



Secretariat

INTERNATIONAL ELECTROTECHNICAL COMMISSION

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

Members of the IECEx Management Committee, ExMC

CONFIRMED MINUTES

OF THE ExMC BERN MEETING – 10 to 12 OCTOBER 2001

Introductory Note

This document contains the confirmed minutes of the 2001 Meeting of the IECEx Management Committee, ExMC, held in Bern, Switzerland 10 – 12 October 2001.

The Draft Minutes were circulated to ExMC for approval with a closing date for comment of 31 January.

The Secretariat appreciates the supportive comments received from ExMC Members and advises that a request for clarification to Clause 9.3, received from AU, was reviewed by the Chairman and Secretary, of the meeting and has been incorporated into this final version.

The attendance and active participation of members, at the meeting was most appreciated and ensured a most productive outcome for the Scheme. I now look forward to working with you as we implement the decisions thereby adding further value for all members and stakeholders of IECEx.

A special note of thanks was extended to Mr Heinz Berger of SEV. Heinz's organisation and overall management of the meetings was very much appreciated.

Chris Agius
Secretary IEC ExMC

Address:
GPO Box 5420
Sydney NSW 2001-04-24
AUSTRALIA

Visiting Address:
286 Sussex Street
Sydney NSW 2000
Australia

Contact Details:
Tel: +61 2 8206 6060
Fax: +61 2 8206 6032
e-mail: chris.agius@qas.com.au
<http://www.iecex.com>

NAME	COUNTRY	POSITION in Delegation Head Delegate/ Delegate
Mr I Cleare Mr C Agius Ms C Kane	GB AU AU	Chairman Secretary Assistant Secretary IECEx
Mr R Wigg Mr J Munro Mr J Birch Mr J David Mr D Gray	AU AU AU AU AU	Head Delegate Chairman TC 31 Delegate Delegate Delegate
Mr J Gryn (Vice-Chairman) Mr B Shao	CA CA	Head Delegate Delegate
Mr H Berger (Treasurer)	CH	Head Delegate
Dr Wolf Dill Dr U Klausmeyer Mr K Schwedt	DE DE DE	Head Delegate Delegate Delegate
Mr J Nittegaard	DK	Head Delegate
Mr R Sulonen	FI	Head Delegate
Mr M Brenon Mr B Piquette	FR FR	Head Delegate Delegate
Mr K Thomas	GB	Head Delegate
Mr J Hanko	HU	Head Delegate
Mr M Balaz	IT	Head Delegate
Mr Y K Kim Mr H D Kim	KR KR	Head Delegate Delegate
Mr H-K Chung	KR	Delegate
Mr B Vries	NL	Head Delegate
Mr T Andersen Mr R Hoel	NO NO	Head Delegate Delegate
Mr S Pugachev Mr V Grudtsyn Mr P Shumilikhin Dr A Zalogine	RU RU RU RU	Head Delegate Delegate Delegate Delegate
Mr P Bremer	SE	Head Delegate
Mr I Likar	SI	Head Delegate

NAME	COUNTRY	POSITION in Delegation Head Delegate/ Delegate
Mr K McManama	US	Head Delegate
Mr J Rennie	US	Delegate
Mr W Fiske	US	Delegate
Mr R Viljoen	ZA	Head Delegate

IEC ExMC Draft Bern Minutes

1 OPENING

1.1 Opening and welcome

Mr Berger welcomed delegates to Bern and wished the delegates a successful meeting. Mr Berger also informed the Meeting of the various social events planned.

The Chairman, Mr Ian Cleare, also extended a warm welcome to the delegates noting the great distances travelled by some. He continued that in the absence of a host nation the officers reached agreement for the meeting to be held in Switzerland. It was agreed that Switzerland would be a most appropriate area and Bern was chosen to be the host city. He then went on to express gratitude, on behalf of the delegates and himself, to Mr Heinz Berger and SEV for taking on the task of organising the meeting.

Mr Cleare then reminded the delegates that due to work commitments he would be resigning as IECEX Chairman, with his resignation taking effect at the close of the meeting.

The Chairman outlined his approaches to the meeting advising delegates that they were not at the meeting to write Standards but to run a business, i.e. an international certification scheme for Ex products. The Chairman elaborated further by advising that, as a business, IECEX must: -

- Provide a service to customers for their benefits
- Provide returns to their shareholders

He also asked the meeting not to spend time in detail but to focus on issues and concepts

1.2 Apologies

Apologies were received from the following countries-

BR

NZ (a position paper was forwarded by New Zealand)

RO

The Secretary advised the meeting that NZ had provided a position paper for a number of items. The meeting agreed to refer to the paper as the need arose.

AU requested that an observer be given permission to attend the meeting. The Chairman and delegates agreed.

2 Approval of Agenda

The meeting approved the agenda with, at request of the Secretary, one additional item - **Item 4.3 Nomination of Chairman**, there was agreement from the meeting

3 Minutes

3.1 Confirmation of Minutes

The committee, via correspondence, had previously approved the Braunschweig Meeting Minutes (document ExMC/80/RM).

3.2 Matters arising from the minutes

The IEC/TC 31 Chairman, Mr Munro, advised that action item 26 from the minutes, had not yet been completed. This item will be referred to the next IEC/TC 31 Chairman's Advisory Group (CAG) Meeting planned for early next year.

4 Officers

4.1 IECEx Secretary

The Chairman informed the meeting that the current IECEx Secretary, Mr Chris Agius, is due to complete a 5-year term at the end of 2001. The Chairman reminded the meeting that in accordance with IECEx 01, *IEC Scheme for Certification to Standards for Electrical Equipment for Explosive Atmospheres (IECEx Scheme)- Basic Rules*, the Secretary may be re-appointed for a further term without restriction. On this basis, Mr Agius offered to stand for nomination by ExMC and possible re-appointment by CAB for a further term.

The Chairman also called for any other nominations. There were no other nominations.

Delegates indicated their appreciation for the work and efforts of Mr Agius during his first term as Secretary. DE and FR expressed the view that they were happy with the work of the current Secretary, making specific comments. The Chairman paid tribute to the work and achievements of the current Secretary. The meeting also noted the work carried out behind the scenes by Christine Kane, as the IECEx Secretariat Assistant.

The meeting unanimously agreed to nominate Mr Agius to CAB for their approval.

Mr Agius thanked the meeting for their kind words as well as their confidence in the Secretariat. He made the commitment to the meeting, that if approved by CAB, he would continue to serve the IECEx to the best of his ability.

4.2 IECEx Treasurer

In order to minimise change within the Scheme, given the resignation of Mr Cleare, Mr Berger offered his services as treasurer for a further year the meeting expressed their gratitude for the work and valuable contribution made by Mr Berger.

The Chairman then reminded delegates of the important roles played by Treasurer. Firstly by ensuring that the financial aspects of the business, i.e. IECEx, are controlled and transparent to all stakeholders and secondly, as an officer of the Scheme, providing valuable technical assistance in the day-to-day management of the Scheme.

The meeting then endorsed Mr Berger's nomination for a further 1-year term.

4.3 Chairman

Mr Cleare informed the meeting of his decision to resign as Chairman of the scheme. He explained that various matters had arisen making the decision necessary. He expressed his

sincere gratitude for the support and confidence of the committee, and of all those associated with IECEx Scheme. Mr Cleare also advised that he had found his time as Chairman most rewarding, feeling, that along with others, he was building something very meaningful and worthwhile for the international Ex industry.

Mr Cleare then noted that the rules allow for the Vice-Chairman, Mr Joe Gryn, to take on the role of Chairman during the transition period. He felt that this was appropriate as it would allow National Committees time to consider, and then to propose, a suitable candidate for nomination.

FR notified the meeting that it might be prepared to propose a nomination for the position.

CH mentioned that the election is of utmost importance and therefore adequate time needs to be made available.

CA proposed that time is allowed and that a ballot should be carried out possibly via correspondence.

ZA supported CH proposing to leave a decision until the next meeting.

US reminded the meeting that CAB have to approve nominations and questioned whether or not CAB can do so between meetings.

GB suggested that in order for the scheme to move forward it would be desirable to have the Chairman in place before the next ExMC meeting.

Mr Gryn informed the meeting of his willingness to step into the role of acting Chairman stating that he would undertake to move the scheme forward.

AU reminded the meeting of the basic rules, that is, from 1st January of the year following the meeting that the Chairman takes office, and therefore we may need to wait till 2003 before the Chairman elect actually takes up office. AU emphasised that the appointment of a Chairman sooner rather than later would be most desirable.

FR expressed concern about the interim period and the responsibility of dealing with political issues stating that the position of the chair should be known as quickly as possible.

Mr Gryn informed the meeting that as acting Chairman he would not make any major decisions of a political nature.

The Chairman proposed, with the agreement from the meeting, that nominations be submitted to the Secretariat by the end of December 2001. It would then be anticipated that voting be completed by the end of February 2002. This method would ensure a decision from ExMC to nominate a Chairman to CAB, prior to first CAB meeting for 2002.

5 IEC CONFORMITY ASSESSMENT BOARD (CAB) MATTERS

The Chairman outlined the role of CAB, advising that CAB have the responsibility for addressing matters of policy concerning each of the IEC Schemes, and that, in turn, the Schemes report to CAB. The Chairman commented that CAB should also be seen as a resource for IECEx rather than as a body that it reports to.

5.1 Conformity strategy paper

Documents considered:

- CAB/279rev/Inf
- CAB/304/Inf

The Chairman informed the meeting that Working Group 5 (WG5) of CAB have developed a strategy document, CAB/279 rev/Inf, which has since been replaced with CAB/304/Inf and called upon the IECEx representative to CAB WG5, Mr Gryn, to introduce this item.

