



Secretariat

INTERNATIONAL ELECTROTECHNICAL COMMISSION

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

## **TITLE: Surveillance of IECEx appointed Assessors**

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### **Introductory Note**

This draft document has been prepared for the purpose of establishing a general Code of Conduct for all IECEx Assessors appointed by the IECEx Management Committee, ExMC.

This draft also sets out requirements for the maintenance of Assessors' Competencies and the on-going verification of acceptance by ExMC as a means of maintaining international confidence in the IECEx ACB/ExTL Assessment process.

This document is submitted for consideration during the ExMC 2001 Bern meeting.

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## **1 Appointment of Assessors**

The procedure detailed in Operational Document OD 004, shall be used for the consideration and subsequent appointment of new IECEx Assessors.

## **2 General requirements for all assessors**

All Assessors shall follow the assessment procedures as outlined in OD 003 (current draft ExMC/100/CD), IECEx Technical Guidance Documents and the Scheme Rules, IECEx 02.

IECEx Assessors are expected to act professionally and in a timely manner, at all times, during the assessment process, including not allowing any commercial or other interests to impair their judgement.

## **3 Communication**

Assessors shall respond in a timely manner to all correspondence relating to the IECEx Assessment or any other IECEx Scheme matter. Assessors shall at all times ensure that their contact details, as recorded on the IECEx Internet Directory, are current and if not to immediately notify the ExMC Secretary. In general, a maximum response time of 48hrs, from receiving E-mail or Fax correspondence is expected.

## **4 Maintenance of Competencies and skills**

It is expected that all Assessors will ensure that their technical knowledge of Ex matters and audit skills remain current and that they maintain up to date knowledge of changes in Ex Standards and IECEx Scheme requirements.

Assessors are also expected to maintain auditing skills.

## **5 Acceptance of Assigned Tasks**

Assessors are expected to accept assessment tasks assigned to them, noting that there may be periods during which assessors may be unavailable. In such instances Assessors shall inform the Secretariat of their unavailability and the period of time for which they are unavailable.

## **6 Re Appointment of Assessors**

All assessors are to be re-assessed following the 5<sup>th</sup> anniversary of their appointment by the ExMC. The procedure detailed in Operational Document OD 004 shall be followed, with the assessor required to re-submit a new "IECEx Assessor Questionnaire" form (Annex to Section 3 of OD 004).

If an assessor fails to submit a new IECEx Assessor Questionnaire before the 6<sup>th</sup> anniversary of their appointment, or re-appointment then the ExMC Secretary shall remove the assessor from the Panel of appointed IECEx Assessors.

## **7 Assessor Complaints**

Any complaints regarding the conduct of an assessor shall be raised with the ExMC Secretary, in writing.

The Secretary shall notify the Chairman of the IECEx Assessment Panel and in consultation with the IECEx Chairman and Officers shall determine the course of action. One option available is the removal of the assessor from the Assessment Panel. In such cases, the Assessment Panel Chairman shall report at the next ExMC meeting.

The Secretary shall maintain a record of complaints and the action taken.

\*\*\*\* End of Draft \*\*\*\*