



Secretariat

INTERNATIONAL ELECTROTECHNICAL COMMISSION

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

**TITLE: IECEX Scheme, Confirmed Minutes of the 2nd ExMC Meeting
Held 5-8 September 2000 in Braunschweig Germany**

Introductory Note

These Confirmed Minutes of the 2nd ExMC Meeting held in Braunschweig Germany 5-8 September, 2000, have been approved by ExMC, via correspondence.

These minutes are based on the Draft Minutes previously circulated by the ExMC Secretariat and comments received from Member Countries including FR, NZ, RU and ZA.



Secretariat

INTERNATIONAL ELECTROTECHNICAL COMMISSION

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

Ex Management Committee (ExMC)

IECEX Scheme Confirmed Minutes of the 2nd ExMC Meeting
Held 5-8 September 2000 in Braunschweig Germany

Attendance

NAME	COUNTRY	POSITION in Delegation Head Delegate/ Delegate
Ian Cleare	United Kingdom	Chairman
Chris Agius	Australia	Secretary
Joe Gryn	Canada	Vice-Chairman (Head Delegate CA)
Matej Grilc	Switzerland	Treasurer
Jose David	Australia	Head Delegate
Jim Munro	Australia	Chairman TC 31
Roy Jacobi	Australia	Delegate
Ralph Wigg	Australia	Delegate
Giovani H Borges	Brazil	Observer
William Shao	Canada	Delegate
Peter Smith	Canada	Delegate
Yumin Bo	China	Head Delegate
Shuanghui Li	China	Delegate
Jun Wang	China	Delegate
Jianping Xu	China	Delegate
Wei Zhang	China	Delegate
Jacob Nittegaard	Denmark	Head Delegate
Risto Sulonen	Finland	Observer
Michel Brenon	France	Head Delegate
Alain Czyz	France	Delegate
Bernard Piquette	France	Delegate
Wolf Dill	Germany	Head Delegate
Ewe Klausmeyer	Germany	Delegate
Gerhard Schwarz	Germany	Delegate

NAME	COUNTRY	POSITION in Delegation Head Delegate/ Delegate
Hans Wehinger	Germany	Delegate
Ulrich Johannsmeyer	Germany	Delegate
Martin Thedens	Germany	PTB Host Organiser
Janos Hanko	Hungary	Head Delegate
Shunsuke Yoshihara	Japan	Observer
Toshi Hayashi	Japan	Observer
Ryuji Tanaka	Japan	Observer
Yong Kuk, Kim	Korea	Head Delegate
Bo – Hyuk Ryu	Korea	Delegate
Dam Taikjoo	Korea	Delegate
Ha Dong, Kim	Korea	Delegate
Joon KU, Kang	Korea	Delegate
Bert Vries	Netherlands	Head Delegate
Thore Andersen	Norway	Observer
Ion Vanatoru	Romania	Head Delegate
Sorin Burian	Romania	Delegate
Mihai Magyari	Romania	Delegate
Vitali Grudtsyn	Russia	Head Delegate
Alexander Zalogine	Russia	Delegate
Victor Bayrak	Russia	Delegate
Alexander Spilkin	Russia	Interpreter
Yury Teryaev	Russia	Delegate
Franc Cencelj	Slovenia	Head Delegate
Peter Bremer	Sweden	Head Delegate
Heinz Berger	Switzerland	Head Delegate
Pavel Khorunzhy	Ukraine	Observer
Abraham Pogrelsky	Ukraine	Observer
Anthony M Oowler	United Kingdom	Head Delegate
Kerry McManama	United States	Observer
John Rennie	United States	Observer

CONTENTS

<u>Clause</u>	<u>Title</u>
1	Opening and Welcome
2	Approval of the Agenda
3	Minutes of the First ExMC Meeting
4	Report on CAB Matters
5	Report on Actions arising from the 1999 Sydney Meeting
6	Membership
7	ExMC Correspondence and Matters since the last meeting not otherwise covered in the Agenda
8	IECEX Assessments of Candidate ACBs and ExTLs
9	Collaboration with ILAC regarding utilisation of National Laboratory Accreditation
10	Quality Planning Requirements & Surveillance of Manufacturers (Report from WG 5 Convenor, Mr C Agius)
11	Report from ExTAG
12	IECEX Bulletin Scheme Information
13	IECEX Scheme Evolution of scheme
14	IECEX Mark of Conformity
15	Board of Appeal
16	Finance
17	Nomination of IECEX Treasurer
18	Other Business
19	Report to CAB
20	Next Meeting
21	Close of Meeting

Annex A

Annex B

1 Opening and Welcome

The Chairman, Mr Ian Cleare, welcomed members to the 2nd Meeting of the IECEx Scheme's Management Committee, (ExMC). The Chairman extended a special welcome to delegates attending the meeting as Observers. These delegates coming from

Brazil
Japan
Ukraine
USA

the Chairman went on to comment that "attendance in this capacity is most encouraging" continuing " ExMC would look forward to their participation as Member Countries, hopefully in the near future"

The Chairman advised members that one of the past meeting delegates, Dr Ioan Caprar, from INSEMEX RO, was missing from the meeting. Dr Caprar sadly passed away during the year. The Chairman noted the good work and the spirit of Dr Caprar's enthusiasm for the IECEx Scheme, saying that "he will be deeply missed".

The Chairman then thanked the German National Committee, PTB and DMT for hosting the meeting as well as for their support of the IECEx Scheme.

The Chairman noted that the focus for the meeting is to provide the international Ex industry with a practical International Conformity Assessment Scheme, which will facilitate the international trade of Ex equipment. He also noted that the success of the IECEx Scheme relies heavily on the commitment by all IECEx members. The Chairman complimented members on their commitment to the Scheme, clearly demonstrated by their presence at the Meeting. He advised that the long-term success of the IECEx Scheme relies heavily on International confidence of the Scheme by Regulators, Manufacturers, End Users and other stakeholders, emphasising that ExMC must be aware of these stakeholders throughout the course of the meeting.

The Chairman also noted that the IECEx Scheme is now operational at the Transitional Level. A number of IECEx Assessment and Test Reports have been issued and are at present being processed by receiving Accepted Certification Bodies (ACBs) who will issue National Certification.

The Chairman then thanked delegates for their past work in enabling the scheme to arrive at where it is today and called on delegates to build on those efforts by ensuring a productive meeting.

Apologies

Apologies for non attendance were received from NO, NZ and ZA. Both NZ and ZA nominated AU to speak on their behalf

2 Approval of the Agenda

Draft Agenda document ExMC /56A/ DA was approved with the following amendments:

Item 12 Bulletin – GB requested that concerns regarding liability of information contained in the Bulletin be raised.

The Technical Visit to Dortmund planned for day 3 was also noted,

3 Minutes of the First ExMC Meeting

Document Considered: ExMC/40/RM

3.1 Confirmation of the minutes of the 1st ExMC Meeting held in Sydney September 1999.

Minutes of the First meeting were confirmed with the following change:

Page 7, item 8, last paragraph to show-
Nuremberg and the year for the conference is 2001

3.2 Matters arising from the minutes not covered by the Agenda -

GB requested that the subject of IECEx Publicity be raised at this meeting. The members agreeing to include discussion under item 12.

4 Report on CAB Matters

The Chairman provided the meeting with an overview of the IEC Conformity Assessment Board (CAB) including its role and the line of report for ExMC to CAB. The Chairman advised that all three IEC Schemes, IECEE, IECQ and IECEx report to CAB. He also noted that ExMC, along with IECEE and IECQ, have an opportunity to contribute to the role and work of CAB and that this relationship provides IECEx with a legal platform.

4.1 CAB WG5 – “Preparation of a Conformity Assessment Strategy Paper”

Document noted CAB/226/Inf

The Chairman informed the meeting that during the May 2000 CAB Meeting, both he, and the Secretary, had provisionally nominated Mr Gryn, ExMC Vice Chairman, as the IECEx representative to CAB Working Group 5.

Mr Gryn then informed the meeting of CAB WG5's work on the development of an IEC strategy paper covering:

- The relationship between Conformity Assessment and Standardisation
- The advocacy of Single test or Certification for global acceptance
- The relationship between Conformity Assessment and Regulations
- Scope of regulation
- Suppliers Declaration of Conformity
- Single marking

Mr Gryn advised that CAB WG5 work is at a very early stage. He continued that WG5 planned to meet as part of the IEC General Meeting in Stockholm the following week. Mr Gryn further commented on the significance of this work to the IECEx given that each of the bullet points above impact upon the Scheme.

The Chairman then called for comments or questions, from the meeting.

GB proposed that IECEx should reinforce its position for a separate Mark of Conformity. GB further commented that the use of a common Mark for both Ex and Non Ex equipment is not just confusing, but may lead to an unsafe situation, as products bearing a common Mark may comply only with basic electrical safety and not Ex protection. The meeting supported GB's recommendation and requested Mr Gryn to carry this view forward.