Mr Gryn provided the meeting with an outline of the current strategy plan detailed in the CAB document. He advised the meeting that CAB has asked all the IEC Schemes to prepare a preliminary report for presentation to their meeting in Florence. Mr Gryn advised, that at this stage, CAB have requested a status report and are not looking for detailed plans.

Mr Gryn then led the meeting through each of the goals detailed in CAB/304/Inf with the meeting reaching an agreed position on each of the items as follows:-

1. Improving the relevance of existing IEC conformity assessment schemes so they are more universal in scope and able to accommodate all proven and effective means of ensuring compliance with IEC Standards

Agreed IECEx response:

- Review of IECEx Rules underway,
- Redefine scope to include all apparatus standards of TC 31

2. Developing new or enhanced IEC conformity assessment schemes that are compatible with national, regional and international schemes while offering more advantages and thus encouraging the use of IEC standards without deviation.

Agreed IECEx response:

- IECEx is participating in the development of Guides and Standards, eg CASCO and TC 31
- IECEx involved in direct discussions with other bodies, eg ILAC, APEC
- Development of Guidance documents for the Scheme, eg Technical Guidance documents

3. Allowing participation by non-IEC Member Countries in IEC conformity assessment schemes by establishing revised policies, practices and procedures.

Agreed IECEx response:

- Current review of IECEx rules to take into account bodies from non IEC countries

4. Developing further, on the basis of Peer Assessment, the concept of "One IEC standard, one test performed anywhere and one conformity assessment accepted everywhere.

DE questioned the use of the term Conformity assessment rather than Third Party Certification. The Chairman clarified that terms have been aligned with ISO Guide 2.

Agreed IECEx response:

- Concept of “One standard” “One Certificate” “One Mark” has been the IECEx platform since the conceptual stage
- IECEx support Peer assessment
- Continued pursuit of IECEx Mark
- IECEx Members involved in Standards work
- Work of ExTAG in identifying practical problems with standards and feedback to standards committees
- Publication of the Bulletin which sets an agenda for IEC committees to reduce National differences
- Promotion of the multilateral acceptance of test and assessment results

5. Encouraging the Schemes to include within their scopes ITAs and PASs and other potential new IEC deliverables as required by the market.

Mr Brenon of FR expressed concern over ITAS and PAS noting that they usually come from industry and therefore may not generally be appropriate for IECEx given the heavy nature of regulations in the Ex field.

Agreed IECEx response:

- IECEx consider that at present ITAS and PAS generated from industry may not be appropriate for the IECEx Scheme given that, in most countries, this is a heavily regulated field.

6. Including direct customer industry involvement in the management of schemes.

Agreed IECEx response :

- IECEx Rules provide for representation, at National level of manufacturers, users and regulators (3 manufacturers and 1 regulator present at the 2001 ExMC meeting)

7. Promoting world-wide acceptance through interaction with WTO and Intergovernmental bodies.

Agreed IECEx response:

- Promotional matters are standing item for discussion on IECEx management committee agenda
- IECEx scheme is financially sound
- Review of IECEx rules takes these into account

At the conclusion of the consideration of CAB/304/Inf, the Chairman asked if there were any objections to either the aim or the content of CAB/304/Inf. No objections were raised.

CA did comment that in their view such a document should be an on-going matter.

FR reminded the meeting of the need to provide an Interim Report to CAB with the meeting agreeing that this could be included in the IECEx Chairman's report to CAB.

5.2 Participation by non IEC Countries.

Documents Noted:

- CAB/298/Inf
- CAB/324/Inf

The Chairman introduced this document advising that ExMC would now be in a position to establish the requirements for participation of ACBs and ExTLs from non-IEC countries for inclusion in IECEx 02. He then proposed that the work for integrating these requirements be assigned to ExMC WG1. The meeting agreed.

5.3 Sale of documents

Documents considered:

- ExMC/91/CC – Comments from AU, FR
- ExMC/60/CD – ExMC Policy on Sale of IECEx Scheme Documentation
- CAB/314/DC

The Chairman introduced this item by noting that costs are imposed on the scheme in the preparation and maintenance of IECEx Documents. These costs include time spent by IECEx Members as well as the time spent by the Secretariat. He reminded the meeting that IECEx is a business and that the current Document, ExMC/60/CD recognised this fact. He then called upon the meeting to consider the comments detailed in ExMC/91/CC.

Mr Brenon of FR requested the meeting give serious consideration to the principle of the FR comment, while at the same time noting that, FR accepts this may not be applicable to the current position of the scheme.

Dr Dill mentioned that this was also discussed in the ExTAG meeting where it had been concluded that the selling of forms might prevent the expansion of the scheme. ExTAG proposed that ATR blanks be included as an annex to the Bulletin.

DE further proposed the provision of ATR blanks for free.

CA suggested that those preparing ATRs do not seek compensation and are sure that they would not object to ATRs being made available to industry free of charge.

AU commented that they couldn't see how giving away free documents can help promote the scheme. They would want to sell documents with the revenue going towards the operation of the scheme.

There was further discussion with DE suggesting that ACBs should not be involved in the selling of IECEx Documents.

The meeting then reached agreement on the selling of ATRs in accordance with the draft policy ExTAG/60/CD this may be by way of either attachments to the IECEx bulletin or separately.

The meeting then discussed the selling of other scheme operational documents. FR commented that within the EU Scheme there are two types of ODs some restricted to Scheme members others available for use outside the scheme.

There was general support for the FR comment with agreement that the Secretariat, in consultation with IECEx Officers, should determine which ODs should be regarded as restricted documents and which should not.

CA then raised the point that within CAB there is a general feeling that the Scheme Rules, ie IECEx 01 and 02, should be available free of charge and that CA would support this.

In conclusion the meeting agreed to work within the guidelines of the existing draft policy and to convey this view to the next CAB meeting.

5.4 ILAC

Documents Considered:

- CAB/287/R
- CAB/317/Inf

The Chairman called upon the ExMC Secretary to provide the meeting with an update. The Secretary informed delegates that as a member of the CAB/ILAC AdHoc WG he has had discussions with the ILAC representative, Mr Russell. From the latest discussions with Mr Russell, prior to this meeting, it is apparent that there is positive support from ILAC for the IEC CAB Schemes as well as the wish to continue liaison between the groups. The Secretary further advised the meeting that ILAC feel that they can contribute to the work of the Schemes, including the IECEx. Already some ILAC members are seeing the benefits of continued liaison with the IECEx Scheme, noting that some IECEx Assessors serve on assessment teams for accreditation bodies that use peer assessment. In such cases these assessors have used IECEx Technical Guidance Documents for reference purposes.

The Secretary then noted that national accreditation of laboratories is identified in the current IECEx Assessment procedures for the assessment of candidate ExTLs. He reiterated however, that this is included only as a possible means for the IECEx assessment team to gather evidence of compliance.

The Chairman then opened this item for general discussion.

AU commented that IECEx should continue to liaise with ILAC at the technical assessment level, noting that there is knowledge and experience available that the IECEx can draw on.

There was general discussion regarding on-going liaison and co-operation with ILAC with concern being expressed that while some Laboratory Accreditors use peer assessment, this is a minority situation. The meeting did note that Ex is a heavily regulated field and that regulators have, in the past, relied heavily on laboratory accreditation and that this issue should not be ignored.

The meeting therefore supported on-going communication with ILAC via the Secretary. The Scheme will rely on the Secretary to represent IECEx at meetings, or alternatively, to nominate a representative to attend on behalf of IECEx.

The meeting then considered the option of seeking formal liaison between IECEx and ILAC via possible membership. The meeting agreed that this might possibly be a long-term strategy.

The meeting then considered the issue of making IECEx Technical Guidance Documents (TGDs) available to ILAC.

DE expressed concern over the proliferation of the documents throughout ILAC and possibly outside ILAC.

GB agreed with DE and further expressed concern over copyright

CA commented that rather than seeing this as something negative they see this as an avenue for promotion of the Scheme.

In conclusion the meeting did not object to making the TGDs available to ILAC as long as copyright is protected.

The meeting then considered the possibility of Co-ordination of assessments between ILAC members and IECEx, especially where IECEx assessments were being conducted at the same time as National Accreditation assessments.

While no strong views, either for or against, were expressed DE did note that language might be a problem for combined assessments. The meeting did not rule out the possibility of joint assessments with ILAC but agreed that this needs to be considered on a case-by-case basis with the full agreement of the IECEx Assessment Team Leader.

The meeting then reached agreement to the following:-

- Liaison between IECEx Members and ILAC Members should be maintained at national level
- The IECEx Secretary continue to act as the IECEx liaison with ILAC but may call on Ex Members to attend meetings and assist with the commenting of documents
- Agreement to make TGDs available to ILAC members providing copyright is protected
- The meeting encourage co-ordinated assessments between ILAC and IECEx but agree that it should be left to individual cases at this point in time,
- Agreement to nominate, which Standards used, by ExTLs should be applied

5.5 Other matters

5.5.1 Acceptability of IEC Schemes

Document Noted

- CAB/289/R

The meeting noted CAB/289/R with CA commenting that the CAB strategy document should address any concerns regarding this report.

5.5.2 **Report on CASCO Activities**

Document noted

- CAB/286/Inf

The meeting noted CAB/286/Inf without comment.

5.5.3 **CASCO WG 19 – Peer Assessment**

The Chairman advised the meeting that he is the current Convenor of CASCO WG19 as well as the IECEx representative. CASCO WG 19 was set up to consider a document outlining Peer Assessment. He pointed out that the IECEx Vice-Chairman, Mr Joe Gryn, is also a member of the WG.

The Chairman advised the meeting that a draft should be issued by WG19 shortly, and that, despite his intention to resign as Chairman of IECEx at the end of this meeting, he will stay on as the WG 19 Convenor until this draft has been issued.

