEx cross representation at meetings
- Recognition of Laboratory Assessor Criteria
- Recognition of Laboratory Assessment Procedures
- ExMC consideration of ILAC MLA Publications

**Documents for Noting:**

- CAB/197/Inf – CAB/ILAC Proposals for Collaboration
- CAB/198/R – Report on meeting between ILAC and CAB Reps.
- CAB/212/R – Report on Implementation of Collaboration

**Documents to be Considered:**

**ILAC MLA Publications-**

- ExMC/61/Inf – MRA Management Committee
- ExMC/62/Inf – MRA Arrangement
- ExMC/63/Inf – Policy on MRAs
- ExMC/64/Inf – Procedures for Evaluation of Regional Bodies
- ExMC/65/Inf – Requirements for Evaluation of Accreditation Bodies

**10 Quality Planning Requirements & Surveillance of Manufacturers  
(Report from WG 5 Convenor, Mr C Agius)**

To consider draft document ExMC/52/CD *Requirements for Manufacturers' Quality Plans* as prepared by WG5

**Document to be Considered ExMC/52/CD**

**11 Report from ExTAG**

- 11.1 To receive a report of the ExTAG Braunschweig Meeting, 2000. Report from ExTAG Chairman and Secretary.

- 11.2 To consider a nomination from ExTAG for the Office of ExTAG Chairman

**12 IECEx Bulletin**

To note the status of the IECEx Bulletin.

### **13 IECEx Scheme Evolution of scheme**

To consider a proposal for the expansion of the IECEx Scheme during the “Transitional Level” to provide for an IECEx Type Certificate and assessment of manufacturer’s quality system

**Documents for Consideration ExMC/57/CD**

### **14 IECEx Mark of Conformity**

#### **Regulations governing the use of the IECEx Mark of Conformity**

To consider Draft Regulations, as agreed during the Sydney 1999 ExMC meeting (refer item 14.1 of ExMC/40/RM – *Minutes*)

#### **Documents to be considered**

- **ExMC/26/CD** Draft-Regulations for the use of the IECEx Mark of Conformity.
- **ExMC/29/Inf** Legal advice on the IECEx Scheme
- **ExMC/36/Inf** IECEx Mark points for discussion
- **ExMC/40/RM** – 1999 ExMC Minutes item 14.1
- **ExMC/67/CD** – Examples of Possible Marks and Comments from SE

### **15 Board of Appeal**

To note membership of the IECEx Board of Appeal.

**Refer Document ExMC/59./Inf.**

### **16 Finance**

- 16.1 1999 Accounts To receive a report from the IECEx Treasurer

**Document for Noting ExMC/70/CD - 1999 Accounts**

- 16.2 Proposed 2001 Budget To consider the proposed budget for 2001, with additional funding to cover increasing Secretarial workload arising from the scheme’s operation

#### **Documents to be Considered**

- **ExMC/71/CD** – Draft 2001 Budget
- **ExMC/72/Inf** – Information document, Secretariat Duties and Workload

**17 Nomination of IECEx Treasurer**

To consider a nomination for the Office of IECEx Treasurer for approval by IEC Conformity Assessment Board. Members are asked to consider the SEV letter dated 28 July 2000

**Document to be Considered**

**SEV Letter dated 28 July 2000**

**18 Other Business**

To raise any other matters not listed on the Agenda.

**19 Report to CAB**

**20 Next Meeting**

To consider location for the 2001 Meeting. Members are asked to give this matter consideration prior to the meeting.

**21 Close of Meeting**