



# IECEX OPERATIONAL DOCUMENT

**IEC System for Certification to Standards Relating to Equipment for Use in Explosive Atmospheres (IECEX System)**

---

**IECEX certified equipment scheme –  
A procedure to generate, discuss, report, and publish ExTAG decision sheets**





## THIS PUBLICATION IS COPYRIGHT PROTECTED

Copyright © 2023 IEC, Geneva, Switzerland

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either IEC or IEC's member National Committee in the country of the requester. If you have any questions about IEC copyright or have an enquiry about obtaining additional rights to this publication, please contact the address below or your local IEC member National Committee for further information.

IEC Secretariat  
3, rue de Varembe  
CH-1211 Geneva 20  
Switzerland

Tel.: +41 22 919 02 11  
[info@iec.ch](mailto:info@iec.ch)  
[www.iec.ch](http://www.iec.ch)

### About the IEC

The International Electrotechnical Commission (IEC) is the leading global organization that prepares and publishes International Standards for all electrical, electronic and related technologies.

### About IEC publications

The technical content of IEC publications is kept under constant review by the IEC. Please make sure that you have the latest edition, a corrigendum or an amendment might have been published.

#### IEC publications search - [webstore.iec.ch/advsearchform](http://webstore.iec.ch/advsearchform)

The advanced search enables to find IEC publications by a variety of criteria (reference number, text, technical committee, ...). It also gives information on projects, replaced and withdrawn publications.

#### IEC Just Published - [webstore.iec.ch/justpublished](http://webstore.iec.ch/justpublished)

Stay up to date on all new IEC publications. Just Published details all new publications released. Available online and once a month by email.

#### IEC Customer Service Centre - [webstore.iec.ch/csc](http://webstore.iec.ch/csc)

If you wish to give us your feedback on this publication or need further assistance, please contact the Customer Service Centre: [sales@iec.ch](mailto:sales@iec.ch).

#### IEC Products & Services Portal - [products.iec.ch](http://products.iec.ch)

Discover our powerful search engine and read freely all the publications previews. With a subscription you will always have access to up to date content tailored to your needs.

#### Electropedia - [www.electropedia.org](http://www.electropedia.org)

The world's leading online dictionary on electrotechnology, containing more than 22 300 terminological entries in English and French, with equivalent terms in 19 additional languages. Also known as the International Electrotechnical Vocabulary (IEV) online.



# IECEX OPERATIONAL DOCUMENT

**IEC System for Certification to Standards Relating to Equipment for Use in Explosive Atmospheres (IECEX System)**

---

**IECEX certified equipment scheme –  
A procedure to generate, discuss, report, and publish ExTAG decision sheets**

## CONTENTS

INTRODUCTION.....	4
1 Procedure steps .....	5
2 Application of accepted DS .....	8
3 Maintenance of accepted DS.....	8

## INTERNATIONAL ELECTROTECHNICAL COMMISSION

**IECEX operational document OD 035 –**  
**IECEX certified equipment scheme –**  
**A procedure to generate, discuss, report, and publish**  
**ExTAG decision sheets**

**Document history**

Date	Summary
2009-07	Original issue (Edition 1)
2016-05	Second edition (Edition 2)
2016-09	Edition 2.1 published as approved by the 2016 ExMC meeting (refer ExMC Decision 2016/58 and ExTAG Decision 2016/32) and incorporating 2016 ExTAG meeting comments on ExTAG/424/CD
2018-10	Edition 2.2 published as approved via ExMC Decision 2018/32 regarding ExTAG/490B/CD as discussed at the 2018 ExTAG meeting
2019-11	Edition 2.3 Changes to include provision of cooperation between IECEx and TC 31 via the IEC TC 31 Liaison Officer
<u>2023-05</u>	<u>Edition 3.0 Changes to clarify initial drafting stages and the 5-year maintenance process</u>

**Address:**

IECEX Secretariat  
The Executive Centre  
Australia Square, Level 33  
264 George Street  
Sydney, NSW 2000  
Australia

**Contact details:**

Tel: +61 2 4628 4690  
[info@iecex.com](mailto:info@iecex.com)  
[www.iecex.com](http://www.iecex.com)

## INTRODUCTION

The uniform application of the IEC Standards used in the IECEx System is one of the basic elements to ensure that certificates are based on identical requirements. To improve uniform application, ExTAG decision sheets (DS) are a method to minimize different applications at IECEx test laboratories (ExTLs) and IECEx certification bodies (ExCBs). Under no circumstances can an ExTAG decision sheet be used to modify or correct requirements specified in IEC or ISO/IEC Standards.