The Chairman then called upon the meeting to consider an IECEx replacement representative for CASCO WG19. CA noted, that as stated earlier, Mr Gryn is a member of WG19 and he would be happy to represent the interests of IECEx. The meeting agreed with thanks.

5.5.4 **CENELEC – Decisions from the CCAF meeting**

Document noted

- CAB/275/DL

The meeting noted CAB/275/Inf without comment

5.5.5 **PWS-ICSCA**

Mr Gryn informed the meeting of the background of “*Partners in World Safety*” and the AdHoc WG of certification providers who get together to promote world safety.

Industry Co-operation on Standards and Conformity Assessment, include safety matters related to space and vehicles

These two groups decided to join together to look at trade barriers and agree on the value of conformity assessment.

The views of this group are being fed to CAB

Mr Gryn further advised the PWS/ICSCA Meeting had been postponed

The Chairman thanked Mr Gryn for his report. There was no further discussion from the meeting.

5.5.6 **APEC – Sub-committee on Standards and Conformance**

The Chairman called upon Mr Wigg of AU to provide the meeting with an update of activities within APEC relating to IECEx.

Mr Wigg informed the meeting that AU is cooperating with APEC members in various ways including working on the provision of an APEC website dedicated to Standards as well as other matters related to the field of Ex. He continued, that although this work has been carried out for two years now, it could still be said to be in the development stage. Mr Wigg advised that a number of APEC members have sought further information on IECEx. They are concerned about not having their own solid base for National Standards and Conformity Assessment covering the Ex field.

Mr Wigg concluded by advising that there is a possibility of an APEC meeting being held dedicated purely to Standards and Conformance in the Ex field. This forum would provide an excellent platform for the promotion of the IECEx Scheme

The Chairman thanked Mr Wigg for this update and invited the meeting to raise any comments or questions. In the absence of any further discussion, the Chairman called upon delegates to contact Mr Wigg directly should they have any specific issues to discuss.

5.5.7 IEC Regional Offices

The Secretary informed the meeting of the new regional centres that IEC will open in Asia and North America, noting that given the diverse Membership of IECEx there may be a possibility for IECEx to use such facilities, especially regarding meetings of Working Groups.

6 IECEx – A DECADE OF PROGRESS

The Chairman addressed the meeting using an accompanying Power Point presentation. He began by outlining the history of the scheme and then addressed issues such as where the original need for an International Scheme for the Ex industry came from, as well as where the Scheme is currently. He then posed a number of important questions such as:

What is IECEx?

What are we?

Whom do we represent?

What do we want to achieve?

The Chairman focused on the initial aim of the Scheme and concluded the presentation with the observation that further work is required. He stressed that IECEx is a real business and should be considered as such, noting that IECEx has real shareholders, stakeholders, and customers. He further commented that while the Scheme's customers, the end users, must see a benefit, the Scheme's participants, the ACBs and ExTLs must also see a return for the time and costs of their participation.

CH advised that they were most impressed with the presentation and thanked the Chairman for the considerable amount of work and time put into the research and preparation of such a presentation. They commented that it would be especially beneficial to any new comers who may not be aware of the scheme's history.

DE Mentioned that promotion of the scheme needs some real work.

GB commented that users have an obligation under regulations therefore regulatory support for IECEx is paramount.

FR supported GB and feel that IECEx must have a system that operates now with the provision of benefits to industry

NO commented that there are problems with a lack of knowledge for users and therefore user training is required.

CA appreciated the summary. CA also expressed concern and suggested that we should ask ourselves how we could overcome some of the obstacles that prevent participation at the full level. CA further suggested that we need to achieve critical mass then go to regulators, stating that we need to focus on how to grow the scheme.

NL noted difficulties with national differences.

DE suggested that structural and formal communications with other Ex schemes is vital.

AU appreciated the presentation commenting that it has only been 10 years from concept to the current stage and that we should be applauded, as this has been a significant achievement in international terms.

AU also noted the significant gains, including the fact that we now have 22 countries agreeing to support the principles of the IECEx. AU also noted that as a scheme we are achieving success in reaching a uniform approach to Ex certification noting however that we are having problems with regulations at a national level and outside the control of the scheme.

AU suggests that the scheme needs to know the regulations for each of the member countries and look at how IECEx can cater to their individual needs.

FR suggested that the Bulletin should contain the information.

Members discussed the transition period noting that most countries nominated 2008 as the concluding year for their transitional period. It was noted that while this time frame may be suitable for convergence of standards it may not be realistic for the acceptance of standards.

FR referred to the CAB strategy document and mentioned that while the CAB document is referring to a convergence of standards there is no mention of the acceptance of standards being an obligation. FR further commented that the principles of the IECEE Scheme accommodated national differences.

The meeting entered into general discussion on the topic of recognition of IECEx Certificates within various regions such as EU.

FR commented that deviation of Standards is now reducing at the technical level. The acceptance of IECEx Certificates of Conformity however, under the current IECEx rules, may be difficult. FR further highlighted that under the IECEx concept of reciprocity among certifiers, EU and non-EU bodies can work together.

US commented that so far discussions have been focused on regulatory problems however at this stage we can manage to achieve everything except the acceptance of the mark. They therefore feel that the IECEx has a solid foundation upon which to build.

CA suggested that while participation at the full level appears to be clear, it is participation at the current transitional phase that is not clear. They therefore propose that the scheme focus on making improvements in this area.

FR supported CA's proposal noting that in the area of type 'n' protection there is a possibility to progress the Scheme further.

US advised that the old Ex 'n' standard was fine but that there are difficulties with the latest edition, noting that there is work within TC 31 to revise this.

CA noted that while MRAs between the EU and other countries are in place to address the regulatory aspects, these to date are limited to the Low Voltage Directive (LVD).

AU commented that we need to understand that there are different regulations for standards, within the Ex field e.g. Ex 'n'.

The Chairman reminded the meeting that problems related to Standards should be referred to TC31.

AU believes that IECEx should assist countries requiring assistance in developing their regulations or countries that have problems with the acceptance of Standards.

The Chairman then suggested that, given the considerable amount of discussion and interest relating to the transitional period, perhaps the ExMC should concentrate on this particular phase of the scheme.

FR believe that changes should be made to the scheme rules as they prevent wide use of ATRs e.g. current request that manufacturer cannot use an ATR if the ACB leaves the Scheme.

CA believes that 3 basic factors exist to make the CB Scheme a success.

- Sufficient number of countries accepting certificates
- Full reciprocity
- Confidence in each others technical competence

ZA made the suggestion that the committee needs to set up objectives for the next 10 years.

DE believes that the scheme has reached a point whereby it can demonstrate real benefits to the Ex community through the mutual recognition of Test and Assessment Reports.

FR cautioned the meeting that while on paper many countries appear to accept the work of others the reality might not always be so.

IT warned that it is most important to be transparent and not to mislead the industry. The meeting supported the concerns from IT.

The Chairman summarised discussions by outlining the immediate needs of the international Ex industry as follows-

- There remains a strong demand for an international certification scheme covering Ex products
- This demand is being facilitated by the convergence of national and IEC Standards
- The regulatory nature of Ex poses a real challenge to IECEx and not an obstacle
- The benefits of participation at the transitional phase need immediate review
- IECEx must maintain rules and procedures that are transparent at all times.
- IECEx is a business with realistic benefits to both customers and investors.

The Chairman then thanked all delegates for their open and frank discussion. He asked the delegates to remember, as we move forward through the agenda the issues raised during this workshop discussion.

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

Documents considered:

- ExMC/94/CD and ExMC/94A/CD
- ExMC/95A/CC
- ExMC(Bern/WG1)02 – Report from WG 1
- EXMC(Bern/CA)08
- ExMC(Bern/DE)10
- ExMC(Bern/AdHocWG) 11

The WG 1 Acting Convenor, the IECEX Secretary, presented ExMC(Bern/WG1)02 advising that the document is a report prepared by WG1 during the meeting held on Saturday, 6 October 2001, in Bern.

The Secretary informed the meeting that WG1 was formed to consider a minor revision of the Scheme's rules and procedures, IECEX 02. The WG took into account previous comments submitted by FR and other CAB members and as well as matters arising from the experience gained from the early operation of the scheme.

The Secretary advised the meeting that the main purpose of the WG1 Bern meeting was to consider 67 comments received from ExMC members on document ExMC/94/CD. He advised that WG1 was grateful for the large number of comments received and that many of the general comments from FR, RU and AU related to the fundamental elements of the IECEX Scheme.

The Secretary reported that during the WG1 meeting it was felt that a far more detailed review of IECEX 02 was necessary, particularly given the nature of the comments submitted by ExMC members. Therefore, WG 1, propose that a major revision of the scheme rules and procedures be undertaken and that the revision be dealt with in the following stages:

Stage 1 Conduct a minimal revision of IECEX 02 to take into account WG 1 proposals 1 – 8 detailed in ExMC(Bern/WG1)02.

Stage 2 Issue a revised version of IECEX 02 to accommodate changes arising out of stage 1, by April 2002

Stage 3 WG 1 to conduct a full revision of IECEX 01 and 02 with a view to publishing revised versions of IECEX 01 and 02 by April 2003

As a member of WG 1, Mr Brenon advised that only points 1 to 13 could be considered, during the WG1 meeting, given the time available and recommended that the remaining comments be considered as part of a major revision. The meeting agreed.

AU expressed concern with some of the recommendations detailed in the WG1 report. The meeting agreed to consider each of the 8 recommendations as proposed by WG1 for stage 1.

The Meeting considered, in detail all of the recommendations contained in ExMC(Bern/WG1)02, as follows:-

Recommendation 1

The meeting agreed to revise the scope of both IECEx 01 and 02 to allow the scheme to cover any standard prepared by TC31.