4.2 Participation from non-IEC Countries .

Document Considered CAB/209/DC

In introducing this item, the Chairman advised the meeting that this matter had been discussed briefly at the ExMC meeting last year and also within CAB. The Chairman further advised that CAB aims to establish a common approach from within the 3 Conformity Assessment Schemes towards participation from non-IEC Countries in the IEC.

The meeting engaged in discussion, RU proposing not to accept participation by non-IEC countries. The basis for RU's position being, that IEC membership provides a warranty for bodies participating in the scheme, and that this is necessary given that Ex is generally a heavily regulated field.

CN advised that in general they oppose such participation but would accept this if non-IEC countries were required to only use IEC Standards, and therefore, declare no National differences.

There was further discussion, GB advising that IECEx is an exceptional Scheme given that it has been set up as a full certification scheme, whereas, this may not be the case for all of the IEC schemes.

During further discussion FR advised the meeting that this matter has been discussed within IECEE. As, for example, it would enable countries such as those in South America to participate without paying additional fees to IEC. Brazil(BR) supported FR's comments

During further discussion the issue of the legal relationship between IEC and non-IEC participating countries was raised. In conclusion, the meeting felt that the issue concerning what legal arrangements would exist between an IEC and a non-IEC country wishing to participate within IEC Schemes, needed to be answered before ExMC could make a decision.

4.3 Sale of IECEx Rules and Other Publications

Document Considered ExMC/60/CD

The Secretary introduced document ExMC/60/CD for consideration by the

committee, advising that CAB have asked all the Schemes to prepare a policy regarding the sale of their (the Scheme's) Rules. The Secretary further advised that this was an ideal opportunity to consider a policy for the availability and charges for all IECEx published documents.

The meeting considered each of the items listed in ExMC/60/CD and agreed with all items except item 5, *sale of blank ATRs*. Discussion was deferred with ExMC members to submit comments to the Secretary by **31 December 2000**. Members agreed with the proposed policies for all other items as listed in 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 was circulated to ExMC for information purposes.

Document noted CAB/207/Inf

The meeting noted document CAB/207/Inf and indicated support.

- 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).

The meeting noted this new Conformity Assessment Project.

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

Document noted CAB/213/Inf

The meeting noted the success of the IEC CAB/APEC Workshop held earlier this year.

The Secretary informed the meeting of the co-operative work currently underway amongst APEC Members. APEC Members attending the ExMC meeting, noted work such as the provision of an APEC Web site for Hazardous Areas which provides a beneficial forum for discussion and dissemination of information.

The meeting noted the value of IECEx maintaining links with international and regional bodies such as APEC. The Chairman called on IECEx members who are also participants of APEC, to promote the IECEx Scheme.

- 4.7 IECEx Policy on Web site Advertising

The Chairman informed members that IEC CAB have requested all Schemes to establish a policy on commercial advertising on their web sites. The IECQ have already embarked on this exercise as a means of raising funds. The Chairman

asked the meeting if it would support commercial advertising on the IECEx Web site.

There was considerable discussion with a number of comments noted as follows:

AU – No - Not at the present time as this would detract from the integrity of the Scheme.

GB – Yes - but only for manufacturers in possession of IECEx ATRs and Certificates

NL – Supported GB

FR – France does not support direct commercial advertising on the IECEx Web site but is in favour of a linkage from IECEx Register of issued ATRs and Certificates to manufacturer's own site via hyper text links. DE agreed.

SE and RU supported AU

KR – Suggested that the IECEx Web site should be used solely for the promotion of IECEx and that, when finalised, the IECEx Mark should also appear.

In conclusion the meeting agreed to the following: -

- 1) NOT to permit direct advertising from the IECEx Web site to organisations outside the IECEx Scheme
- 2) Allow for the linkage to manufacturers holding ATRs and Certificates
- 3) ExMC Secretary to research the costs and possible charges to manufacturers for 2) above

5 Report on Actions arising from the 1999 Sydney Meeting

Referenced Document – Annex 1 to ExMC/40/RM

The meeting reviewed the action list contained in the Annex to the minutes of the 1999 ExMC meeting, noting that most items have now been satisfactorily completed with the exception of: -

Item from Annex 1 of ExMC/40/RM	Details of Action	Decision taken during Braunschweig 2000 meeting
1	ExTAG and ExMC members to notify the Secretary of changes to IECEx representatives or their contact details.	Carry forward as a permanent reminder
3	ExMC Member Bodies are to provide the ExMC Secretary with a list of National Deviations and Certification requirements. Refer to ExMC/01/Q	While most countries have provided details of their national differences, those countries who have not yet done so are requested to attend to this a matter of urgency
7	AdHoc WG to develop proposed format and design for Certificate of Conformity	Not Completed. Carry forward as an action item from this meeting
11	Develop an IECEx Acceptance Certificate for ACBs and ExTLs which clearly defines date and scope of acceptance	While completed, copies of notifications to be circulated to ExMC

Item from Annex 1 of ExMC/40/RM	Details of Action	Decision taken during Braunschweig 2000 meeting																								
14	<p>WG 2 is to progress with the preparation of the remaining TGDs that are outstanding. WG 2 will also perform the role of a maintenance team revising TGDs as new standards, and new editions of the standards, are issued. In line with decisions of previous ExCC meetings.</p> <p>The following tasks and target dates having been assigned:</p> <table> <tr> <td>*Ex q</td><td>FR</td><td>by end 1999</td></tr> <tr> <td>*Ex o</td><td>FR</td><td>by end 1999</td></tr> <tr> <td>*Ex m</td><td>AU</td><td>by end 1999 (awaiting TC 31 mtg)</td></tr> <tr> <td>*Dusts 61241-1-1</td><td>AU</td><td>Draft completed and passed to WG 2 Convenor</td></tr> <tr> <td>*Ex p (await TC 31 mtg outcome)</td><td>GB</td><td>by end 1999</td></tr> <tr> <td>*Ex n (await TC 31 mtg outcome)</td><td>GB</td><td>by end 1999</td></tr> <tr> <td>*Gas Detector 1779 1-5 DE</td><td></td><td>to confirm through ExMC Secretary</td></tr> <tr> <td>*Ex i (Revision)</td><td></td><td>WG 2 Convenor to consider</td></tr> </table>	*Ex q	FR	by end 1999	*Ex o	FR	by end 1999	*Ex m	AU	by end 1999 (awaiting TC 31 mtg)	*Dusts 61241-1-1	AU	Draft completed and passed to WG 2 Convenor	*Ex p (await TC 31 mtg outcome)	GB	by end 1999	*Ex n (await TC 31 mtg outcome)	GB	by end 1999	*Gas Detector 1779 1-5 DE		to confirm through ExMC Secretary	*Ex i (Revision)		WG 2 Convenor to consider	Carry forward to item 8.6 on ExMC Braunschweig meeting Agenda
*Ex q	FR	by end 1999																								
*Ex o	FR	by end 1999																								
*Ex m	AU	by end 1999 (awaiting TC 31 mtg)																								
*Dusts 61241-1-1	AU	Draft completed and passed to WG 2 Convenor																								
*Ex p (await TC 31 mtg outcome)	GB	by end 1999																								
*Ex n (await TC 31 mtg outcome)	GB	by end 1999																								
*Gas Detector 1779 1-5 DE		to confirm through ExMC Secretary																								
*Ex i (Revision)		WG 2 Convenor to consider																								
21	Mr Owler, the Secretary and Treasurer to form an AdHoc WG to proceed with an update to the IECEX Brochure	To discuss during the course of this meeting																								
22	ExMC Chairman and Secretary to prepare a Report to CAB with the Secretary to present at the Kyoto meeting 20 October	Ensure all future ExMC reports to CAB are circulated to ExMC																								

RU commented on the value of having the minutes contain an action list and proposed that this become the policy for future IECEX Minutes. The meeting fully endorsed the RU proposal.

FR proposed that when identifying WGs in minutes and action list that the convenor of the WG be identified. The meeting fully endorsed the FR request.

During further discussion it was agreed that all ExMC meeting documents tabled as Green Papers be made available, in both paper and electronic format, by the secretariat.

6 Membership

Documents noted

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

In noting the above documents, the meeting requested that the Secretary revise documents OD001 and OD002 to indicate either the commencement or finishing date of the Transitional period as nominated by each country and as agreed by

ExMC.

During further discussions AU raised concern over the various countries who are yet to nominate their applicant ACBs and ExTLs. The meeting agreed for the Secretary to follow this up with the respective countries.