The recommendations for uniform application are published as ExTAG decision sheets on the IECEx website. If it is suggested that an amendment or change to a standard(s) may be required as an alternative to the preparation of an ExTAG decision sheet, the matter shall be forwarded to the relevant IEC Technical Committee(s) responsible for the standard(s). The purpose of ExTAG Decision Sheets is not to modify or "interpret" standards however once an ExTAG decision sheet is published it is a mandatory requirement of the IECEx System.

## A procedure to generate, discuss, **report**, and publish ExTAG decision sheets

### 1 Procedure steps

#### Step 1 – First draft

ExCBs, ExTLs or members of the IECEX Executive may propose a draft ExTAG decision sheet.

##### Step 1.1 – Originator to contact the TC 31 Liaison Officer

~~First, the originator shall contact consult the need of the new DS with tthe~~ TC 31 Liaison Officer ~~and may consultant Maintenance Team (MT) Convener for the responsible Standard to determine if there is any work currently underway for this matter that needs to be taken into account.~~

~~Note: The MT is there for consultation. However tThe TC 31 Liaison OfficerMT Convener provides input but cannotis unablecannot to prevent the originator proceeding to issue a proposed draft decision sheet to the IECEX Secretariat. A copy of the correspondence should be sent to the IEC TC 31 IECEX Liaison.~~

~~Prior to preparation of a draft Decision Sheet, the Originator shall first consult with the Maintenance Team (MT) Convener for the responsible Standard, where applicable, noting that the MT Convener cannot prevent the Originator proceeding to issue a proposed draft Decision Sheet to the IECEX Secretariat. A copy of the correspondence should be sent to the IEC TC 31 IECEX Liaison.~~

~~As part of the dDraft During the drafting process the originator shall suggest determine hhow critical impact the proposed Decision Sheet introduces on the conformity of the products. Based on that the Originator shall indicate as a part of the proposed draft decision sheet affects existing certified products and a whether the DS shall be applicable to:~~

- ~~– projects commenced prior to publication of the DS; and~~
- ~~– all certifications issued after its publication; or~~
- ~~– only for the new certifications (Issue No. 0) and their subsequent revisions.~~

#### Step 1.2 – ExTAG officers to edit the first draft

The IECEX Secretariat, in consultation with the ExTAG officers ([ExTAG Chair and ExTAG Deputy Chair](#)), shall edit the first draft, if necessary, via correspondence with the originator.

Once a draft ExTAG decision sheet has been approved for circulation by the ExTAG officers, the IECEX Secretariat will prepare the draft ExTAG decision sheet (**“ExTAG-DS”**) as an ExTAG document for circulation.

~~The wording in the Question and Answer sections of the draft ExTAG-DS and any accepted ExTAG-DS shall follow the ISO/IEC Directives Part 2 requirements.~~

#### Step 2 – Circulation of the first draft

The IECEX Secretariat will circulate the draft ExTAG decision sheet for comment to ExTAG members except chairs and secretaries of IEC TC 31 and subcommittees (SCs).

However, circulation shall include the IEC TC 31 IECEX liaison who will coordinate the consultation within IEC TC 31 via the IECEX website under ExTAG committee documents. At this time, the IECEX Secretariat will issue an email circular advising the members of ExTAG and IECEX management committee (ExMC) (for information only) and the IEC TC 31 IECEX liaison of the availability of the document for comment on the website.

The comment period is normally 6 weeks.

Where the comment period is less than 6 weeks this must be justified and agreed by the ExTAG ~~Chairman~~Chair and identified on the cover sheet for the draft ExTAG DS.