Recommendation 2

Members then discussed the subject of inclusion of new standards in the scheme noting that under Clause 11 of IECEx 01, ExMC decides on the Standards to be used in the Scheme. The meeting also noted that, for the purpose of the scheme, new editions of a standard are not regarded as new standards.

FR raised the issue of including standards prepared by TCs other than TC31 with the Chairman suggesting that this would need to be referred to CAB and can be dealt with under stage 3 revision.

AU suggested that at this stage a full revision of IECEx 02 is warranted.

US agree with AU proposal to undertake a full revision of IECEx 02 and not undertake a part revision.

Recommendation 3

The meeting agreed that reference to IECEE be removed.

Recommendation 4

Editorial corrections noted and left to the Secretary to correct.

Recommendation 5

Chairman noted that ILAC members are requesting compliance with ISO 17025 by the end of 2002. Members discussed the proposed adoption date of ISO 17025 and in conclusion agreed to require compliance with ISO 17025 by the end of 2002.

This requires that all ExTLs shall show compliance with ISO 17025 by either:

- Those with accreditation - proof from the accrediting body
- Those without accreditation – an assessment by the IECEx Scheme

Recommendation 6

Proposed splitting of ATRs to show compliance with ISO/IEC Guides 25 and 65.

AU commented that this is an important step and requires detailed consideration noting that at the outset the concept of the transitional period was for a short time and not 10 years plus.

CA indicated their support for any move to provide clarification of the transitional phase.

US support for the definition of ATR as proposed by WG1.

The Chairman recalled the purpose and role of the ATR noting that the original purpose was to transfer technical assessment results between ACBs in order to achieve National Certification.

CH advised that under Guide 65 Testing be seen as one of the steps to achieve Certification. Continuing that a clear separation between testing and the issuing of a certificate is necessary.

Mr Vries of NL commented that while this separation may be in place now, it might not be entirely transparent.

RU expressed concern over the specific roles of an ACB and an ExTL in relation to ISO/IEC Guides 25 and 65 where the final output of a testing laboratory is a test report while for a certification body the output is a certificate. RU would support this clarification being dealt with under the full revision of IECEx 02

RU feels that there is confusion over the fact that the current IECEx 02 refers to a Certificate of Conformity.

FR commented that we are complying with Guide 25 in issuing an Evaluation Record and then Guide 65 by having an ACB carrying out an endorsement of the test report.

AU mentioned that the manufacturer really wants an IECEx Mark and an IECEx Certificate of Conformity.

General discussion followed regarding the possible issue of a certificate during the transitional phase.

CA concerned that not all countries are ready to issue a Certificate of Conformity due to national differences and regulations.

The Chairman then proposed to defer further discussion for Day 2. The meeting agreed.

Recommendation 7

WG 1 recommends that 'test and assessment' be changed to 'test laboratory'.

DE agreed providing that we understand that Ex Test Labs also carry out assessment.

The Chairman proposed to use same term for 'test laboratory', as that included in Guide 2 noting the term used is 'testing laboratory'.

The meeting agreed with the recommendation.

Recommendation 8

Members considered the proposal from WG 1 for clarification over the co-operation of one ExTL with more than 1 ACB.

US commented that there are no restrictions on ACBs so why restrict ExTLs?

AU commented that this proposal appears to place a commercial restriction on an ExTL and may be challenged. On this basis AU does not support the proposal.

FR commented on the issue of responsibility raising concern over control of the certificate.

CH raised the possible legal problems of - who is accountable?

CA commented that, as the ACB is ultimately responsible for the certificates they issue then IECEx should not impose any restriction other than the current technical and financial requirements already in place. Therefore CA does not support the proposal.

AU commented that at the outset the rules require an application for an ATR or Certificate to be made to the ACB, they then control the process.

Members discussed this issue in further detail with FR, CH and HU indicating objection to all ExTLs working with more than one ACB.

In conclusion, the meeting agreed at this stage, to reject Recommendation 8 but review the position as part of the stage 3 revision.

Mr Gryn of CA presented doc ExMC(Bern/CA)08, on day 2 and commented that what is necessary is a clearly defined set of rules to cover the transitional phase noting that these are somewhat scattered throughout IECEx 02. Mr Gryn then outlined the proposal for the revision of the rules across three phases, in line with the original proposal of WG 1.

Proposal for three phases

Phase 1 Enhanced Rules for transitional Period to be developed by WG1 with final approval by the ExMC. Also to create a provisional operations document for immediate use within the scheme once accepted by ExMC.

Phase 2 Re-engineer approach to full implementation to allow for transitional arrangements to be regarded as Level 1 participation and full participation as Level 2.

Phase 3 Full revision of IECEx 02 to revise IECEx 02 in accordance with the WG1 proposal

The Chairman thanked CA for the preparation of ExMC(Bern/CA) 08 and called for the meeting to discuss the document.

GB indicated their support for ExMC(Bern/CA)08

ZA raised questions concerning the timing for the introduction of ISO/IEC 17025.

DE raised concern over the term "Provisional Document" as this term may not be understood by different languages.

The meeting discussed this and agreed that any document produced, as a result of this proposal, should be regarded as an IECEx Operational Document to supplement the existing Scheme Rules

[Clarification: correction to ExMC(Bern/CA)8, reference to IECEE 02 to be IECEx 02 editorial correction]

The meeting then discussed Phase 2 as detailed in ExMC(Bern/CA)8.

AU indicated support for Phase 2 providing that the output is also re-engineered.

GB advised detailed debate within their National Committee over the move to perhaps re-engineer the transitional phase and concern that the scheme will stall at level 1 and not progress to level 2.

ZA commented that the market force would dictate what it wants.

GB expressed concern that if Level 1 was allowed to be continuous then there will be no drive for ACBs to move to Level 2. Noting that current rules stipulate that countries, which do not participate at transitional phase, are at risk of losing the right to participate in the scheme.

FR commented that there is not a great financial return to an ACB while participating at the 'transitional level' also commenting that regulations are a major inhibitor to participation at 'full level'.

CA referred to the CB Scheme noting the number of certificates issued and highlighting the demand from the market to access IECEX certificates.

US feel that there is a market for an International Ex certificate and that in fact the real barrier is the Regulators

DE commented that manufacturers might lose interest if we do not provide an IECEX Certificate during the transitional phase, advising that the certificate would need to serve a different purpose to that served by the CB Scheme's Certificate. DE asked the meeting to remember that significant differences exist between the IECEE and the IECEX Schemes.

CA commented on the difficulty of influencing regulators, especially given the regulatory nature of the Ex field.

The Chairman reminded the meeting that working at level 2 is largely prevented by the varying regulations in the different countries. A proposal was put forward by DE that IECEX set up a group to address the regulatory barriers.

FR and SE indicated their support for the proposed Working Group.

Members therefore agreed for Dr Uwe Klausmeyer to draft terms of reference for a possible WG to address the regulatory obstacles that prevent full implementation.

Dr Klausmeyer reported back to the meeting tabling document ExMC(Bern/DE)10 as a proposed 'terms of reference'. The Chairman thanked Dr Klausmeyer for his work and called on the meeting to consider the document.

FR raised concerns commenting that some of the wording needs to be clarified.

US expressed concern over item 4 of the DE proposal, requesting that any contact with national bodies be done via the IECEX Member Body.

US noted that OSHA is only one jurisdiction and should be shown as an example.

FR expressed concern regarding the last paragraph stating that it appeared to propose a permanent group be established and they felt that at this point in time it might be premature.

During further discussion the meeting agreed to the following changes to the terms of reference proposed in ExMC(Bern/DE) 10:-

- 1) Identification of the relevant National Regulatory Institutions directly or indirectly concerned with the IECEX Scheme by using the national

contacts of the IECEEx member organisations (e.g. Called Ministry of Labour, OSHA, EU Commission)

- 2) To collect and analyse the present status of regulations and recognised national certification schemes
- 3) Development of a vision of how to implement the IECEEx Scheme within the existing schemes after which a presentation should be prepared and reported to the ExMC
- 4) In co-ordination with the IECEEx National Member Body, creation of an individual path (as worded)
- 5) (No Change to current wording)
- 6) (No change to current wording)

Final paragraph add "As a result of its work the WG may recommend the establishment of a body, the working.....

The output of Steps 3 and 6 is to be a white paper report to ExMC.

RU commented on the significant value of the output of this WG, suggesting that the WG may be a real benefit in having the regulators involved. The Meeting agreed to permit involvement by the regulators within the WG and agreed to appoint Dr Klausmeyer as the convenor. Dr Klausmeyer would determine which of the regulators should be involved within the WG.

CA expressed concern over the possible expectation of the WG, by ExMC. It called upon ExMC not to expect a detailed analysis and asked that the National Member Bodies provide assistance to the WG. The meeting agreed.

The meeting further agreed with the following membership of this new WG.

Working Group 8 (WG 8)

Uwe Klausmeyer DE Convenor
John Rennie US
Heinz Berger CH
Phillip Shumilkhin RU

The Secretary, via correspondence, will call upon all members to see if they wish to nominate further experts. Dr Klausmeyer mentioned that it is important for major trading areas to be involved.

The WG is expected to provide a report to the ExMC Secretary for circulation prior to the next ExMC meeting.

The Chairman thanked the WG members and wished them a productive outcome.

The Chairman then recalled discussions to the proposed re-engineering and asked for member's agreement on the proposed re-engineering to move to level 2 as soon as possible.

There was full agreement from the meeting.

Furthermore, the meeting agreed that the existing WG 1 conduct work on phase 1 and prepare Enhanced Rules for the Transitional Phase in addition to the re-engineering to facilitate Level 2 participation.