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 reported that the next PCIC Conference is to be held in Toronto, and advised that the IEEE Paper covering National and Regional approval/certification matters, will be re-presented. Dr Klausmeyer advised that while much of the content of the paper presented during the last conference is still valid, a review of the paper would reflect current status. Dr Klausmeyer then thanked the following all co-authors of the paper-

Mr M. Brenon,
Dr.-Ing. W.G. Dill,
Mr P. Kelly,
Mr K. McManama
Mr A. Pogorelsky,
Dr. A. S. Zalogine

The meeting requested that Dr Klausmeyer contact IEEE to seek permission to place a copy of the IEEE paper on the IECEx Web site in the public domain area.

- International Explorisk

During discussions the meeting felt that the previous Explorisk events were not of vital interest to the IECEx Scheme due to the large emphasis previously placed on mechanical hazards.

- To note correspondence received and issued, by the Secretary, since the last meeting

The meeting noted the increasing amount of correspondence being dealt with by the Secretariat, including an increasing number of inquiries from industry. The Secretary informed the meeting that there had been a significant increase in the number of visitors to the IECEx Web site.

8 IECEx Assessments of Candidate ACBs and ExTLs

8.1 ACB and ExTL appointments -:

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

The meeting noted the acceptance of KOSHA as an IECEx ACB and ExTL via the voting procedures detailed in IECEx 01.

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

The Secretary advised the meeting that earlier this year , BKI ACB and BKI ExTL Assessment Reports had been circulated to ExMC Members for voting. The Secretary reported however, that due to the insufficient number of votes returned from EXMC by the due date (as required under the IECEx Basic Rules, IECEx 01) an extension to the closing date had been applied. This then delayed the appointment date of BKI as both an ACB and TL. The Secretary advised that he is only now in possession of a sufficient number of positive votes to allow the acceptance of BKI. The Secretary further noted that during the voting period he had not received any negative comments regarding BKI's acceptance.

The Chairman commented that the delays in BKI gaining acceptance were most regrettable and noted that BKI had made a substantial investment in both time and money, commenting that such a delay was most unreasonable. The Chairman then called on all ExMC Members to consider all voting documents as a matter of priority and to ensure that voting responses are submitted to the Secretariat by the due date.

In conclusion, the meeting noted the acceptance of BKI, via the voting procedures detailed in IECEx 01.

8.2 ExMC Voting on ACB/ExTL Assessment Reports

8.2.1 Consideration of SIMTARS of Australia as an Accepted Certification Body (SIMTARS ExTL previously accepted)

Document Considered ExMC/66/DV

The members noted the previous circulation of document ExMC/66/DV and noted the closing date for the return of ExMC votes as 8 September 2000. The Secretary advised that a simple majority of positive votes had been received and that no negative votes had been received. In noting the positive votes received to date, the meeting agreed to the appointment of SIMTARS as an IECEx ACB. The meeting also noted that the previous appointment of SIMTARS as an ExTL.

8.2.2 Consideration of TÜV Nord of Germany as an Accepted Certification Body and ExTL

Documents Considered ExMC/68/DV and ExMC/69/DV

The meeting considered the above documents with FR, CA and GB raising concerns with the information contained within the documents such as:

- 1) Clarification sought regarding identification of all TÜV Nord testing

subcontractors;

- 2) The record of number of test reports issued is not clear, what standards and period of time;
- 3) Scope of the assessment conducted was not clear
- 4) The applicant's capability for testing/assessment of Intrinsic safety is questioned, as the report is not clear whether subcontractors are involved or not.

During general discussion the meeting noted that the IECEx assessment team had raised a number of issues during their assessment. These issues required follow up action to be taken by TÜV Nord and a subsequent re-visit by the assessment team. In noting the various concerns raised DE proposed, and the meeting agreed, to defer voting on the TÜV Nord assessment until clarification is sought from the assessment team. The meeting further agreed that ExMC Members forward any concerns or comments to the ExMC Secretary for response by the Assessment Team, within 1 month.

8.3 Status report on assessment of applicant ACBs and ExTLs

Document noted ExMC/73/Inf Assessment Status Report.

The meeting noted the status of ACB and ExTL Assessments. CA advised that CSA have changed their accreditation arrangements and now apply ISO/IEC Guide 65. CSA is therefore now in a position to proceed with the assessment of their ACB/ExTL.

8.4 Updated Assessment Procedures New Operational Document OD/003 incorporating ExMC/05/Inf "Initial Assessments of ACBs and ExTLs" and on-going surveillance.

Document Considered ExMC/58/CD

The Secretary introduced document ExMC/58/CD advising the meeting that the document is a collection of information contained elsewhere and also includes the blank ACB and ExTL assessment report forms.

The meeting discussed document ExMC/58/CD with GB commenting on the need to ensure that the FlowChart accurately reflects the steps detailed in the table.

CA questioned Step 3 and the ability of an accreditation body to competently use IECEx Technical Guidance Documents. DE did not support CA, commenting that IECEx Assessment Teams should not be assessing accreditation bodies.

This issue generated considerable discussion with Dr Wehinger suggesting that the use of International accreditation bodies be sufficient. CA raised concern over the general practise of accreditors to engage a technical expert on their assessment team, as they do not have in-house expertise, and further commented, that one single technical expert on a team cannot be expected to be an expert across all Ex fields. CA continued that IECEx assessment teams are made up of a minimum of 3 experts with the IECEx assessment team leader able to call on further expertise or guidance from the IECEx Assessment panel or ExMC Working Group 4.

Mr Jacobi advised the meeting of his experiences as an IECEx Assessment Team Leader within the first round of IECEx assessments, noting that he found that assessments conducted by national accreditors varied greatly between countries.

FR commented that while the foundation of IECEx ACB/ExTL assessments are "Peer Assessment" IECEx should not underestimate the value of national accreditation.

The Chairman drew the meeting's attention to the need for IECEx to instil international confidence in the scheme but also to ensure that the cost of the scheme is not prohibitively expensive.

Other issues raised during discussion included:

- Step 5 should be re-worded to clarify the role of accreditation bodies
- Step 7 AU, CA, FR and RU sought clarification regarding the 1 day visit by the assessment team's representative
- Page 11, an ACB should not be required to hold accreditation to issue ISO 9000 certification

Given these discussions, the Chairman proposed, and the meeting agreed, that a clause by clause review of document ExMC/58/CD is necessary, especially now that IECEx has experience with the first round of ACB/ExTL assessments.

The meeting agreed to form the following working group:

Working Group – Review of ACB and ExTL Assessment Procedures

ExMC Secretary – Convener

AU

CA

CN

DE

FR

GB

US

BR

All countries to advise the ExMC Secretariat of their WG representatives by 31 October 2000. A revised draft is to be issued to ExMC for approval by 30 June 2001.

ExMC members are invited to submit comments to the WG Convener, for consideration by the WG, by 31 December 2000.

The meeting further agreed to use ExMC/58/CD, in its current form, so as not to

delay any ACB/ExTL assessments.

8.5 Status on surveillance assessments of accepted ACBs and ExTLs

The Secretary advised the meeting that the surveillance and re-assessment procedures, agreed to during the 1999 Sydney ExMC Meeting, are contained in document ExMC/58/CD. The Secretary went on to advise that the surveillance program is due to commence later this year.

8.6 WG2 Development of Technical Guidance Documents – Report on progress

Document Considered ExMC(Braunschweig/GB)10

Mr Owler as Head GB Delegate presented document ExMC(Braunschweig/GB)10 noting the report provided to the Secretariat in May 2000 had altered little from this report. Mr Owler presented the following report.

1) Status of Technical Guidance Documents at 7 September 2000

- | | |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1) Flameproof IEC 60079-1 | TGD Revision 2 June 1999
Complete. Passed to IECEx secretariat Dec '99 |
| 1.2) Increased Safety IEC 60079-7 | TGD Revision 2 June 1999
Complete. Passed to IECEx secretariat Dec '99 |
| 1.3) Intrinsic Safety IEC 60079-11 | TGD Revision 2 June 1999
Complete. Passed to IECEx secretariat Dec '99
Updating is needed due to new edition of the standard |
| 1.4) Dust Ignition Protection –
Protection by enclosure IEC 61241-1-1 | TGD Revision 1 February 2000
Complete but not yet passed to IECEx secretariat
Our sincere apologies - it will be passed this week. |
| 1.5) Encapsulation IEC 60079-18 | TGD Revision 1 February 2000
Complete but not yet passed to IECEx secretariat
Our sincere apologies - it will be passed this week. |
| 1.6) Oil Filled IEC 60079-6 | Draft TGD waited from France |
| 1.7) Sand Filled IEC 60079-5 | Draft TGD awaited from France |
| 1.8) Pressurisation IEC 60079-2 | Draft TGD waited from GB |
| 1.9) Zone 2 protection IEC 60079-15 | Draft TGD waited from GB |

2) Actions requested by WG 2...

- | | |
|-----------------------|------------------------------------------------------------------------------------------|
| 2.1) Intrinsic Safety | TGD will need to be updated when the
IEC 60079-11 standard is revised perhaps in 2002 |
|-----------------------|------------------------------------------------------------------------------------------|

2.2) Oil Filled and Sand Filled

we understand France is making good progress and the drafts are expected by the end of October.

