

IECEx

Secretariat

**The Third Meeting of the ExMC to be held
in Berne, Switzerland
from
10th, October
to
12th October 2001**

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, or will be available from the IECEx Website, by ExMC Secretariat prior to the meeting. However, should you require paper copies of meeting papers please contact the Secretariat no later than 31 AUGUST 2001.

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

- 1 **Opening and Welcome – Meeting to Commence 9.00am Wednesday 10 October 2001.**
- 2 **Approval of the Agenda**
ExMC /93/ DA
- 3 **Minutes of the Second ExMC Meeting**
 - 3.1 To note the Confirmed Minutes of the last meeting held in Braunschweig, September 2000. As the minutes have been confirmed via correspondence there will be no discussion on the accuracy of the minutes
Referenced Documentation:
Document for Noting ExMC/80/RM – Confirmed Minutes
 - 3.2 Matters arising from these minutes
 - 3.2.1 Report on Actions arising from the 2000 Braunschweig Meeting

To note and discuss the action list detailed in Annex B of the Braunschweig Minutes Document ExMC/80/RM.
 - 3.2.2 Other items
To discuss matters arising from these minutes, not included on the agenda.
- 4 **IECEEx Officers**
 - 4.1 Nomination of Secretary of IEC ExMC – The existing Secretary, Mr Chris Agius is due to complete a 5 year term as Secretary of the IECEEx Management Committee, at the end of 2001.
In accordance with Clause 8.7 of IECEEx 01, Mr Agius confirms his availability for nomination for a further term.
Member Bodies wishing to nominate an alternative candidate for the post of Secretary should submit details to the ExMC Secretary prior to the meeting.
 - 4.2 Nomination of Treasurer - As recorded in the minutes of the last meeting, SEV agreed to Mr Berger's appointment as Treasure for a 1 year term only.

Member Bodies wishing to nominate a candidate for the post of Treasurer should submit details to the ExMC Secretary prior to the meeting

5 Report on CAB Matters

ExMC Chairman and Secretary to Report

- 5.1 CAB WG5 – “Preparation of a Conformity Assessment Strategy Paper” To note work within CAB WG5 and receive a report from Mr J. Gryn, ExMC Vice-Chairman, and the IECEX Scheme representative to CAB WG5.

ExMC to consider implications for the IECEX Scheme and possible future actions.

Document to be considered CAB/279/R

- 5.2 Participation from non-IEC Countries To note the latest developments regarding participation in IEC Conformity Assessment Schemes, including IECEX, by Bodies from non-IEC Member Countries.

Documents for Noting:

CAB/274/Inf – Draft Policy

CAB/298/Inf – Revised Draft Policy following Geneva 2001 CAB Meeting

- 5.3 Sale of IECEX Rules and Other Publications To note new Operational Document Issued covering the IECEX policy on the sale of scheme documents such as Scheme Rules and other Publications. This Operational document is based on ExMC/60/CD and the comments received.

Documents for Noting:

- **ExMC/91/CC – Comments from AU, FR**
- **ExMC/60/CD – ExMC Policy on Sale of IECEX Scheme Documentation**

- 5.4 Collaboration with ILAC To note a report on proposals for further CAB/ILAC collaboration). To review IECEX's position regarding collaboration with ILAC

Document: CAB/287/R for noting

5.5 Other CAB Matters for noting

- ISO/CASCO - Report on CASCO activities since the CASCO meeting and Workshop held in Milan, 2000-09.25..26
Document: CAB/286/INF for Noting
- CASCO/WG 19 To note information from the ExMC Chairman, Mr Cleare on the status of work in *Peer assessment*
- CENELEC – To note the decisions from the CCAF meeting held 2001-03-01
Document: CAB/275/DL for noting
- PWS-ICSCA - To note latest developments in the PWS-ICSCA – To note up date information from the ExMC Vice Chairman, Mr Gryn
- APEC – To note activities in APEC –SCSC – Sub-committee on Standards and Conformance
- Proposed new Text for IEC Statutes and Rules
Documents: CAB/285/DC and CAB/299/Inf For noting
- Inclusion of new text on Conformity Assessment in ISO/IEC Revised Directives
Document: CAB/284/Inf For noting

6 **IECEX: A Decade of Progress**

Discussion on the Scheme's delivery to the International Ex industry taking into account the following issues:

- Is the Scheme delivering the benefits that it promises?
- Current Benefits of the Transitional Phase.
- What improvements need to be made?
- What further benefits could the Scheme provide?
- Noting the number of Participating Countries, ACBs and ExTLs;
- A report on the number of applicant IECEX ACBs;
- The number of IECEX Assessment and Test Reports issued;
- The number of IECEX ATRs used to achieve National Certification

This item will take the form of a Workshop discussion and will set the priorities for the rest of the meeting

7 REVISION OF IECEX SCHEME RULES OF PROCEDURES – Revision of IECEX 02

To consider a report and recommendations from WG1, regarding the revision of the IECEX Scheme Rules following the WG1 meeting on 6 October 2001 in Berne.