In line with the resignation of the Chairman, the meeting agreed to appoint the Secretary as Convenor of WG 1.

AU called for WG1 to take into account the proposed change for removing the requirement that three countries are necessary before progressing to Level 2 participation. AU noted that this is proposed in ExMC/94/CD. The meeting agreed that this should be dealt within WG1. to prepare new operational doc as proposed in ExMC(Bern/CA)08 for Phase 1.

The Chairman referred members to ExMC(Bern/WG1)02 recommendation 6 for the splitting of ATRs.

AU commented that they agree with the concept of clarifying the outputs of each process.

AU further referred to ExMC(Bern/SE)05 and the proposed relabelling of the outputs of ExTLs and ACBs, proposing that ACBs issue a certificate.

The Chairman commented that the ATR is part of the certification process and is therefore regarded as a certified report.

FR commented that for clarification it is important to be clear over the roles and to demonstrate, where industry generally seek a certificate, that the report of the laboratory is endorsed by the ACB.

The meeting then considered the term "Evaluation Record" with CA commenting that an Evaluation Record cannot stand-alone and must be accompanied by a document that would serve to endorse the evaluation record.

The meeting then formed an AdHoc WG to consider possible changes to the existing terms "ATR" and "Evaluation Record"

Adhoc WG
P Bremer - Convenor
M Brenon FR
J Munro AU
B Fiske US
W Dill DE

The AdHoc WG reported back to the meeting and tabled their proposal as ExMC(Bern/AdHocWG) 11.

The Convenor, Mr Bremer presented the report advising that the WG propose the following:-

- a) That an "IECEX Type Examination Certificate" replaces the current ATR Cover Page
- b) The existing Section 1 of the ATR be re-labelled as "IECEX Compliance List" and incorporated as a part of the "Evaluation Record"
- c) The "compliance list" and "evaluation record" identified in b) be re-labelled as an "IECEX Test Report"

d) The "IECEX Type Examination Certificate" shows a clear link to the "IECEX Test Report", in a manner that highlights that the certificate is based on IECEX Test Report No. The test report itself does not form part of the "IECEX Type Examination Certificate"

e) An ACB issues the IECEX Type Examination Certificate following a review of the "IECEX Test Report", issued by their ExTL

Mr Bremer further informed the meeting that the AdHoc WG restricted its consideration to issues relating to the transitional phase and therefore propose that issues relating to the issue of an IECEX Certificate of Conformity be referred to WG1.

The Chairman thanked Mr Bremer and members of the AdHoc WG for their good work and called upon the meeting to discuss these proposals.

GB indicated their support for the proposal as it aligns itself more closely with the EU regulatory requirements governing Ex products.

NL recommends including a statement indicating that "this is not a Certificate of Conformity".

FR supports maintaining a link between Type Examination Certificate and would not accept a certificate without a report. FR also mentioned that the inter-relationship between a Type Examination Certificate and Certificate of Conformity was a matter for WG 1

Supporting comments from SE and HU indicated general support for the ADHOC WG proposals.

There was further discussion concerning the term and use of outputs from the Test Laboratory and ACB.

The Chairman asked whether there were any objections to use of the term "Test Report"

While there were no strong objections, DE requested that it must be understood that within the field of Ex "product assessment" is a part of testing.

AU commented that an IECEX Test Report would also need to cover product drawings and therefore include their references.

The Chairman asked whether there would be any objections to the introduction of an "IECEX Type Examination". There was general agreement from the meeting.

The meeting agreed to refer ExMC(Bern/AdHoc WG)11 to WG 1 asking them to take particular account of the possible existence of the Type Examination Certificate on its own.

The meeting then further agreed that revision of IECEX 02 remain as the focus but any immediate changes to be introduced as an operational document, on the basis there is no conflict with the rules and procedures currently contained within IECEX 02.

In summary the meeting agreed to the following:-

- ISO 17025 to be applied during 2002, with ExTLs required to demonstrate compliance by end 2002;
- Introduction of an IECEX Type Examination Certificate, during the transitional phase;
- An ExTL can operate with more than 1 ACB providing all requirements of the IECEX scheme are fulfilled;

- New WG8 to address the varying National Regulatory Requirements covering Ex equipment. Terms of reference defined in ExMC(Bern/DE)10 as modified by these minutes;
- Agreement to undertake a “re-engineering of the IECEx Scheme Rules and Procedures, as proposed in ExMC(Bern/CA)08, including replacing the term “Assessment and Test Report” with “Test Report” This work is assigned to WG 1 with the ExMC Secretary taking over the role of Convenor;
- Move to replace IECEx Assessment and Test Reports (Evaluation Record+ATR+Cover Page) with an IECEx Test Report and Certificate comprising
 - Test Report (existing Sections 1 + 2 of the ATR) – prepared and issued by ExTLs
 - IECEx Type Examination Certificates – Issued by an ACB
 - IECEx Type Examination Certificate must be accompanied by the IECEx Test Report. WG 1 to consider Type Examination Certificates being issued independently

8 IECEx ASSESSMENT AND TEST REPORTS (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/97A/CC – Compilation of Comments from Member Bodies**

The Chairman introduced this item commenting that the correct issuing and subsequent acceptance of IECEx ATRs among ACBs is of paramount importance in ensuring the progression of the IECEx Scheme. He further added that credibility within the industry is also required and therefore felt that document ExMC/81/CD is probably one of the most important operational documents prepared by the Scheme. The Chairman then noted the compilation of comments and proposed that, subject to the agreement of members, comments of an editorial nature are referred to the Secretary.

There was general discussion regarding use of the term “Sound Engineering Rationale” throughout the document, the Members agreed that this is an appropriate term.

The meeting then considered comments detailed in ExMC/97A/CC addressing each comment as follows:-

Comment No.	ExMC Decision
1	Agreed
2	Agreed but also add a reference to National Differences
3	Agreed, noting that there are occasions where there are conformances which are obvious and therefore do not require calculations, noting FR’s comment that a receiving ACB may seek clarification as to why certain tests have been omitted
4	Agreed, noting that the issuing of an ATR should not be delayed while waiting for an interpretation from ExTAG
5	Agreed with the comment but asked for a modification to clause 1.3, last sentence, to remove the restriction of only one ExTL
6	Agreed
7	Editorial
8	To be noted as part of WG1’s work
9	Refer to WG1
10	Agree
11	Agree but also remove reference to “ISO 9000”

Comment No.	ExMC Decision
12	Refer to WG 1
13	Agree
14	Agree
15	The meeting discussed this comment in detail with DE expressing caution over the control and issue of ATRs and copies. HU also noted that an ACB cannot withdraw an ATR but only inform that an ATR is no longer valid. FR indicated support for the HU comment. GB proposed, with the meeting agreeing, to reword the proposal as follows:- “Where it becomes necessary to correct a <u>deficiency or error</u> , in an ATR that hasA copy of the superseded ATR cover page shall be submitted to the ExMC Secretary <u>who shall inform all ACBs</u> ”
16	Agreed, providing only technical matters are referred to the ExTAG Secretary
17	The meeting discussed RU's comment in detail with support for RU's comment expressed from FR and CA. The Chairman commented that such important information, included with the comment, should be included in IECEX 02. The meeting then agreed to include this information in IECEX 02.

The meeting then agreed to issue a revised version, incorporating the agreed changes, as an IECEX Operational Document.

9 IECEX ASSESSMENTS OF CANDIDATE ACBs AND ExTLs

9.1 NEMKO Application as an ACB and ExTL

The Secretary informed the meeting that voting on the acceptance of NEMKO as an ACB and ExTL (documents ExMC/89/DV and ExMC/90/DV) has now concluded. He was pleased to inform the meeting of the acceptance of NEMKO as both an IECEX ACB and ExTL within the scheme.

9.2 TÜV NORD Application as an ACB and ExTL

Document considered

- ExMC/98/R- revised Report

The Secretary informed the meeting that in line with the decision of the 2000 ExMC Braunschweig Meeting, the IECEX Assessment Team having considered the matters raised by the ExmC, have prepared a revised report.

The Chairman referred the meeting to the revised report and proposed that the meeting accept the report as submitted thereby accepting TÜV Nord into the Scheme as both an ACB and ExTL. The meeting agreed with the Chairman's proposal.

The Chairman congratulated both NEMKO and TÜV Nord on this significant achievement.

9.3 Co-operation between 1 ExTL and multiple ACBs

The Chairman called upon AU to introduce this item. AU advised the meeting that ITACS and SIMTARS have applied to the ExMC to recognise the Cooperation Agreement between the two bodies, both of which were already accepted within the IECEX Scheme as an ExTL and ACB respectively.

FR commented that this issue was discussed in WG1 and FR has concerns over the contractual issues where one ExTL works with more than one ACB.

AU stated that this application was proposed prior to WG1 and had been based on rules preceding this meeting. AU would, however, accept any controls to assist in ensuring that creditability be maintained.

The Chairman mentioned that there is nothing in the rules to preclude such agreements but stated that such an agreement should require the ACB and ExTL to include, as part of their agreement, a requirement precluding on technical grounds, the ExTL going to more than one ACB. The Chairman further advised that an ExTL should not deal with a second or subsequent ACB after having the application rejected by the first ACB.

While CH expressed concern over such an arrangement, US indicated support. In conclusion, the meeting agreed with the position outlined by the Chairman and accepted the application from AU, providing the clarification outlined by the ExMC Chairman formed part of the agreement.

9.4 Status report on assessment of applicant ACBs and ExTLs

Document noted

- **ExM/99/Inf Assessment Status Report.**

The meeting welcomed recent applications from UL of the USA and ITS of GB. The Chairman commented that these applications are a growing sign of confidence in the IECEx Scheme and the benefits of active participation.