2.3) Pressurisation

As agreed at ExMC in Sydney 1999, the TGD for pressurisation should be prepared by GB when the FDIS of the new standard is issued for voting. We understand from the secretary of IEC TC31 that the English and French texts of IEC 60079-2:200x FDIS have been with IEC Central Office since April 2000 but (as of September 1st) they have not yet been issued by Central Office for voting. However work has been started by GB (A. M. Owler) and, assuming that the FDIS has been issued by IEC Central Office, the draft TGD should be sent to WG 2 by the end of November 2000. The period allowed for FDIS voting is 3 months.

2.4) Zone 2 protection

The text of the revision of IEC 60079-15 was returned to the WG by TC31 and should be issued as an FDIS before the end of 2000. The preparation of the TGD will be started by GB when the FDIS is issued for voting.

2.5) General requirements

Please note that the applicable General Requirements are included with each TGD for the specific type of protection.

3) EEMUA and the IECEx Scheme

EEMUA, the UK "Ex" User Group and the organisation represented by Peter Bennett Convenor of WG 2, is pleased to reassure ExMC of their commitment to the IECEx Scheme and advised that they will continue to manage the production of the TGDs if that is the wish of ExMC.

The meeting noted Mr Owler's report and gratefully accepted EEMUA's offer to carry on with the work of preparing and maintaining TGDs.

On behalf of ExMC, the Chairman thanked Mr Owler and asked that the appreciation of ExMC be passed on to both Mr Bennett and EEMUA.

DE advised the meeting that the preparation of a TGD covering Gas Detectors, as previously assigned to them, is planned for issuing to WG 2 early 2001.

8.7 WG3 Evaluation of Assessors

The meeting accepted an application for the nomination of Mr Jean-Pierre CABON of FR as an IECEx Assessor to replace Mr Galiard who has left LCIE. The Chairman welcomed the application and called upon members of WG3, present at the meeting, to consider the application with the view of providing a

recommendation. In the absence of the WG3 Convenor, Mr Rolef Viljoen ZA, Mr Owler was appointed acting convenor.

WG 3 reported back to the meeting with a recommendation that Mr Cabon be accepted as an IECEx Assessor in the category "Q", due to his extensive Quality Management System experience.

The meeting received advice from ZA that Mr Rolef Viljoen is no longer in a position to carry on as WG 3 Convener. It was then proposed that Dr Auret of ZA be his replacement. The meeting agreed with this proposal. The Chairman then went on to acknowledge the valuable work of WG 3 and on behalf of the meeting, extended ExMC's appreciation to Mr Viljoen for his work as Convenor. In conclusion the Chairman wished Mr Viljoen well for the future.

The meeting noted that with the passing of Dr Caprar, who had also served on WG 3, an additional vacancy existed. The meeting welcomed a nomination from RO to WG 3. RO nominated Dr Vanatoru and the nomination was accepted with the full support of the ExMC.

8.8 WG4 Technical Reference Group for Assessment of ACBs and ExTLs

Mr Shao, as WG 4 Convener, advised the meeting that during the past year there had been no work required. However, the meeting noted, the value of maintaining a technical reference group for assessors. The meeting agreed to retain WG4.

8.9 List of Approved IECEx Assessors

Document Noted ExMC/10B/Inf – list of approved assessors

The meeting noted document ExMC/10B/Inf with FR noting that Mr Morel is shown with ** and questioned whether there were any matters pending? The Secretary advised that this was to indicate the need for confirmation by the national committee. As this is now confirmed the ** will be removed.

The meeting further considered ExMC/10B/Inf, in light of ExMC/09/Inf, and called upon the Secretary to combine these two documents with details of the categories Q, T, C, S as assigned to each of the assessors. The new edition will also include Mr Cabon(FR).

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

ExMC Chairman and ISO CASCO WG 19 Convenor, Mr I Cleare to report

The Chairman advised the meeting that he had been assigned the role as Convener of ISO CASCO WG 19 "Peer Assessment". The Chairman also informed the meeting that the principle objective of WG 19 is to prepare a document that serves as a reference point detailing the key elements that need to be considered by any organisation wishing to utilise "Peer Assessment". The Chairman also noted that, internationally, there are varying opinions of what constitutes Peer Assessment.

The Chairman then further informed ExMC that a meeting of WG 19 had been held in May 2000. WG 19 is currently working, via correspondence, and aims to have a committee draft prepared by early 2001.

The meeting noted that while Mr Cleare is serving as the WG 19 convener he can also ensure that IECEx has adequate input into this work.

9 Collaboration with ILAC regarding utilisation of National Laboratory Accreditation

Documents Noted:

- **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 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**

The Chairman introduced this item by providing the meeting with some background to the current dialogue between CAB and ILAC, particularly regarding co-operation between ILAC and CAB and ILAC and the IEC Schemes. The Chairman informed the meeting that a small Task Force had been set up between CAB and ILAC consisting of an ILAC representative and the Scheme Secretaries. The inclusion of the IECEx Secretary thereby ensuring that IECEx interests are being represented. The meeting endorsed the nomination of the Secretary and called on the Secretary to ensure that international confidence in the IECEx assessment of Ex Test Laboratories, currently being generated, is carried forward.

The meeting stressed the importance of the development and use of IECEx Technical Guidance Documents, noting that these documents do not exist within other schemes.

The meeting identified the existence of a document covering “Guidance for Accreditation to ISO/IEC 17025” and expressed strong concern that IECEx had not had an opportunity to provide input to its development.

In conclusion, the meeting agreed that IECEx cooperation with ILAC can only occur if IECEx are given an opportunity to provide input to ILAC’s work, especially the preparation of application guides.

The meeting also called upon the Secretary to circulate a copy of the ISO/IEC 17025 Guidance document to ExMC and ExTAG.

The Secretary then advised the meeting of current work within the CAB/ILAC Task Force and called for an IECEx reference group to assist with IECEx’s input to the Task Force. The meeting agreed with the Secretary’s request for the following experts to serve on this reference group.

Dr Dill – Chairman ExTAG
Mr Munro – IEC/TC 31 Chairman
GB – To nominate

RU informed the meeting that they have had experience with the accreditation of laboratories and can provide comments as part of the pending revision of both IECEx 02 and ExMC/58/CD.

The meeting also noted that document CAB/251/R, tabled as ExMC(Braunschweig/Secretariat)07, requires updating as it does not include all current Ex Test Labs that have accreditation.

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

Documents Considered

- **ExMC/52/CD** - *Requirements for Manufacturers' Quality Plans* as prepared by WG5
- **ExMC(Braunschweig/WG5) 05** Proposed changes to ExMC/52/CD Manufacturer's Quality Requirements from WG 5 1 Sep 2000 meeting
- **ExMC(Braunschweig/WG5) 06** ExMC/74/CD Collation of Comments on ExMC/52/CD Manufacturers' quality plans.doc

The ExMC Secretary presented a report informing the meeting that WG 5 had conducted most of its work via correspondence and had managed to maintain its timetable for issuing document ExMC/52/CD on time. The Secretary expressed his thanks to the WG 5 Members for their diligence and valuable contributions.

The Secretary then informed the meeting that the collation of comments received on document ExMC/52/CD were considered at a meeting of WG 5 held last Friday in Braunschweig, he went on to advise that these comments were considered in light of the following:

- Work within a European CEN Working Group, regarding the application of the ATEX Directive
- Pending introduction of the new ISO 9001: 2000
- The requirements of the ATEX Directive, covering manufacturers Quality requirements

The Secretary informed the meeting of WG 5's strong view that IECEx requirements for Ex manufacturer's quality systems should be in alignment with those of the European ATEX Directive.

The Secretary then presented document ExMC(Braunschweig/WG 5)06 advising the meeting that this document includes the WG 5 responses and proposals to all comments received.

The meeting considered the documents as presented by WG 5 with NL questioning “how does IECEx deal with the situation where an ATR is issued by one ACB and another issues an IECEx Quality System Report?” and therefore raised concern over comments 37 and 38. FR and DE expressed similar concerns. While the meeting engaged in discussion, there was no clear position arrived at and it was therefore agreed to consider this aspect further.

In conclusion the meeting agreed to circulate an edited version of ExMC/52/CD containing all recommendations of WG 5 for consideration by ExMC. In addition, ExMC are asked to consider the following:

- Is there a need for a standardised report format, similar to ATRs?
- Is there a need for guidelines for the assessment of ACBs competence for assessing manufacturer’s quality system, similar to TGDs?

The meeting further agreed for WG 5 to consider ExMC responses with the aim of proposing a further draft for consideration by ExMC. The meeting also agreed with the WG 5 proposal to align this work with current work within CEN and the ATEX European Notified Bodies Group.

