



IECEX OPERATIONAL DOCUMENT

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

**Guidance for the development, compilation, issuing and receipt of ExTRs –
Part 2: Procedures and guidance**





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**Guidance for the development, compilation, issuing and receipt of ExTRs –
Part 2: Procedures and guidance**

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEX Operational Document OD 010-2 –**Guidance for the development, compilation, issuing and receipt of ExTRs –
Part 2: Procedures and guidance**

FOREWORD

This Operational Document IECEX OD 010-2 has been prepared to detail a common procedure for the development and posting of blank ExTRs by IECEX Testing Laboratories (ExTLs) and IECEX Certification Bodies (ExCBs) operating within the IECEX System, under the IECEX Certified Equipment Scheme.

The maintenance of IECEX OD 010-2 is the responsibility of the ExTAG Working Group 01 (ExTAG WG01) for the preparation and maintenance of IECEX assessment and test report forms. This Working Group was convened to create, revise and update the Ex Test Reports (ExTRs) to be used within the IECEX System.

This IECEX OD 010-2 is complemented by IECEX OD 010-1, *Guidance for the development, compilation, issuing and receipt of ExTRs - Part 1: Development and posting of blank IECEX Test Report (ExTR) Documents*.

Document history

Date	Summary
2003-06	Original issue as IECEX OD 010
2012-08	IECEX OD 010 revised and replaced by OD 010-1 and OD 010-2
2017-10	Revised as Issue 2 as approved by ExMC Decision 2017/40 regarding ExMC/1251/DV and to include GB comments provided as ExMC/1296/CD
2018-10	Edition 3.0 Addition of requirements for noting location of Additional Testing Facilities (ATF) in clause 2.3.5, 2.3.10 and Annex A as approved via ExMC Decision 2018/36
2022-07	Edition 4.0 to reflect current practices, including: <ul style="list-style-type: none"> • Reference to ExTAG WG01, and the IECEX website for blank ExTRs. • Clause 3: a receiving ExCB shall only request related drawings specific to the ExTR package or audit issue that may be under question. • Clause 2.3.1: indicate the date(s) of performance of all testing per ISO/IEC 17025 and in the Cover page, and • New clause 2.3.14 for indicating date(s) of performance of all testing. • Clause 2.4.1: notice of linking IECEX Decision Sheets to IECEX ExTRs • Removal of Annexes (examples of ExTRs)

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Guidance for the development, compilation, issuing and receipt of ExTRs

Part 2: Procedures and guidance

1 Introduction

The purpose of this Operational Document (OD) is to establish a common approach amongst all IECEx Testing Laboratories (ExTLs) and IECEx Certification Bodies (ExCBs) operating within the IECEx System, under the Certified Equipment Scheme, regarding the following:

- Compilation, approval and issuance of ExTR packages by Issuing ExTLs/ExCBs; and
- Receipt, review and audit of ExTR packages by Receiving ExTLs/ExCBs.

Regarding terms referred to in this IECEx OD 010-2 and the development of new or revised blank ExTR documents by ExTLs/ExCBs and subsequent posting by the IECEx Secretariat, see IECEx OD 010-1, *Guidance for the Development and Posting of Blank IECEx Test Report (ExTR) Documents*.

Under the IECEx Certified Equipment Scheme, this Operational Document OD 010-2 together with OD 010-1 complement the IECEx OD 009, *Operational Document - Procedures for the Issuing of IECEx Certificates of Conformity, IECEx Test Reports and IECEx Quality Assessment Reports*.

Terminology has been aligned to comply with IECEx 02, *IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEX System), IECEx Certified Equipment Scheme covering equipment for use in explosive atmospheres – Rules of Procedure*.

2 Compilation, Approval and Issuance of ExTR packages

2.1 General Rules

An ExTR package always comprises of an ExTR Cover, and often also includes one or more additional ExTR documents. These additional ExTR documents may include individual Ex Test Reports for one or more of the IEC Ex standards, ExTR Addendums, ExTR of National Differences and/or ExTR of Partial Testing documents.