The Chairman then emphasised the importance of providing an expeditious assessment process and called upon the cooperation of both applicants and assessors to prevent undue delays throughout the assessment process.

Mr Likar of SI informed the meeting that SIQ have been ready for their assessment for the past 9 months and feel that the delays are not acceptable.

The Chairman expressed concern over these delays. The Secretary commented on the difficulties in obtaining responses from a number of assessors. These difficulties have led him to prepare a proposal for a "Code of Practise" and surveillance of assessors. The document has been prepared for discussion under item 9.11. The Chairman then proposed that, with agreement from the meeting, the specific delays with the SI assessment be dealt with under item 9.11.

9.5 Updated Assessment Procedures

Documents Considered

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

The Chairman then noted the compilation of comments and proposed that, subject to the agreement of members, comments of an editorial nature be referred to the Secretary.

The meeting then considered comments detailed in ExMC/101/CC addressing each comment as follows: -

<u>Comment No.</u>	<u>ExMC Decision</u>
1	Agreed
2	Agreed
3	Agreed
4	Agreed
5	Agreed
6	There was considerable discussion on this comment with the meeting supporting the commenting but adding the texthave been performed.....
7	Agreed
8	Disagree, as a body is not an ExTL until accepted by ExMC
9	Agreed
10	Agreed
11	Agreed
12	Agreed
13	Agreed
14	Agreed
15	Agreed

The Secretary informed the meeting of recent discussions between himself and ILAC and suggested that Ex TLs and Ex ACBs be allocated as approved signatories with a list of signatories to be made available on the IECEx Website. The Chairman noted that this is a new item and that members have not had the opportunity to consider such a proposal before the meeting and that it may be difficult to arrive at a decision during this meeting.

US does not necessarily agree as it is the organisation that issues the report/certificate. The meeting agreed that this idea should be put forward and for time allowed to think about the concept, and if necessary, to deal with it via correspondence. At this point in time Members do not agree with this concept.

CA then expressed concern over the current system that allows for a one-day visit to assess an applicant ExTL. CA suggesting that there needs to be a minimum of two days.

Mr Hanko of HU, in his capacity as an IECEx Assessor, addressed the meeting. He informed members that if sufficient information is available before the assessment of the applicant ACB or TL, a lot can be achieved by a single day assessment.

FR accept the worry and concern but feel that newcomers should be subjected to the same assessments as everyone else, continuing, that concerns can be dealt with during the surveillance of the ACB or ExTL.

CA expressed further concern.

GB reminded members that the credibility of the scheme relies very much on the assessment process.

Mr Munro, of AU, commented that in his experience it would be difficult to cover the competence of a laboratory in only one day. He also added that assessments to ISO 17025 take a considerably longer period of time.

Members discussed this in detail with Mr Brenon of FR commenting that during the transitional phase there is an exchange of test reports and therefore there is an opportunity to question the report by the ExTL's peers.

Mr Hanko of HU further advised that in this field we effectively assess each other throughout the year. Mr Hanko also raised the problems relating to costs and for the need for there to be a compromise.

Chairman mentioned that this is an Operational Document and that the reference to a 1-day visit is a minimum and not a maximum and therefore, the IECEx Assessment Team Leader may feel that more than a 1-day visit to the ExTL is necessary. The meeting then agreed to issue a revised version of ExMC/100/CD incorporating the agreed changes as an operational document.

9.6 Status on surveillance assessments of accepted ACBs and ExTLs

The Secretary informed the meeting that now that OD003 has been finalised, surveillance of ACBs and ExTLs will be implemented from 2002. He will be contacting ACBs and ExTLs in due course.

9.7 WG2 Development of Technical Guidance Documents

The Chairman noted that WG 2 has reported that there has not been any further progress in relation to the development of TGDs. The meeting called upon the Secretary to monitor the progress of WG2 and keep ExMC informed of the progress.

9.8 WG3 Evaluation of Assessors

Mr Vilogen, as Convenor of WG3, informed the meeting that he has some reservations over the procedure used to assess, and then accept, IECEx assessors as experts. He will prepare a proposal, outside the meeting, for consideration by ExMC

9.9 WG4 Technical Reference Group for Assessment of ACBs and ExTLs

Mr Shao advised that there were no matters to report.

9.10 List of Approved IECEx Assessors

Document noted OD/004 Version 3– list of approved assessors

The meeting noted document OD/004 and then considered applications from Mr Jim Munro (AU) and Mr Michel Brenon (FR) for acceptance as IECEx Assessors by the ExMC. The meeting agreed to the following categories:

- Mr Munro T, C, S
- Mr Brenon T,C,Q

WG3 noted that they expect to receive an application from Dr Zalogine of RU for Category 'T', for testing with RU informing the meeting that they may submit an application following the meeting. The Chairman thanked RU and reminded the meeting that assessor appointments should be reviewed on an on-going basis and updated as needed.

9.11 Surveillance of IECEx Assessors

Document considered:

- ExMC/102/CD – Requirements for the on-going acceptance of IECEx Assessors

The Chairman addressed this item noting the fundamental importance for assessors, once appointed, to be reviewed on a timely basis. The Chairman opened the item for discussion.

ZA supported the document but suggested that perhaps we need to look at total numbers and workload.

The Chairman reminded Member Bodies to keep the Secretary informed of any change in availability as well as contact details.

Members then reviewed document ExMC/102/CD, in detail.

DE commented on the response time, suggested by the draft, with the meeting agreeing to change correspondence response time from 48 hours to 'two business days'.

The Chairman noted that there have been unnecessary delays in progressing some of the assessments, due largely it would seem, to the poor response from assessors. He suggested that the Secretary have the authority to intervene if and when required to ensue that assessments are managed and concluded within an appropriate time frame. He sighted that a delay such as that outlined by SI is unacceptable. The Chairman then called upon the meeting to agree to this suggestion believing that it was imperative in order for the assessments to progress.

The meeting endorsed this authority with CA, FR, AU, SI, NL and ZA all providing supportive comments.

The meeting then endorsed the draft document ExMC/102/CD.

10 QUALITY PLANNING REQUIREMENTS AND SURVEILLANCE OF MANUFACTURERS

Documents Considered

- ExMC/103/CD Revised draft, replacing ExMC/52/CD
- ExMC/104/CC Compilation of comments on Ex/103/CD
- ExMC(Bern/WG5) 03 Report from WG 5
- ExMC(Bern/WG5) 04

The Secretary presented the WG 5 Report as Convenor. He advised the meeting that WG 5 met on 5 October in Bern to further progress the introduction of Manufacturers Quality System requirements.

The meeting then considered the compilation of comments contained in ExMC/104/CC in light of the WG 5 report and agreed to the following:

WG 5 Recommendation

1
2
3

Decision

Meeting agreed
Meeting agreed
Meeting agreed

RU response to WG 5 recommendation to retain Annex C was referred for discussion between the RU delegates, the IECEx Chairman and Secretary with the conclusion being

that Annex C is to be retained but also included in a new management document as part of the IECEx 02 revision.

The Secretary referred the meeting to document ExMC(Bern/WG5)04 advising that this document proposes the management by ACBs of the Ex Quality management system assessment and is based largely on work within the European Ex Notified Bodies Group.

The Secretary further informed the meeting of the WG 5 proposal that this document be issued for consideration by IECEx Member Bodies.

The meeting considered this proposal and agreed with the WG 5 recommendation.

11 REPORT FROM THE IECEx TESTING AND ASSESSMENT GROUP (ExTAG)

Documents Considered

- **ExMC(Bern/Sec) 06 Report from ExTAG**

Dr Dill, ExTAG Chairman and Mr Brenon, ExTAG Secretary presented the ExTAG Report. Dr Dill informed the delegates that the ExTAG meeting, held 8+9 October 2001, was well attended and provided for some fruitful discussion on many technical points with ExTAG arriving at the following the decisions:

- Proficiency testing – ExTAG feel that this is not yet necessary
- Agreement for the issuing of interpretation or clarification sheets
- Various technical discussions
 - Those where agreement could not be reached will be referred to the relevant IEC TC or SC Committee
 - Noted 60079-0 General, Using Ex s if this could be used by the scheme.
- Presentation by HU BKI regarding possible joint WG with SC 31A.
- Convergence of ExTAG decisions in to Interpretation Sheets
- A Check to ensure that the Chairman and Secretary of TC 31 and SC31 are on the ExTAG circulation list

The meeting noted the report with the ExMC Chairman commenting on the important role that ExTAG has to play in ensuring a consistent approach to testing and assessment within the scheme.

12 IECEx BULLETIN

The Secretary informed the meeting that a revised edition of the Bulletin is to be prepared and requested Member Bodies, ACBs and ExTLs to review the current version and inform the Secretariat of any changes that are to be included in the next edition.

Dr Dill, ExTAG Chairman, informed the meeting that ExTAG support the concept of including blank copies of ATR forms as an annex to the bulletin with the meeting supporting this approach.

13 IECEx MARK OF CONFORMITY

Documents 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/CD** IECEx Mark points for discussion
- **ExMC/40/RM** – 1999 ExMC Minutes item 14.1
- **ExMC(Bern/WG7) 07**

Mr Brenon, the WG 7 Convenor presented the WG 7 report. He advised the meeting that WG7 work has primarily been carried out by correspondence and noted the various reference documents including from CASCO.

Mr Brenon further informed the meeting of the difficulties and inconsistencies with legal advice.

Mr Brenon then informed the meeting that WG7 feel that the elements necessary to permit access to a Mark are:

- Type Testing (possible issue of an IECEx Type Examination Certificate)
- Quality Assessment
- On-going surveillance of the manufacturer's quality system

WG 7 proposed that ExMC/26/CD be updated to include the latest information from CASCO.