### Step 3 – Handling of draft ExTAG DS comments

~~ExTAG members and TC 31 IECEX liaison, with the exception of~~ExTAG members and TC 31 IECEX liaison, with the exception of~~except for Chairs and Secretaries of IEC TC 31 and Subcommittees (SCs), are expected to contribute~~ to the development of ExTAG decision sheets according to the following process.

#### and mayStep 3.1 – Comments

~~ExTAG members~~ ExTAG members may submit comments directly, on the **separate comments table** provided for each Draft ExTAG Decision Sheet, to the IECEX Secretariat.

Comments from the **IEC TC 31 experts** will be considered within the relevant IEC TC 31 groups as determined by the TC 31 IECEX liaison prior to submitting a single set of comments that represent the IEC ~~MT's maintenance team (MT)'s~~ position, by the TC 31 IECEX Liaison.

~~The compilation of all comments (ExTAG Members and MT TC 31 IECEX Liaison)~~Comments, as well as observations on these comments from the originator, are circulated as an Ex TAG Document via the Web Site as above.

~~Submitted Allocation for comments shall be labelled as either of the following:~~given by Members and MT TC 31 IECEX Liaison.

- ~~– general~~
- ~~– technical~~
- ~~– editorial~~

#### Step 3.2 – Originator's statement

~~After circulation of the draft DS all comments are collected and sent to the originator for completion of the observation column~~handling and their recommendation as to the next step.

#### Allocation of comments given by the originator

For consistency, the dispositions of comments shall be allocated as follows (the use of acronyms for the following are not permitted):

##### 1. Accepted

The comment was acceptable as presented.



## 2. Not Accepted

This disposition indicates that the comment has been rejected and will not be incorporated into the document. All rejections shall have the justification for rejection, whether technical or editorial, documented as part of this disposition.

## 3. Accepted in part

This disposition indicates that some parts of the comment will be accepted and incorporated into the document and that other parts have been rejected. An explanation of how the accepted part is to be incorporated into the document shall be given. The parts that have been rejected shall have the justification for doing so, whether technical or editorial, documented as part of this disposition.

## 4. Accepted in Principle

This disposition indicates that the principle of the comment was accepted but was incorporated into the document in a manner modified from that suggested by the commenter. Explanation of how this was incorporated into the document shall be included along with the justification for the decision.

## 5. Noted

This is used where there is no action required on the comment.

In cases b), c), and d) above, the justification provided should clearly specify the reasons why the comment was rejected or included with modifications. This will allow the commenter the opportunity to provide additional information and justification at the next stage of review for those cases where, perhaps because of language barriers or interpretation difficulties, the commenter believes that the ~~originator~~ originator did not fully understand the proposal or comments.

The ~~o~~originator shall send the completed review of the ~~c~~compilation of ~~c~~comments and a revised version of the ~~d~~raft DS (if this required) to the Secretariat.

The Secretariat will then consult with the ExTAG officers to determine the next step as step 4 or 5 below.

The Secretariat will send, for information only, the final ~~c~~ompilation of ~~c~~omments to the ExTAG ~~m~~embers and the IEC TC 31 IECEx ~~l~~iaison.

Once a disposition has been decided, the ~~o~~originator shall then send the final Draft ExTAG DS and Compilation of Comments to the ExTAG ~~D~~eputy ~~C~~hairman ~~C~~hair who will, following approval by the ExTAG ~~C~~hairman ~~C~~hair, circulate the final Draft ExTAG DS and Compilation of Comments to the ExTAG Members and the IEC TC 31 IECEx ~~L~~iaison.

### Step 4 – Handling of an accepted draft DS

A draft ExTAG DS is considered approved to proceed to publication when there is no opposition to it proceeding to publication and it is also in agreement from the ExTAG ~~o~~fficers ~~C~~hairman ~~C~~hair.

A draft ExTAG DS which has received objections to proceeding to publication shall be handled according to Step 5 below.

Once a draft ExTAG DS has been approved to proceed to publication it is posted on the IECEx website as an ExTAG decision sheet. ~~–~~ExTAG members and IEC TC 31 IECEx liaison are again notified by an email circular.