11 Report from ExTAG

11.1 Report of the ExTAG Braunschweig Meeting, 2000.

Document Considered ExMC(Braunschweig/ExTAG)04

Dr Dill presented the ExTAG report drawing the meeting’s attention to new issues relating to ATR forms that have been prepared by the ExTAG WG. He thanked Mr Peter Smith and CSA for their valuable contribution in preparing the ATRs and overall management of this work.

Dr Dill then informed the meeting that ExTAG had discussed the ExMC agreement, reached last year, that under certain conditions, test data previously obtained prior to joining IECEx could be used. He went on to advise that ACBs and ExTLs expressed difficulties in completing Section 2 of the standard ATR format. Dr Dill further informed the meeting that ExTAG proposes that Section 1 of ATRs be permitted to be issued while leaving the presentation of information, required by Section 2, (Evaluation record) at the discretion of the issuing ACB and ExTL. This proposal is only to cover projects where previously obtained test data is to be used and does not apply to new applications.

Dr Dill further commented that this proposal also extends to Standards for which a detailed Section 2 has yet to be prepared.

ExMC considered the ExTAG proposal. GB and AU objected as they feel that deviation from the standard ATR format could jeopardise the integrity of the Scheme, especially as it is the manufacturer’s belief, that once the IECEx ATR is issued, it will be accepted by all participants.

Following further discussion the meeting concluded that where ATR blank forms are available they shall be used, including Section 2 (Evaluation Record).

However, where an ATR blank format is not yet available for a given standard, then a Section 1 along with cover page can be issued.

The meeting further noted that while additional time may be taken up by ACBs and ExTLs in the preparation of the full ATR, manufacturers should consider this time as an investment toward a smoother path for the acceptance of the ATR by the receiving ACB.

Dr Dill then raised the issue of superseded standards and how best this can be handled within IECEx. The meeting discussed this issue. The decision being that the TC 31 Chairman, Mr Munro, raise the matter with the TC 31 Chairman's Advisory Group. The view was held that the standards committee should provide guidance concerning the validity date for new standards.

AU raised a question concerning the ExTAG Report, seeking clarification over the process for manufacturers raising technical matters with ExTAG; ie can manufacturers raise technical matters directly with ExTAG? The meeting discussed this question and agreed that manufacturers should firstly raise matters with the ACB or ExTL engaged by them. In the event that the manufacturer feels that the ACB or ExTL has not been cooperative then they could consult with another ACB, or alternatively, raise their concern with their National Member Body.

11.2 Appointment of ExTAG Chairman for 2001 - 2003

The ExTAG Meeting recommended the re-appointment of Dr Dill for a further 3 year term, as permitted under the IECEx Rules. The ExMC Chairman thanked Dr Dill, on behalf of the meeting, for his valuable past work and commitment. The ExMC Chairman also conveyed the meeting's appreciation to the German National Committee and DMT for their support of Dr Dill.

11.3 Discussion on ExTAG/06/CD – Guidance on the issue and acceptance of IECEx ATRs

The ExTAG Chairman informed the meeting that this document had been prepared by AU, based on their initial experiences with the preparation, issue and receiving of IECEx ATRs, and that their experience may assist other ACBs and ExTLs. The item was passed to the ExMC Chairman to be dealt with. The ExMC Chairman advised the meeting that ExTAG had discussed this document and arrived at several recommendations for ExMC to consider. The ExMC Chairman further commented that it is the expectations of manufacturers, that once an ATR has been issued, it will be accepted by the receiving ACB and therefore clarification of expectations for issuing and receiving ACBs is vital.

The ExMC Chairman further commented that there is an expectation that where a standard calls for a test to be conducted, it in fact will be, and that if there is any sound engineering rationale why it may not be necessary, then this must be adequately documented.

The meeting was also informed that the document addresses the issue of supplementary information and how these are to be referenced and linked to the

ATR as well as an ATR covering multiple standards.

The meeting discussed the document in detail with CN commenting that this document is extremely important and expressed concern over the term “reasonable doubt”. In response the Chairman commented that this is an important issue which needs careful consideration.

AU raised concern over guidance with the issue of supplementary ATRs and suggests that this needs clarification.

DE raised concerns over the term “reasonable doubt” and suggested that examples be provided.

GB felt that manufacturers themselves have an obligation to review ATRs before they are issued to ensure the accuracy of information, including product description.

The Chairman then referred the meeting to the issue of ATR numbering with the meeting agreeing to the following:

- Only use 2 digits for the year of issue
- Issuing ACB and Country to be identified
- A unique ATR identifier, at the discretion of the ACB, may be alpha and/or numeric
- Supplementary ATRs can be issued providing it is made clear
- A copy of the ATR cover page to be submitted to the ExMC Secretary for retention on a central register

In conclusion, the meeting agreed for the Chairman and Secretary to prepare a Revised Version of ExTAG/06/CD, incorporating the comments of this meeting, for consideration by Members. The final document is to be issued as an operational document.

12 IECEx Bulletin Scheme Information

12.1 Publication of First Edition

The Secretary informed the meeting that the first edition of the IECEx Bulletin is currently being finalised and thanked all IECEx Members, ACBs and ExTLs for their assistance in providing information. The Secretary further advised that arrangements had been made with the IEC Central Office in Geneva for the Bulletin to be made available for purchase from the IEC Webstore.

The Secretary continued that the Bulletin would refer to National Member Bodies for information concerning formal details of National Differences, especially where

national differences have not yet been supplied. The meeting noted that not all countries have provided details of their national differences and called upon these countries to do so as a matter of urgency, noting this is a requirement of the Scheme Rules.

12.2 Questions raised by US

Document Considered ExMC(Braunschweig/US)02

The Chairman invited Mr McMannama to introduce the document.

Mr McMannama advised the meeting that the questions contained in the document are a result of the US National Committee canvassing national opinion on joining the Scheme.

In considering concerns from the US, detailed in document ExMC(Braunschweig/US)02, the meeting agreed with the following responses.

- a) **Inquiry 1** – Is a difference in an installation practice considered a deviation under the scheme?

ExMC Response - Not on the basis that deviations regarding installation practices do not affect the requirements of standards for which conformity is sought

- b) **Inquiry 2** – Normative Reference standards contained in the IEC standard and associated National Standards. If these are not also harmonized, but employed by concerned ACB, does this constitute National Deviations?

ExMC Response - If a Normative reference is technically equivalent then there is no national difference

- c) **Inquiry 3** - If the U.S. required an associated U.S. national mark with the IECEx marking as evidence of electrical fire and shock hazard acceptance, would this constitute a national deviation?

ExMC Response - The meeting noted various hazards other than explosion related and therefore agreed that if they are not related to Ex Standards then such requirements are not national differences.

- d) **Inquiry 4** – Do other IECEx countries have a policy regarding compliance to newly revised editions of harmonised standards?

ExMC Response - The subject of revised editions of IECEx Standards is not yet clearly defined according to the rules, noting current work within WG1 on the revision of IECEx 02 and the ExTAG suggestions. The meeting welcomed the offer of assistance from the US in this work.

13 IECEx Scheme Evolution of scheme

Consideration of 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

The Chairman introduced document ExMC/57/CD advising that with the IECEx Scheme now operating at the transitional phase, this document aims to provide added value to participation at the transitional level by proposing:-

- Introduction of a Type Examination Certificate
- Assessment of Manufacturers’ quality planning
- Introduction of a Quality Assessment Report
- Mutual recognition of Quality assessment Reports

The Chairman then called on the meeting to consider the issue of “Introduction of a Type Examination Certificate”.

The meeting discussed this proposal at length noting varying options such as support indicated by DE, FR with DE commenting that there is a need in the market for such a document.

RU advised they would support this providing national differences were addressed.

AU expressed concern over the role of an ATR in this instance and whether the scheme would simply stop at the transitional level. CA advised that they cannot support this at this stage but were not completely opposed to the principle.

US and GB raised concern regarding the suggested “no limit” to the certificate’s life. They believed that some confusion may arise with having a matrix of bodies participating at different stages for different standards and some issuing Type Examination Certificates and yet not recognising them.

DE suggested that the existing cover page of the ATR (Section 1) could serve the purpose of the Certificate without the need to develop another document.

DE, FR and CA commented that the proposed requirement that countries whose body issues Type Examination Certificates must also accept them may be too restrictive.

In conclusion the meeting agreed to have the issue of an Intermediary certificate (referred here as Type Examination Certificate) considered further within the IECEx Officers forum, on the basis that ExMC has not ruled this out.

The Chairman then called upon the meeting to consider the proposed introduction of assessment of manufacturer’s quality planning at the scheme’s transitional phase.

DE indicated strong support for this advising that assessment of manufacturer's quality planning closes the gap with respect to certification of Ex equipment, noting that product testing alone may be of little assistance to manufacturers seeking national certification which also requires quality assurance notification.