Mr Brenon also informed the meeting of WG 7's concern about the current restriction of a country having to reach "full level" participation before gaining access to a Mark. In conclusion WG 7 recommended removal of this restriction to allow access to a mark even during the transitional phase.

Mr Brenon then proposed the following course of action: -

1. WG7 prepare a revised version of ExMC/26/Inf which will contain the latest information
2. IECEx documentation be issued to allow access to the use of an IECEx Mark by bodies that do not yet have full participation.

Mr Kim (KR) then proposed a sample of an IECEx Mark tabled as ExMC(Bern/Secretariat)07 advising that this mark represents worldwide acceptance.

The Chairman thanked the WG for all their work to date. He then mentioned that IECEx have already paid for legal advice. He continued that CAB is looking at the legal advice with the possibility that they may contribute to the legal costs incurred by the scheme. The Chairman then suggested that the committee should focus on ideas at this stage. He then referred back to WG7's recommendations.

AU commented that they would support proposal 1 to revise the ExMC/26/Inf.

Mr Brenon then offered to have a WG7 draft ready to be submitted to ExMC Secretary by end January 2002.

There was general discussion including the role of TC31 and Standards with the meeting suggesting that clarification over some of the "Marking" requirements contained in IEC/TC 31 Standards regarding the mark of the testing body or certification body.

The Chairman noted that consideration should also be given as to the availability of space on a product for the mark.

Members also noted that as a scheme we should refer to the "Mark" throughout all IECEx documents.

CA suggested that it would be valuable to receive input from industry to see if industry feels that the introduction of an IECEx Mark is still valuable. There were various comments noted with general agreement that such a Mark is essential.

Mr Brenon thanked the Korean Colleagues for preparing such an excellent proposal and commented that the design provides an excellent point for discussion.

AU mentioned that consideration should be given to TC31 to clarify the requirements of standards and propose that recommendations be put to TC31 WG meeting in December 2001.

Mr Wigg (AU) expressed some concern relating to the design of the Mark saying that 'from past experience most marks are developed for paper rather than for product'. He continued that 'it can then become an onerous task for manufacturers to apply the Mark to their product'. He therefore requested that the design be kept simple.

The Chairman then requested that the TC31 Chairman take note of the problems with reference to Certification Mark and TC31 Standards.

Mr Brenon reminded the meeting that the terms of reference of WG7 do not include the problems of TC31 and its Standards. He proposed that this be done elsewhere.

In conclusion the meeting agreed to have the secretary contact the TC31 Chairman

The meeting then agreed that the Korean proposal should be put to the National Member Bodies and kept as a separate issue to the revision of ExMC/26/Inf.

The meeting further agreed that the legal aspects of a Mark be included in the IECEx Chairman's report to CAB, noting that while the scheme is progressing there is concern that legal matters may in fact cause delays.

CA advised that as IECEE is also looking at a Mark therefore CAB and Central Office should look at legal issues to ensure some consistency. At the same time noting that WG7 should not separate the issue.

ZA mentioned the issues with overhaul and repair workshops of Ex apparatus and the problems of repairing Ex Certified Apparatus. The meeting agreed to note the problems of repair equipment.

FR requested that the mark be included for the Ex s protection concept. There was general agreement from the meeting.

SE requested that if any costs are to be incurred they should be identified to IECEx beforehand. The meeting supported SE.

FR suggested that a working document be prepared to enable the scheme to move forward and facilitate any changes or clarification to the scheme rules. The meeting considered this suggestion in light of the work of WG 1 and supported the FR proposal.

14 BOARD OF APPEAL

Document Noted

- **ExMC/59/Inf.**

The Chairman introduced this item calling upon members to advise of any changes That may need the meeting's attention.

DE advised the meeting that they wish to relinquish their seat on the Board of Appeal.

FR also advised the meeting of the withdrawal of Mr Michel Livernault. Mr Livernault's departure leaves a vacancy for the position of deputy.

The Chairman then suggested that perhaps US might wish to accept a seat on the Board with the US advising that they will need to consult with their National Committee.

The meeting also supported a possible nomination from KR. KR will consider the proposal and will notify the Secretary should they have a nomination.

It was agreed that both the US and KR nominate names to the Board of Appeal.

15 PROMOTION OF THE SCHEME

15.1 Action to raise profile of the IECEx Scheme

The Secretary presented the new IECEx Brochure, informing the meeting that an AdHoc WG comprising of himself, Mr Berger, Mr Owler and in conjunction with the marketing department of the IEC Central Office, had prepared the revised brochure. The Secretary acknowledged the invaluable assistance received from Mr Dennis Brougham of the Central Office. He continued by saying that 'the use of the CO resources had helped considerably in minimising the overall production costs of the brochure.'

Meeting supported the FR comment that they are very pleased with the new brochure.

The Secretary then informed the meeting that the CO is planning to introduce a promotional CD Rom in addition to the brochures.

Dr Dill also informed the meeting of presentations given by himself and the Secretary at an IEC Workshop, held earlier this year, in Kiev.

The meeting was also informed of latest information on the PCIC, noting that active promotion of the scheme is necessary to ensure future growth.

15.2 IECEx Policy on Website Advertising

Document considered:

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

The Chairman introduced this item with the meeting considering document ExMC/107/CD and FR proposing that the scheme needs to have the facility to withdraw a link, from the IECEx Website to a manufacturer, due to any breach of the scheme rules by the manufacturer. There was general support for the FR comment and document ExMC/107/CD, with the meeting agreeing to incorporate the FR suggestion and issue ExMC/107/CD as an IECEx operational document.

16 FINANCE

16.1 2000 Accounts

Document Considered

- ExMC/105/CD - 2000 Accounts

Mr Berger presented the accounts for 2000 noting that there is a surplus of 17'208.45 CHF for the year. This surplus being due to a combination of new application fees and the containment of costs by the Secretariat. Mr Berger continued that it should be noted that, due to legal advice costs incurred from the Central Office, the Scheme has previously carried a deficit.

Mr Berger also advised that the financial auditing of the accounts, by an independent auditor, had been successfully completed.

The Chairman thanked Mr Berger for his report and on-going work as Treasurer and then opened the item for discussion.

FR commented that the splitting of costs between the Secretariat in AU and Central Office had proved to be a very good idea and called for this to be continued.

The Chairman commented that when comparing the costs of operating the scheme, including the Secretariat, given its level of service, the Scheme is getting very good value for money.

The meeting supported the Chairman's comments and approved the 2000 Accounts for presentation to CAB.

16.2 Proposed 2002 Budget to consider the proposed budget for 2002.

Document Considered

- ExMC/106/CD – Draft 2002 Budget (issued

Mr Berger introduced ExMC/106/CD and proceeded to explain the budget. He advised that there is now a separate line item for the IECEx website maintenance as well as a proposed increase for travel. The proposed increase in travel is to take into account possible promotional and/or marketing conferences/meetings by the Secretariat to promote the scheme.

GB proposed that expenses related to promotional travel be separated from travel expenses, which are related to running the scheme. The Secretary undertook to review the method of reporting the finances.

All members of the meeting agreed with the 2002 Budget as presented in ExMC/106/CD and approved the budget for presentation to CAB.

17 OTHER BUSINESS

17.1

Mr Bremmer of SE tabled ExMC(Bern/SE)13 concerning the work of WG1, and the revision of IECEx 02, proposing that this be submitted to WG1 as input to their work. Mr Bremer advised that he felt that this proposal would assist in clarifying the roles of each of the output documents of ACBs when operating at the transitional level. The meeting all agreed with the SE proposal.

17.2

DE raised the issue as to whether or not the IECEx Scheme can use Ex 's' as a protection concept and further commented that this is an issue briefly discussed within ExTAG.

The Chairman opened up the item for discussion.

US questioned as to whether or not test methods used for Ex s would be available to all members of the scheme or just used "in-house", within ExTLs?

There was general discussion with NL commenting that they would not like to see Ex 's' excluded from the scheme but agreed with US that there is a need to ensure adequate documentation for all members.

During further discussion ZA supported the inclusion of Ex 's' but also raised issues with regulators as they may not support this approach. AU supported the development of clearly defined test/assessment guidelines. GB also raised concern over the assessment process.

In conclusion the meeting agreed for Dr Dill, as ExTAG Chairman, to prepare a document for consideration by ExTAG then ExMC. This document should outline a proposed approach for the inclusion of Ex s.

17.3

ZA raised the question "Can a member body nominate an alternate representative as a contact for Member Body?" ZA noted that an alternate would help ACBs, ExTLs and Member Bodies especially when the official contact is away and cannot access their e-mail.

The Meeting agreed that this is possible, especially given the fact that the bulk of communication within IECEx is by electronic means.

17.4

Mr Viljoen, Convenor of WG3, informed the meeting that he had received an application from RU for an extension to Dr Zalogine's scope of recognition to include category "T" for testing. Mr Viljoen also informed the meeting that a supplementary request for the recognition of Mr Brenon to include the category "T".

The meeting accepted these requests subject to WG3 acceptance. Therefore WG 3 will inform the Secretariat if it does not support these extensions.

Mr Viljoen advised that WG3 would also undertake to revision of the procedures for the application and assessment of assessors. The Chairman, on behalf of the meeting expressed their thanks, with the meeting agreeing that a review of these procedures would be most valuable.

17.5

AU sought clarification from the meeting, regarding the timing of the revision of the Scheme's rules and procedures, with the Chairman recapping the following:

- Operational Documents, covering the immediate changes to be issued during 1st quarter 2002
- Full revision of IECEEx to be considered during the next ExMC meeting.