A new ExTAG DS shall be noted on the agenda of the next ExTAG meeting following their acceptance.

### Step 5 – Handling of a draft DS requiring recirculation

All proposed comment resolutions (other than “Accepted” or “Noted”) shall be considered by the originator.

If after considering the comments received, the originator agrees that a revised draft ExTAG DS is required then the originator shall provide the IECEX Secretariat with a revised draft ExTAG DS for reposting and circulation for comment according to [Step item 2](#) above, (unless the revision is considered minor, [because it does not change the overall intent of the draft DS](#)).

Where, after two cycles, the parties commenting still do not accept the draft, the ExTAG ~~officers~~[Chairman](#)[Chair](#) shall decide on the course of action which [shall may](#) be any of the following:

- a) **Draft ExTAG DS with a compilation of comments shall be put on the agenda of the next** ExTAG meeting [to discuss whether there is a need for the DS or not](#)
- b) Draft ExTAG DS with a compilation of comments **shall proceed to publication [and but also be listed for noting discussion](#)** at the next ExTAG meeting
- c) Draft ExTAG DS **shall [not proceed](#)**~~be withdrawn~~ **and [may be](#) referred to the [IEC TC 31 IECEX liaison](#)**~~appropriate IEC TC31 Committee or appropriate Subcommittee, MT or working group~~ (for example, if the consensus is that the draft ExTAG DS introduces new requirements). This action will also be noted on the agenda of the next ExTAG meeting.
- d) Draft ExTAG DS **shall [be not proceed](#)**~~withdrawn~~ **and [may be](#) referred to the appropriate ExTAG or ExMC working group**. This action will also be noted on the agenda of the next ExTAG meeting. ~~or~~

~~a) Draft ExTAG DS may be withdrawn permanently (for example in case of widespread opposition to the proposed answer). In order to record the position of the ExTAG, an INF document shall be issued by the ExTAG Deputy Chairman~~[Chair](#) ~~and posted to the ExTAG Decision List with advice that the draft ExTAG DS was withdrawn, a short summary of the ExTAG’s position and a link to the Compilation of Comments document.~~

~~If the originator does not agree with the comments or proposed changes from the commenter(s) the matter shall be referred to the ExTAG Chairman~~[Chair](#) ~~who will determine the course of action (which may be to refer the Draft DS and comments to the next ExTAG meeting).~~

## 2 Application of accepted DS

Immediately an ExTAG decision sheet has been approved and published on the IECEX website, all ExCBs and ExTLs operating within the IECEX System shall apply this ExTAG decision sheet as a mandatory part of the IECEX [certified equipment scheme](#)~~System for the projects opened following the publication~~. [The DS shall contain a statement defining its applicability as outlined in Step 1.1 of Clause 1. The ExTAG WG 1 Convenor shall be informed of newly issued decision sheets.](#)

## 3 Maintenance of accepted DS

[An accepted ~~Published~~ DS applies y to a specific edition or editions of one or more the standards, and therefore an accepted ~~published~~ DS normally remains applicable indefinitely. However, an accepted ~~published~~ DS shall ~~may~~ be reviewed to determine the following:](#)

- a) [Confirm that the accepted DS has been incorporated into new editions of any referenced standards published after the DS was accepted. If not, the IECEX liaison to IEC/ TC 31 shall](#)

contact the MT/WG responsible for the involved standard for feedback regarding plans to address the matter covered by the DS; and

b) Confirm that a link to the accepted DS has been inserted into the blank ExTRs for any standards referenced by the DS. If not, the IECEX Secretariate shall address.

The first review for an accepted DS shall be performed ~~Each~~ ~~No more than~~ five years after publication ~~of an ExTAG DS~~ ~~T~~the IECEX Secretariat shall add each accepted DS that is due for review ~~this ExTAG DS~~ to the agenda of the next ExTAG meeting so that a review can be held in accordance with the above ~~to determine if a review of the content of the DS is required.~~

Subsequent reviews of accepted DS may be performed as determined by the ExTAG Chair.

In addition, any ExCB or ExTL may question an accepted ExTAG DS by proposing new wording in line with Step 1 above in this document.

=====