WG1 Convenor, Mr Cleare to Report

Documents to be considered:

- ExMC/94/CD – Draft revision of IECEX 02, Rules of Procedures
- ExMC/95/CC* – Compilation of Comments from Member Bodies
- ExMC/96/CD* – Response from WG1 to the matters

* To be issued

8 IECEX Assessment and Test Reports (ATRs)

To finalise an Operational Decision covering the preparation, issue and recognition of IECEX ATRs.

Documents to be considered:

- ExMC/81/CD - Draft Operational Decision “Guidance for the Preparation of IECEX ATRs by Issuing ACBs and the Processing of IECEX ATRs by Receiving ACBs”
- ExMC/97/CC – Compilation of Comments from Member Bodies

9 IECEX Assessments of Candidate ACBs and ExTLs

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

- **NEMKO** of Norway as an Accepted Certification Body and Ex Testing Laboratory (Pending completion of ExMC voting)

9.2 Consideration of TUV Nord of Germany as an Accepted Certification Body

Document for Consideration

ExMC/98/DV*- revised Report

* To be issued

9.3 Status report on assessment of applicant ACBs and ExTLs

Document for noting **ExM/99/Inf*** Assessment Status Report.

* To be issued

- 9.4 Updated Assessment Procedures To consider new Operational Document OD/003 which is based on work conducted by WG6 during its revision of ExMC/58/CD. This Draft document incorporates details of the assessment procedures for the acceptance and surveillance of ACBs and ExTLs. The Draft also provides further guidance for assessment Teams.

WG6 Convenor, Mr Agius to Report

Documents to be Considered

- **ExMC/100/CD* – Revision of ExMC/58/CD Procedures**
- **ExMC/101/CC* Compilation of Comments on ExMC/.../CD**

* To be issued

- 9.5 Status on surveillance assessments of accepted ACBs and ExTLs

ExMC Secretary to Report

- 9.6 WG2 Development of Technical Guidance Documents – Report on progress (ExMC Secretary and WG2 Convenor, Mr Peter Bennett to report)

- 9.7 WG3 Evaluation of Assessors – ExMC Secretary to report (Convenor WG3 to Report)

- 9.8 WG4 Technical Reference Group for Assessment of ACBs and ExTLs - To receive a report on WG4 activities since last meeting. (Convenor Mr Bill Shao)

- 9.9 List of Approved IECEx Assessors To note the latest version of Operational Document OD/004 - list of Approved IECEx Assessors and consideration of any new applications

Document for noting OD/004 Version 2– list of approved assessors

- 9.10 Surveillance of IECEx Assessors To consider the Draft Document setting out the requirements for the on-going acceptance of IECEx Assessors. It is proposed that this document be included as an additional Section to Operational Document OD/004.

Document to be considered: ExMC/102/CD* – Requirements for the on-going acceptance of IECEx Assessors

* To be issued

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

To consider draft document ExMC/103/CD *Requirements for Manufacturers' Quality Plans* as prepared by WG5, following their meeting on 5 October 2001 in Berne and the planned introduction of IECEx Quality Assessment Reports (QARs) during the Transitional Phase of the IECEx Scheme.

WG5 Convenor, Mr Agius to Report

Documents to be Considered

- **ExMC/103/CD Revised draft, replacing ExMC/52/CD**
- **ExMC/104/CC* Compilation of comments on Ex/103/CD**

* To be issued

11 Report from ExTAG

To receive a report of the ExTAG Berne Meeting, 2001. Report from ExTAG Chairman, Dr Dill and Secretary, Mr Brenon.

12 IECEx Bulletin

To note the status of the IECEx Bulletin. ExMC Secretary to report.

13 IECEx Mark of Conformity

Regulations governing the use of the IECEx Mark of Conformity

To receive a report from WG 7 regarding Draft Regulations, for the introduction of an IECEx Certification Mark of Conformity.

WG7 Convenor, Mr Brenon to Report

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/..../Inf*** – Report from WG 7
- **CASCO WG12 Draft (if available)**

* To be advised

14 Board of Appeal

To note membership of the IECEx Board of Appeal.

Document for Noting: ExMC/59./Inf.

15 Promotion of the Scheme

- 15.1 Action to raise profile of the IECEx Scheme To discuss possible actions that will assist in promotion of the Scheme.
- 15.2 IECEx Policy on Website Advertising To consider Draft policy covering an IECEx policy on commercial advertising on the IECEx website. ExMC Members are therefore requested to consider this matter prior to the meeting

Documents for consideration:

ExMC/107/CD* – Draft Policy based on Comments from ExMC Members

* To be issued

16 Finance

- 16.1 2000 Accounts To receive a report from the IECEx Treasurer, Mr Berger
Document for Noting **ExMC/105/CD* - 2000 Accounts**
- 16.2 Proposed 2002 Budget To consider the proposed budget for 2002.
Document to be Considered **ExMC/106/CD* – Draft 2002 Budget**
- * To be issued

17 Other Business

To raise any other matters not listed on the Agenda.

18 Report to CAB

19 Next Meeting

- 2002 Meeting To confirm the acceptance of an offer from Korea to hold the 2002 meeting of ExTAG and ExMC in Seoul. ExMC Secretary to Report
- 2003 Meeting To consider an offer from Hungary to hold the 2003 meetings of ExTAG and ExMC in Budapest. Mr Hanko to Report.

20 Close of Meeting