18 REPORT TO CAB

The Chairman informed the delegates that following this meeting as Chairman he must issue a formal report to CAB along with the 2000 accounts and 2002 proposed budget. He informed the meeting that the Secretary would present these reports, on his behalf, as he is unable to attend CAB. The Chairman also noted that Mr Gryn, as the alternate member for CA will also be present at the CAB meeting and will be available to assist the Secretary. The meeting endorsed Mr Gryn, in his role as Acting Chairman, to speak on behalf of the scheme.

The meeting noted these arrangements and an outline of the subjects that will be presented to CAB, namely:

- Situation regarding the proposed re-appointment of the Secretary and Treasurer as well as the resignation of the Chairman
- Report on the ExMC's position regarding the CAB strategy paper
- ExMC's views concerning an IECEEx Mark of Conformity
- Report on the 2000 Accounts
- Presentation of a proposed budget for 2002
- Review of the IECEEx Scheme Rules

19 NEXT MEETING

The Chairman welcomed Dr Chung from KOSHA, of KR, to the meeting.

Dr Chung thanked the Chairman, Vice-Chairman and Secretary for allowing him time to speak. He then, on behalf of KOSHA, invited ExTAG and ExMC to hold their next meetings, in 2002, in Seoul, referring to Seoul as the "land of morning calms". Dr Chung continued, that Korea has a great deal of history and that a large number of international tourists have visited Korea, stating that Korea will give delegates a kind welcome. The initial thoughts are that the meetings will be held at a hotel at the beginning of September 2002.

Dr Chung, noted the success of the recent IEC/TC 31 meetings, held in Seoul saying that 'these meetings provided local industry an opportunity to witness TC 31 first hand.'

Dr Chung also mentioned that the timing is coincidental with harvesting in Korea. He believes that this may well help to create a fruitful meeting and one that the delegates will remember for a long time. He further reiterated that the Koreans would look forward to seeing all the delegates next year.

The Chairman thanked Dr Chung for the invitation and suggested Korea ask for any assistance that might be needed for the meeting.

The Meeting expressed its sincere thanks to Dr Chung and KR for the offer to host the next meetings and unanimously agreed to accept.

The meeting further agreed to call upon the Secretary to consult with KR regarding the timing of the meetings, noting the IEC General Meeting for 2002 will be held in Beijing, commenting that it would assist some delegates if the IECEx meetings could be held close to the IEC GM.

Mr Hanko of HU, then presented an invitation to ExTAG and ExMC for the IECEx to meet in Budapest during 2003. The Chairman thanked Mr Hanko for his kind offer with the meeting agreeing to accept, with gratitude, the kind invitation from Hungary.

20 CLOSE

In noting the completion of the Agenda, the Chairman then thanked all delegates for their assistance and active participation, which had ensured a fruitful outcome to the meeting. He noted the significant achievements made which will ensure the on-going strength and growth of IECEx. The Chairman also thanked delegates for their efforts in attending the meetings.

The Chairman later thanked SEV and Mr Berger for the tremendous amount of work put in to the meeting arrangements that had provided the environment, atmosphere and support that ensured a most productive meeting.

The Chairman reminded the delegates that with the close of the meeting his resignation would take effect. He went to say that serving the IECEx Scheme as Chairman had been a great privilege for him, it has given him great pleasure working with everyone concerned in the Scheme, their diligence and enthusiasm had been gratifying. He also reiterated that he would be available to offer assistance, should it be required, continuing that he would always take an interest in the scheme and watch its progress as it climbs to great heights.

The meeting, through Mr Gryn, thanked Mr Cleare for his professional and diligent leadership demonstrated from the moment that he took office following the 1996 London meeting. Mr Gryn, recapped Mr Cleare's enormous input into the scheme, noting that he was a convenor of the original Task Force that had developed the nucleus of the scheme, under WGEx. He continued that it must be most satisfying now for Mr Cleare to see the concept transformed into a working operational scheme with 22 countries convinced of the benefits of participation.

On behalf of the Scheme's members, Mr Gryn presented Mr Cleare with a small token of their appreciation by way of a framed photograph of the Delegates present at Mr Cleare's final meeting, as Chairman.

ANNEX A

Action List Arising from the 2001 ExMC Bern Meeting

Reference: Agenda ExMC/93B/DA

Action No.	Agenda Item	Action	By Whom	Completion Date
1	3.2	IEC/TC 31 Chairman 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	Next TC 31 CAG meeting
2	4.1	ExMC Chairman's Report to propose the appointment by CAB of Mr Agius for a further term as Secretary	ExMC Chairman	For next CAB meeting
3	4.2	ExMC Chairman's Report to propose the appointment by CAB of Mr Berger for a further term as Treasurer	ExMC Chairman	For next CAB meeting
4	4.3	IECEX Member Bodies to nominate their candidate for consideration as IECEX Chairman	Member Bodies	Nominations to be submitted by 31 December 2001
5	5.1	Report to CAB on ExMC decisions regarding CAB/304/Inf	ExMC Vice Chairman to present to CAB	At next CAB meeting
6	5.2	WG 1 to prepare criteria for the acceptance of bodies from non-iec countries, as part of the revision of IECEX 02	WG 1	Prior to next meeting
7	5.3	IECEX Chairman to report to CAB, ExMC view on CAB/314/DC, regarding sale of IECEX publications	ExMC Chairman	Next CAB meeting
8	5.4	IECEX Secretary to continue liaison with ILAC and represent IECEX position	ExMC Secretary	Report at next ExMC meeting
9	5.5.3	Mr Gryn to represent IECEX on CASCO WG 19 – Peer Assessment	IECEX Vice Chairman	Report at next ExMC meeting
10	7	Secretary to implement the decisions of item 7: <ul style="list-style-type: none"> Form a WG with Dr Klausmeyer as convener to address Regulatory matters Preparation of an operational document to allow for the issue of an IECEX Type Examination Certificate for the transitional level of the IECEX Scheme 	Secretary	Following the Berne ExMC meeting
11	7	ExTLs to comply with ISO/IEC 17025 and demonstrate compliance by way of submitting a copy of their accreditation certificate or undertaking an assessment by an IECEX assessment Team	All ExTLs	31 December 2002

Action No.	Agenda Item	Action	By Whom	Completion Date
12	8	Issue a revised version of ExMC/81/CD, incorporating the agreed changes, as an IECEx Operational Document	Secretary	Following the Berne ExMC meeting
13	9.5	Issue a revised version of ExMC/100/CD, incorporating the agreed changes as an IECEx Operational Document	Secretary	Following the Berne ExMC meeting
14	9.7	WG 2 to continue with the preparation of Technical Guidance Documents	Secretary to monitor	Report at next ExMC meeting
15	9.8	Mr Vilgoen, Convenor of WG 3 to review the procedures for the appointment of assessors	Mr Vilgoen (ZA)	For consideration at next meeting
16	9.10	Inclusion of Mr Munro (AU) and Mr Brenon (FR) as members of the Panel of IECEx Assessors. Expansion of Dr Zaloguine of RU, scope to include "T" as an expert in testing	Secretary	Following this meeting
17	9.11	Approval and implementation of ExMC/102/CD as an operational document	Secretary	Following this meeting
18	9.11	Issue ExMC(Bern/WG5) 04 for consideration by ExTAG and ExMC members	Secretary	Issue as an OD prior to next meeting, depending on comments received
19	12	ExMC Member Bodies to review existing information contained in the IECEx Bulletin and inform the Secretary of any changes required for the next edition	ExMC Member Bodies	Following this meeting
20	13	WG7 to revise ExMC/26/CD in light of latest information and issue a document to the ExMC Secretary for circulation to ExMC	Mr Brenon to manage as WG7 Convenor	Document to be submitted to the ExMC Secretary by end January 2002
21	13	The proposed mark from KR to be considered separately to the revision of ExMC/26/CD, with all ExMC Members to consider an IECEx Mark	ExMC Members Bodies	Comments to be submitted to the ExMC Secretary during 1 st Quarter 2002
22	14	US and KR to submit nominations to the ExMC Secretary for 1 expert to serve on the IECEx Board of Appeal	US and KR Member Bodies	Prior to next CAB meeting, April 2002

Action No.	Agenda Item	Action	By Whom	Completion Date
23	15.2	Issue ExMC/107/CD as an Operational Document incorporating the FR suggestion	ExMC Secretary	Following consideration by CAB
24	16.1	IECEX Accounts for 2000 to be presented to CAB for Approval	Chairman and Secretary	Next CAB Meeting
25	16.2	IECEX Budget, as proposed in ExMC/106/CD to be presented to CAB for Approval	Chairman and Secretary	Next CAB Meeting
26	17.1	SE proposal contained in ExMC(Bern/SE)13 to be considered by WG 1 as part of their work in the revision of IECEX 02	Secretary	Following the meeting
27	17.2	Dr Dill as ExTAG Chairman to prepare a paper for consideration by ExTAG on the inclusion of Ex s within the IECEX Scheme. A final proposal, endorsed by ExTAG to be submitted to ExMC	Dr Dill – ExTAG Chairman Mr Brenon – ExTAG Secretary	Prior to next ExMC meeting
28	17.3	ExMC Member Bodies, wishing to nominate an alternate representative, for the receipt of correspondence, to notify the ExMC Secretary	ExMC Member Bodies	Following the meeting
29	18	Formal report to be prepared for presentation at the IEC CAB meeting in Florence, Oct	ExMC Chairman and Secretary	Immediately following the meeting
30	19	With the ExMC acceptance of the KR offer to host the 2002 IECEX Meetings, the ExMC Secretary to assist KR with the coordination of the meetings arrangements, noting the ExMC request to hold the meetings close to the IEC General Meetings to assist delegates attending both IECEX and meetings associated with the IEC General Meeting	KR Member Body and ExMC Secretary	Following this meeting
31	20	Formal note of thanks to Mr Berger for his tremendous work in the planning, preparations and overall management of the meetings	ExMC Secretary	Following this meeting