There was general agreement for the introduction of quality assurance assessments with GB, DE, FR, CA, AU, offering supporting comments. CA did however object to the option that a different ACB, from that issuing the ATR, performs the Quality Assurance Assessment.

The meeting did consider the possibility that ISO 9000 certification bodies may undertake the quality assurance assessments and therefore they should be permitted to join the IECEx. All members rejected this as an ACB with the technical competence in Ex shall be the overall body responsible for the issuing of IECEx ATRs, Certificates and any Quality Assurance Reporting. This does not however, preclude an ACB from using an ISO 9000 certification body to carry out factory inspections, under the ACB's instruction.

In conclusion the meeting agreed with the proposed introduction of assessment of manufacturer's quality planning and further agreed to assign the task of progression with its development to WG 5.

14 IECEx Mark of Conformity

Regulations governing the use of the IECEx Mark of Conformity

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

The Chairman introduced this item noting that a great deal of development work is required to progress this further. He also noted that the decision taken under the previous agenda item, to introduce assessment of manufacturer's quality planning, during the Transitional phase and the subsequent decision to assign a lower priority to the work on the Mark.

FR advised that they have experience and knowledge in this area with Mr Brenon offering to lead a small working group in order to progress work on the introduction of an IECEx Mark.

The meeting gratefully accepted the offer of assistance from Mr Brenon and agreed to form the following WG.

FR	Brenon, Michel – Convenor
RO	Vanatoru, Ion
CN	Wei Zhang
KR	Yong Kuk, Kim

Dr Wehinger(DE) noted issues related to Swiss legal matters which the WG needs to consider, with the Treasurer commenting that legal issues will also need to be raised with CAB and IEC Central Office.

CA further proposed with the meeting's agreement that the WG should address the basic management of the Mark.

15 Board of Appeal

To note membership of the IECEx Board of Appeal.

Refer Document ExMC/59./Inf.

The meeting noted document ExMC/59/Inf and that there are no changes proposed to the Board of Appeal.

16 Finance

16.1 1999 Accounts To receive a report from the IECEx Treasurer

Document Noted

- **ExMC/70/CD - 1999 Accounts**
- **ExMC(Braunschweig/Sekretariat) 08 – Audited Accounts, 1999**

The Chairman called upon the Treasurer, Mr Grilc to present the 1999 Accounts

The Treasurer advised the meeting that the 1999 Accounts have been audited as arranged by IEC Central Office, noting additional income from application fees not previously provided for by the Budget.

The Treasurer noted that the 1999 Accounts provided for expenditure to cover IEC Central Office involvement with the issuing of invoices but advised the meeting that this will now be handled by the Sekretariat, as part of the general duties. The meeting then noted that, as a result, the Scheme will not incur future expenditure for capital items at Central Office.

The meeting approved the Accounts for presentation to CAB.

The Treasurer then informed the meeting of the current situation of the 2000 Accounts advising that there has been no abnormal expenditure items but noted that there still remains some outstanding dues. The Treasurer further noted that while the previous ExMC meeting agreed to introduce a surcharge for payment after the due date of 30 June, the Sekretary permitted an extension during 2000. This was due to transferring the issuing of invoices and chasing of overdue fees, from Central Office to the Sekretariat. The Treasurer then noted that the application of a Surcharge, for late payment of dues, is a committee decision and therefore must be enforced for the 2001 and future dues.

16.2 Proposed 2001 Budget

Documents Considered

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

The Chairman introduced this item advising members that the 2001 Budget includes a significant increase in expenditure for salaries to more accurately reflect the true workload of the Secretariat. The Chairman noted that during the past couple of years the budget, including salaries had not increased despite an increasing workload for the Secretary, noting with thanks that both QAS and the Secretary had been subsidising the scheme. The Chairman further commented that as the scheme is now operating and capable of delivering a return to ACBs and ExTLs, it is now time for the scheme to realise it's true value, which includes the cost of maintaining a truly professional scheme of International standing.

The Chairman then called upon the meeting to consider document ExMC/72/Inf, detailing duties of the Secretariat, current workload, estimated resource requirements and project priorities, prior to discussing the proposed 2001 budget. The meeting considered the document noting the following summary of comments:

DE complimented the Secretariat on the good work done since taking up the office, including the excellent service provided to all members and stakeholders of IECEx. The Chairman also noted the high degree of exposure and therefore increasing volume of communication to IECEx Members, IEC Central Office, CAB and also dealing with inquiries from industries around the world.

In addition, the meeting acknowledged the significant routine work as detailed in the document.

During discussions, the meeting agreed that the work identified as:

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

must be undertaken if the Scheme is to move forward, noting the significant investment that all IECEx members have made. As well, it should be noted that there are now 9 ACBs and 10 ExTLs from 6 countries approved by the scheme, these ACBs and TLs can now sell their services as IECEx Bodies.

In noting that the proposed 2001 budget included further development of the IECEx Mark be carried out by the Secretariat, FR offered assistance. The meeting gratefully accepted the offer of assistance from FR.

The Chairman then referred the meeting to the proposed Budget, ExMC/71/CD, advising that this had been prepared by the Treasurer and Secretary, in consultation with himself.

The Treasurer advised the meeting that the proposed budget only covers the expected costs to be incurred during 2001 and does not provide for a surplus. DE, FR and CA advised the meeting that they would be seeking a reduction in the annual dues as proposed in the draft Budget.

There was considerable discussion concerning the overall level of the proposed increase with many of the Members indicating support for the increase. Supporting comments were received from GB, AU and HU.

The meeting then concluded, that with the work for development of the IECEx Mark, during 2001 being assigned to a WG, the overall budget for 2001 would be **CHF 132'000**, given the current level of IECEx membership.

The meeting then discussed various proposals for the distribution of dues and agreed to a combination of equal share, and share according to the number of ACBs and ExTLs, as follows:

Participating Country	CHF 5'750 (covers 1 ACB and 1 ExTL)
Each Additional ACB	CHF 1'250
Each Additional ExTL	CHF 1'000

The meeting noted that this method of fee distribution was discussed at the last ExMC meeting where it was agreed to move away from a simple equal distribution. A Copy of the revised Budget is included as Annex A.

The Chairman then referred the meeting to document ExMC/34/CD and noted that during the last ExMC meeting, it was agreed that a sliding increase in the application fee would apply to those countries seeking to join the Scheme now that it is operational. The meeting noted that this increase is also to cover countries which, by delaying joining the Scheme, have avoided the costs borne by the existing members in the setting up of the Scheme. The meeting reinforced it's previous decision to include an increase in application fees, as detailed in ExMC/34/CD.

17 Nomination of IECEx Treasurer

Document Considered

SEV Letter dated 28 July 2000

The Chairman drew the members attention to SEV's letter, noting the valuable work performed by Mr Grilc as the Scheme's Treasurer. The meeting noted that Mr Grilc is embarking on a career change and wished him every success for the future. The Chairman also expressed sincere thanks for his stewardship of the Scheme's finances and for his overall contribution which had helped the scheme to arrive at where it is today.

The Chairman then noted that SEV had offered the services of Mr Heinz Berger as IECEx Treasurer for 2001. It was noted that at this stage a long term commitment could not be made. The Chairman also noted other nominations had not been received.

The meeting then gratefully accepted Mr Berger of SEV CH as the IECEx Treasurer 2001. The proposal will be put forward to CAB.

The Chairman then called upon members to consider nominations for IECEx Treasurer for 2002.

18 Other Business

18.1 Review of IECEx Scheme Rules (IECEx 02)

The Chairman drew Members attention to the work assigned to WG1, regarding the review of IECEx 02 and advised that with the Scheme operational, and the first round of ATRs having been issued, it is now timely that the review of IECEx 02 progress. The Chairman noted the following items

- Previous proposal from FR to amend IECEx 02 (review of CI 7.8)
- New ISO/IEC 17025
- New ISO 9001:2000 (pending)
- Experiences gained to date from operating the Scheme
- Proposals from other Members

The meeting agreed that these be referred to WG1 for consideration and to be dealt with as part of the review.

US also referred the meeting to the IEC Masterplan suggesting that this also needs to be considered.

The Chairman then advised the meeting of the current membership of WG1:

IECEx Chairman (Mr Ian Cleare) Convener
IECEx Secretary
AU (Mr J David)
CN (Mrs Bo)
CH (Mr Berger)
FR (Mr Brenon)
GB (Mr Owler)

The Chairman further commented that while it is generally preferred that the membership of WGs does not get too large, if any other ExMC Member Body would like to nominate a representative then they should contact the ExMC Secretary as soon as possible. The Chairman stressed the point that members of all WGs must actively participate.

The meeting further agreed that any comments or proposals for the revision of the rules must be submitted to the ExMC Secretary by 31 December 2000.