The compilation, review and approval of ExTR packages shall be in accordance with IECEx OD 009, *IECEX Certified Equipment Scheme, Procedures for the Issuing of IECEx Certificates of Conformity, IECEx Test Reports and IECEx Quality Assessment Reports*. The steps in IECEx OD 009 that are applicable to ExTR packages are in line with the requirements of ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*.

The test results presented in an ExTR package relate only to the item(s) or product(s) evaluated and tested. If there is a need for the entry of data or additional details beyond the existing fields of an ExTR package, the following applies:

- For inclusion of additional text, use "(see Attachment #)" to reference additional information appended to any ExTR document.
- For inclusion of additional tabulated content, use "(see appended table#)" to reference a table appended to any ExTR document.

The ExTR Reference number that is generated by the IECEx "On-Line" Certificate System for a given ExTR package is to be added to the top of each page of each associated ExTR document, except for the first page of each document that already has the "ExTR Reference No." indicated.

Throughout an ExTR package, a point "." is used as the decimal separator.

Where the term 'N/A' appears in any part of an ExTR package, it indicates that the associated issue was determined to be 'Not applicable' to the involved evaluation.

While the content intended to be entered in some ExTR document fields is self-explanatory, other fields could benefit from additional explanatory commentary. Embedded comments are included as part of the fields in many ExTR documents. These fields with embedded comments will be further explained as part of this Operational Document.

Any embedded comments provided to assist with the compilation of ExTR documents must be removed prior to final approval by the involved ExCB.

Hyperlinks to IECEX ExTAG Decision Sheets may appear in any ExTR document. These hyperlinks are provided to assist the Issuing ExTL and ExCB in compiling, reviewing and approving the ExTR package. However, it must be noted that it is still the responsibility of the Issuing ExTR and ExCB to determine that all applicable ExTAG Decision Sheets were considered regardless of whether or not a hyperlink was provided in the ExTR blanks.

2.2 Copyright and reproduction

The content for all blank ExTR documents (the form text and layout) are under copyright ownership for example, © 2022 by the International Electrotechnical Commission System for Certification to Standards Relating to Equipment for use in Explosive Atmospheres (IECEX System), Geneva, Switzerland. All rights reserved.

This form text and layout of blank ExTR documents may be reproduced in whole or in part for non-commercial purposes provided that the IECEX System is acknowledged as copyright owner and source of the material. The IECEX System takes no responsibility for, and will not assume liability for, damages resulting from the reader's interpretation of the reproduced material due to its placement and context.

The technical content of completed ExTR documents shall not be reproduced except in full without the written approval of the Issuing ExCB/ExTL.

2.3 ExTR Cover

2.3.1 General

An ExTR Cover is the sole top-level document to associate together all other parts of an ExTR package. These other parts of an ExTR package may include Ex Test Report, Addendum, National Differences and Partial Testing documents.

The purpose of the ExTR Cover for an ExTR package is to contain key information that is common across all other parts of the ExTR package. This eliminates the need to repeat such common information across multiple ExTR documents and highlights this key information in a standardized fashion in one location for ready access.

If the ExTL has more than one permanent location which is included in IECEX assessments and the testing covered by a specific report is conducted at multiple permanent locations the addresses of all locations where testing has been conducted shall be recorded on the ExTR Cover.

Manufacturer's documents tabulated as part of an ExTR Cover should consider IECEX OD 017, *Drawing and Documentation Guidance for IECEX Certification*.

All ExTR package documents are compiled and reviewed by the ExTL. The Issuing ExCB indicates final approval of the overall ExTR package on the ExTR Cover. Signatures of the ExTL compiler, ExTL reviewer and ExCB approver may be handwritten or scanned versions.

All ExTR package documents are to include either copies of all datasheets, or a tabulation that indicate the date(s) of performance of all testing, according to ISO/IEC 17025, and this requirement is to be reflected in the ExTR Cover.

