

IECEx

Secretariat

The Second Meeting of the ExMC to be held

in Braunschweig, Germany

from

5th, September

to

8th September 2000

NOTES RELATING TO THE DRAFT AGENDA

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

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

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

Note 3 All ExMC meeting documents referred to have been, or will be distributed, by ExMC Secretariat prior to the meeting.

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

- 1 **Opening and Welcome – Meeting to Commence 2.00pm Tuesday 5 Sept.**
- 2 **Approval of the Agenda**
ExMC /56/ DA
- 3 **Minutes of the First ExMC Meeting**
 - 3.1 Confirmation of the Minutes of the last meeting held in Sydney, 15-17 September 1999
Referenced Documentation:
ExMC/40/RM - Unconfirmed Minutes of the 1st Meeting of the ExMC, Sydney 1999-0915,16 and 17
 - 3.2 Matters arising from these minutes
To discuss matters arising from these minutes, not included on the agenda.
- 4 **Report on CAB Matters**

ExMC Chairman and Secretary to Report
 - 4.1 CAB WG5 – “Preparation of a Conformity Assessment Strategy Paper” To note work within CAB WG5 and endorse the appointment of Mr J. Gryn, ExMC Vice-Chairman, as the IECEx Scheme representative to CAB WG5.
Document for noting CAB/226/Inf
 - 4.2 Participation from non-IEC Countries To consider IEC Conformity Assessment Board document CAB/209/DC which permits participation in IEC Conformity Assessment Schemes, including IECEx under certain conditions, while the country is not a member of IEC.
Document for Consideration CAB/209/DC
 - 4.3 Sale of IECEx Rules and Other Publications IEC CAB have requested that all Conformity Assessment Schemes, including IECEx establish a policy on whether scheme documents such as Scheme Rules and other Publications should be available free of charge or for purchase by industry. (ref CAB decision 10/2000)
Document for Consideration ExMC/60/CD
 - 4.4 IEC CAB Public Relations Document – Openness of IEC Conformity Assessment Schemes. IEC CAB have approved document CAB/207/Inf and is hereby circulated to ExMC for information purposes.

Document for noting CAB/207/Inf

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

Matter for Noting

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

Document for noting CAB/213/Inf

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

Matter for Discussion

5 Report on Actions arising from the 1999 Sydney Meeting

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

6 Membership

To review updated list of IECEX Scheme Members and Applicants.

Documents for noting

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

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

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

8 IECEx Assessments of Candidate ACBs and ExTLs

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

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

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

Document for Consideration ExMC/.../DV

8.3 Status report on assessment of applicant ACBs and ExTLs

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

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

Document to be Considered ExMC/58/CD

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

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

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

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

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

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

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

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

9 Collaboration with ILAC regarding utilisation of National Laboratory Accreditation

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

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

Documents for Noting:

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

Documents to be Considered:

ILAC MLA Publications-

- ExMC/60/Inf – Procedures for Evaluation
- ExMC/61/Inf – MRA Management Committee
- ExMC/62/Inf – MRA Arrangement
- ExMC/63/Inf – Policy on MRAs

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

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

Document to be Considered ExMC/52/CD

11 Report from ExTAG

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

12 IECEx Bulletin

To note the status of the IECEx Bulletin.

13 IECEx Scheme Evolution of scheme

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

Documents for Consideration ExMC/57/CD

14 IECEx Mark of Conformity

Regulations governing the use of the IECEx Mark of Conformity

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

Documents to be considered

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

15 Board of Appeal

To note membership of the IECEx Board of Appeal.

Refer Document ExMC/59./Inf.

16 Finance

16.1 1999 Accounts To receive a report from the IECEx Treasurer

Document for Noting ExMC/.../Inf - 1999 Accounts

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

Documents to be Considered

- **ExMC/.../CD – Draft 2001 Budget**

17 Other Business

To raise any other matters not listed on the Agenda.

18 Report to CAB

19 Next Meeting

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

20 Close of Meeting