18.2 Changes to Standards

Dr Wehinger, from DE, raised the question of dealing with changes to standards and proposed that a general approach to this situation be implemented. Dr Wehinger further commented that with more and more focus being placed on IEC Technical Standards a greater need for continual updating and refinement will be required to be dealt with by IECEx.

Mr Munro, as TC 31 Chairman, commented that this will be raised within the TC 31 Chairman's Advisory Group, the application of changes to standards should come from the Standards Committees.

The meeting concluded that this is an important issue and supported Mr Munro's advice that he intends raising this with TC 31 CAG and also for ExMC WG1. He concluded that this should be considered as part of their review of the Scheme rules.

19 **Report to CAB**

The meeting noted that the Secretary will prepare a report for the CAB meeting next week. The meeting further noted that apart from ExMC's responses to items, under Item 4 of these minutes, the Secretary is to report on the following:

Formal Matters (for approval)

- 1999 Accounts
- 2001 Budget
- Appointment of Mr Berger as IECEx Treasurer

General Business Matters

- Operational Status of the Scheme (ACBs, ExTLs and ATRs issued and Received)
- Current Membership
- New ACBs added
- Expansion of the Transitional Phase to include Quality Assessments
- Introduction of the IECEx Mark

A copy of the report to CAB will be made available to ExMC Members

20 **Next Meeting**

The Chairman drew members attention to future ExMC meetings. He noted that under the basic rules the Management Committee, ExMC, it is required for the MC to meet at least annually. He recalled the previous decision to meet in conjunction with ExTAG and any other related Committee, eg TC 31. He emphasised the way in which this decision assists delegates in helping to make the most effective use of their time and travel resources.

The meeting received a request from some members, who participate in both IECEx and IECEE meetings, for a 2 week period between the meetings, unless they are held in the same location or close geographical region.

The Secretary also commented that holding IECEx meetings the week prior to CAB significantly helped in reducing travel costs as the travel is dealt with as one round trip. He therefore proposed that the meeting coincide with CAB. The meeting agreed with this proposal.

The meeting then noted an offer from KR to host the 2002 meetings of ExMC and ExTAG. The meeting accepted KR's offer with thanks and looks forward to visiting KR.

The meeting then considered a location for the 2001 meetings with some delegates advising that they need time to discuss this with their National Committee. Therefore the meeting agreed to delegate the decision for the location of the 2001 meetings to the Chairman, and for delegates to advise the Secretariat by very early 2001, to allow delegates time to plan their meeting commitments.

21 Close of Meeting

The Chairman recapped over the good work and achievements made at the meeting and called upon members to maintain the momentum. The Chairman then thanked delegates for their active participation and extended a special thanks to delegates attending this meeting from Observing Countries. He advised that the IECEx would welcome their attendance as Members of the IECEx Scheme. at future meetings.

The Chairman then, on behalf of delegates, expressed sincere thanks to the German National Committee, PTB and DMT for hosting the meetings and for providing such excellent facilities and arrangements. The Chairman conveyed the meeting's special thanks to Dr Wehinger and his team including Dr Klausmeyer, Dr Johannsmeyer and Mr Martin Thedens and his team of obliging assistants.

Finally the Chairman thanked the supporters of the IECEx meetings, including CEAG, BASF, R Stahl and the City Lord Mayor of Braunschweig.

The Chairman then declared the meeting closed at approximately 4.00p.m

ANNEX A BUDGET 2001 FOR IECEx SCHEME, Approved during the 2000 ExMC Meeting

Prepared by M. Grilc – Treasurer IECEx – and Ch. Agius – Secretary IECEx

	1999 Account	2000 Budget accepted	2001 Budget Proposed
		CHF	CHF

EXPENDITURE			
40000 Salaries, Insurance + Pensions - Total	67'712.10	67'500	102'000
<i>Running the scheme (routine work)</i>	--	--	<i>84'000</i>
<i>Handling (Re-)Assessments</i>	--	--	<i>18'000</i>
<i>Development of scheme</i>	--	--	--
41000 Rent, Heating, Cleaning	2'999.80	3'000	3'000
44100 Depreciation	3'999.80	4'000	3'500
46110 Services + Supplies for Printing	3'642.35	3'000	1'000
47100 Office Equipment + Stationery	1'000.--	1'000	1'000
474/47500 Telecommunications + Postage (including internet site and electronic distribution of documents)	4'129.60	4'250	3'000
47900 Miscellaneous, legal audit	2'016.05	4'000	4'000
48000 Publicity	4'919.--	3'000	4'500
49000 Travel + Meeting Expenses	8'152.83	10'000	10'000
Total	98'571.53	99'750	132'000

INCOME				
6000	National Dues	99'750.--	99'750	131'500
6020	Other Participation fees (applications, surcharges etc)	8'000.--	0	0
6100	Publications, Ex Bulletin	466.95	0	0
6200	Interest, Miscellaneous	153.15	0	500
Total		108'370.10	99'750	132'000
Surplus/ <u>Deficit</u> 2001		+9'798.57	0	0
Surplus/ <u>Deficit</u> TOTAL 1996-2001		<u>-2'358.89</u>	<u>-12'157.46</u>	<u>-2'358.89</u>

Number of member countries

19

19

20

National Dues per country

5'250

5'250

average 6'600

Member countries: AU,CA,CH,CN,DE,DK,FR,GB,HU,IT,KR,NL,NO,NZ,RO,RU,SE,SI,YU,ZA

Observers (1st official participation): BR,FI,JP,UK(Ukraine),US

BUDGET 2001 OF IECEX SCHEME – Details Australia and Geneva

Prepared by M. Grilc – Treasurer IECEX – and Ch. Agius – Secretary IECEX

Approved during the 2000 ExMC Meeting

	2001 Australia	2001 Geneva	2001 Total
		CHF	CHF

EXPENDITURE			
40000 Salaries, Insurance + Pensions - Total	98'000	4'000	102'000
<i>Running the scheme (routine work)</i>	<i>80'000</i>	<i>4'000</i>	<i>84'000</i>
<i>Handling (Re-)Assessments</i>	<i>18'000</i>	<i>0</i>	<i>18'000</i>
<i>Development of scheme</i>	<i>0</i>	<i>0</i>	<i>0</i>
41000 Rent, Heating, Cleaning	2'500	500	3'000
44100 Depreciation	3'000	500	3'500
46110 Services + Supplies for Printing	1'000	0	1'000
47100 Office Equipment + Stationery	1'000	0	1'000
474/47500 Telecommunications + Postage (including internet site and electronic distribution of documents)	3'000	0	3'000
47900 Miscellaneous, legal audit	2'000	2'000	4'000
48000 Publicity	4'500	0	4'500
49000 Travel + Meeting Expenses	10'000	0	10'000
Total	125'000	7'000	132'000

INCOME			
6000 National Dues			131'500
6020 Other Participation fees (applications, surcharges etc)			0
6100 Publications, Ex Bulletin			0
6200 Interest, Miscellaneous			500
Total			132'000
Surplus/ <u>Deficit</u> 2001			0
Surplus/ <u>Deficit</u> TOTAL 1996-2001			<u>-2'358.89</u>

Notes to the Budget 2001:

Summary:

Most figures except salaries are approximately according to Accounts 1999 and Budget 2000. This means that we do not expect any extraordinary expenditure.

Regarding income the Budget 2001 is based on the assumption that there won't be significant extra income from application fees, surcharges or the sale of the IECEX Bulletin and other publications. Any extra income, especially application and other participation fees, in 2001 (according to Accounts 2001 approved at the ExMC meeting in 2002) will be used to reduce the dues for 2003 (according to Budget 2003 approved at the ExMC meeting in 2002) of the member countries (of the year 2000 in which the Budget 2001 was approved).

IEC Central Office (CO), Geneva: Almost all activities associated with running the scheme (secretariat) are performed from Australia.

IEC CO provides for sale of IECEX Publications (Scheme rules, IECEX Bulletin) via e-commerce from the IEC Website.

IEC Central Office also provides for general accounting activities for free (without cost) helping to keep operational costs to a minimum.

Therefore the costs for IEC CO have been decreased to a minimum pro forma level in case of any unexpected development or services to Australia.

Item 40000: Figures for salaries are split into three different categories for transparency and to facilitate any discussion on the future and development of the scheme.

- Remark 1: Further information and justification for the split and the figures will be given during the meeting by the secretary.
- Remark 2: For Ch. Agius 50-60% of time allocated to IECEX Secretarial work.
C. Kane 100% of time allocated as Assistant to Secretariat
- Remark 3: The proposed budget recognizes the increase in workload as the scheme is now operational at the transitional level, but does not provide salaries for development of the scheme as decided at the ExMC meeting in September 2000.

Other items 4xxxx: No significant changes expected, see summary.

Item 6000: An increase of dues is necessary to cover increase in expenditure (see item 40000).

The amount of CHF 6'600 is an average. For amounts of national dues based on dues split see annex 1. This figures are recalculated on the basis of proposal 3 of annex 1 of document ExMC/71/CD, 07-2000, as decided at the ExMC meeting in September 2000.

Participation of observers – Remark:

Participation as an observer is free in the 1st year.

Afterwards the following participation fees apply, as decided at the ExMC meeting in September 2000:

- | | |
|-------------------------------------|-------------------------------------------|
| • 2 nd year: CHF 1'000.- | • 4 th year: CHF 3'000.- |
| • 3 rd year: CHF 2'000.- | • after 4 th year: CHF 4'000.- |

The figures shall be revised annually.

Other items 6xxx: No income expects, see summary.

Income of item 6200 only to get an even budget without deficit because the sum to the dues split does not add up exactly to the amount of the expenditure.

BUDGET 2001 FOR IECEX SCHEME – Amount of national dues

Prepared by M. Grilc – Treasurer IECEX (ExMC) – and Ch. Agius – Secretary IECEX

Notes:

- All figures in CHF.
- Figures for Country, ACB and ExTL are based on documents Ex/OD/001/V3, Ex/OD/002/V3, ExMC/30/Inf and ExMC/31/Inf
ACB include both ACB and candidate ACB. ExTL includes both ExTL associated with an ACB (already assessed) and candidate ExTL.
- A member country pays the dues for at least 1 ACB and 1 ExTL also when they are not yet defined or even when there are no ACB or ExTL in that country (figures/question marks in brackets)
- The total due per country (last column) will be invoiced to the national committees of the member country.

Remark: If the invoice shall be sent to some other bodies please give detail information to the secretary IECEX with copy to the treasurer IECEX.

Country	Number of ACB	Number of ExTL	Dues split			
			national share	for each ACB	for each ExTL	Total due per country
			3'500	1'250	1'000	--

1	AU	3	3	3'500	3'750	3'000	10'250
2	CA	1	1	3'500	1'250	1'000	5'750
3	CN	1	3	3'500	1'250	3'000	7'750
4	DK	1	1	3'500	1'250	1'000	5'750
5	FR	2	2	3'500	2'500	2'000	8'000
6	DE	3	3	3'500	3'750	3'000	10'250
7	GB	2	3	3'500	2'500	3'000	9'000
8	HU	1	1	3'500	1'250	1'000	5'750
9	IT	1	(1/?)	3'500	1'250	1'000	5'750
10	KR	1	1	3'500	1'250	1'000	5'750
11	NL	(1/?)	(1/?)	3'500	1'250	1'000	5'750
12	NO	1	1	3'500	1'250	1'000	5'750
13	NZ	(1/?)	(1/?)	3'500	1'250	1'000	5'750
14	RO	1	1	3'500	1'250	1'000	5'750
15	RU	(1/?)	(1/?)	3'500	1'250	1'000	5'750
16	SI	1	1	3'500	1'250	1'000	5'750
17	ZA	(1/?)	(1/?)	3'500	1'250	1'000	5'750
18	SE	1	1	3'500	1'250	1'000	5'750
19	CH	1	1	3'500	1'250	1'000	5'750
20	YU	(1/?)	(1/?)	3'500	1'250	1'000	5'750

Total per column	26	29	70'000	32'500	29'000	131'500
------------------	-----------	-----------	---------------	---------------	---------------	----------------

Total all Dues	131'500					
-----------------------	----------------	--	--	--	--	--

ANNEX B

Action List Arising from the 2000 ExMC Braunschweig Meeting

Reference: Agenda ExMC/56A/DA

Action No.	Agenda Item	Action	By Whom	Completion Date
1	4.3	ExMC Members to submit comments to the Secretary regarding the sale of ATRs to industry	ExMC Members	31 December 2000
2	4.7	ExMC Secretary to determine costing for the advertising of Manufacturers, in possession of either an ATR or IECEX CoC, from the IECEX Website	ExMC Secretary	Prior to next meeting
3	5 and 12.1	ExMC Member Bodies are to provide the ExMC Secretary with a list of National Differences and Certification requirements. Refer to ExMC/01/Q	Some ExMC Member Bodies still outstanding	As soon as Possible, prior to 3 rd quarter 2001
4	5	Green Paper Documents tabled at future ExMC meetings are to be available in electronic form as well	ExMC Secretary to arrange	Prior to next meeting
5	5	Mr Owler, the Secretary and Treasurer to form an AdHoc WG to proceed with an update to the IECEX Brochure	ExMC Secretary to coordinate	Prior to next meeting
6	5	AdHoc WG to develop proposed format and design for Certificate of Conformity	ExMC Secretary as Convenor	Prior to next meeting
7	5	The Secretary is to prepare an Operational Document setting out ExMC Policy regarding the use of test data obtained prior to the acceptance of an ExTL into the IECEX Scheme	ExMC Secretary	Following the Braunschweig ExMC meeting
8	5	Develop a recording and retrieval system for operational decisions taken by ExMC, similar to that used within the CB Scheme	ExMC Secretary	Prior to next meeting
9	5	The Secretary to contact TC 31 Countries that have not yet joined IECEX informing them of a future increase in application fees.	ExMC Secretary	Carried forward from previous meeting
10	7	Seek permission from IEEE to distribute the paper <u>IEEE Paper on National and Regional Ex approval/certification matters</u> via the public area of the IECEX Website	Dr Klausmeyer to arrange	Following the Braunschweig ExMC meeting
11	8.2.2	Comments from ExMC Members regarding the voting on TUV Nord as an ACB and ExTL to be submitted to the ExMC Secretary	ExMC Members	31 October 2000

Action No.	Agenda Item	Action	By Whom	Completion Date
12	8.2.2	IECEX Assessment Team for TUV Nord to review assessment report in light of issues raised by ExMC Members	IECEX Assessment Team	Following the Braunschweig ExMC Meeting
13	8.4	AU,CA, CN, DE, FR, GB, US, BR to advise the ExMC Secretary of their representatives to the new Working Group <i>Review of Assessment Procedures</i>	National Committees as shown	31 October 2000
14	8.4	ExMC Members to submit comments to the ExMC Secretary regarding document ExMC/58/CD	ExMC Members	31 December 2000
15	8.6	Preparation and Maintenance of IECEX Technical Guidance Documents (TGDs)	WG2 Convenor Mr Peter Bennett (EEMUA)	As indicated in the minutes
16	8.9	ExMC Secretary to update documents ExMC/09/Inf and ExMC/10/Inf and combine these into one operational document	ExMC Secretary	Following the ExMC Braunschweig meeting
17	9	ExMC Secretary to arrange for a copy of the ILAC Document "Guidance for Accreditation to ISO/IEC 17025" to be circulated to ExMC Members	ExMC Secretary	Following the ExMC Braunschweig meeting
18	10	A revised draft of ExMC/52/CD is to be prepared and issued to ExMC for consideration.	WG5 Convener Mr Chris Agius	Following the ExMC Braunschweig meeting
19	11.3	ExMC Chairman and Secretary to review document ExTAG/06/CD and issue a revised draft for consideration by ExMC and ExTAG members	ExMC Chairman and Secretary	Following the ExMC Braunschweig Meeting
20	12.1	While IECEX Acceptance Certificates for ACBs and ExTLs have been developed, copies of new notifications to be circulated to ExMC members	ExMC Secretary	On-going
21	13	WG5 to further develop the proposal to introduce "Assessment of	WG5 Convenor	Prior to next

Action No.	Agenda Item	Action	By Whom	Completion Date
		Manufacturer's Quality Systems" at the IECEx Scheme's Transitional Phase, in readiness for final ExMC consideration and approval, prior to implementation.	Mr Chris Agius	ExMC meeting
22	14	Mr Brenon to Lead an ExMC WG to progress with the introduction of an IECEx Mark of Conformity, paying particular attention to the basic management of the Mark	Mr Brenon	Prior to next ExMC meeting
23	17	ExMC National Committees to consider nominating for the position of IECEx Treasurer for 2002	ExMC Members	Prior to next ExMC meeting
24	18.1 18.2	WG1 to progress with the revision of IECEx 02, Scheme's Rules of Procedures, in light of the now operating at the Transitional Level. WG1 also to consider application of changes to standards, new editions and amendments.	WG1 Convenor Mr Ian Cleare	Report and or Draft to be circulated to ExMC by 1 July 2001
25	18.1	ExMC Members to submit comments to the Secretary, regarding the revision of the IECEx Scheme Rules of Procedure, IECEx 02	ExMC National Committees	31 December 2000
26	18.2	TC 31 Chairman, Mr Munro to raise the issue of application, by industry, of changes to TC 31 Standards, with the TC 31 Chairman's Advisory Group (CAG)	TC 31 Chairman Mr Munro	1 st Quarter 2001
27	19	ExMC Chairman and Secretary to prepare a Report to CAB with the Secretary to present at the Stockholm Meeting October, 2000	ExMC Chairman and Secretary	Following the meeting