The blank ExTR Cover can be found on the IECEx website at www.iecex.com/members-area/documents/extr-blanks

2.3.2 ‘Standards associated with this ExTR package’ field

The ‘Standards associated with this ExTR package’ field is for identifying the standard number and edition or year of issue for all IEC Ex standards associated with the ExTR package.

2.3.3 ‘Model/type reference’ field

The ‘Model/type’ reference’ field is for indicating the overall model number or series for the item(s) or product(s) covered by the ExTR package.

- Inclusion of an asterisk ‘*’ is used to indicate variable fields.
- The ‘General Product Information’ field later in the ExTR Cover is to be used for specific nomenclature details.

Those parts of the nomenclature that do not affect the type of protection do not need to be described in detail, e.g., color, customer codes, etc.

2.3.4 ‘Rated service temperature range (°C) for Ex Components’ field

The ‘Rated service temperature range (°C) for Ex Components’ field is for indicating the rated service temperature range when the ExTR package addresses an Ex Component.

This row is to be removed if the ExTR package does not address an Ex Component.

2.3.5 ‘General remarks’ field

The ‘General remarks’ field contains some fixed text that is not intended to be altered.

It should be noted that this field contains texts regarding the use of uncertainty of measurement for decisions on conformity (Decision rule).

2.3.6 ‘General product information’ field

The ‘General product information’ field is a free-form field for detailing any information that is considered pertinent by the involved ExTL/ExCB regarding the involved item(s) and product(s) and the associated evaluation and testing. This can include nomenclature details, such as a description of the type designations, if applicable.

When an ExTR package addresses a revision or change to a previously issued ExTR package, a description of the revision or change should be added to this field. This added description should be prefixed by “**Details of Change:**”, and should be identical to the text that is included as part of the on-line IECEx ExTR at the “Details of change” field, and as part of the on-line IECEx CoC at the “Details of Certificate Changes” field, as applicable. This approach simplifies the ExCB effort regarding these on-line documents.

2.3.7 ‘Copy of Marking Plate’ field

The ‘Copy of Marking Plate’ field is for inserting a copy of the Marking Plate for the item(s) or product(s) covered by the ExTR package. A copy need not be included if the ExTR package is not supporting an IECEx CoC.

For instances in which a copy of the Marking Plate is not included, a statement is to be entered indicating the reason for the exclusion (such as ‘Marking plate content not reviewed, as CoC not issued in conjunction with this ExTR’).

2.3.8 ‘Testing not fully performed by ExTL staff at the above ExTL address’ field

The ‘Testing not fully performed by ExTL staff at the above ExTL address’ field is for itemizing each test that is not performed by ExTL staff at the ExTL address noted earlier in the ExTR Cover as follows:

- Each test not performed by ExTL staff at the above ExTL address shall be itemized with an indication of who performed and/or witnessed the test, and where the testing was performed and/or witnessed.
- For testing performed in accordance with OD 024, also include confirmation that all such testing was in accordance with all OD 024 procedures.
- For testing performed at an Additional Testing Facility (ATF) per OD 001, also include the ATF name where the testing was performed and the name of the supervising ExTL.
- If all testing is performed by ExTL staff at the above ExTL address, an indication of “N/A”, for not applicable is inserted.

2.3.9 ‘National differences considered as part of this evaluation, if any’ field

The ‘National differences considered as part of this evaluation, if any’ field is for indicating if National differences were considered, including general details regarding how they were addressed.

If National differences were considered, explain in general why a Test Report of National Differences was or was not included. The following is an example of text that could be entered to explain why the EN National Differences to IEC 60079-0:2004, IEC 60079-11:2006 and IEC 60079-26:2006 were considered as part of the evaluation and testing of an item or product, but no ExTR of National Differences were issued:

“The change to the product involving the optional housing was reviewed with respect to the National Differences for EN 60079-0:2006, EN 60079-11:2007 and EN 60079-26:2007 and found to be in compliance with these requirements.

There are no National Differences between IEC 60079-11:2006 and EN 60079-11: 2007.

The optional housing does not affect any National Differences between IEC 60079-0:2004 and EN 60079-0:2006, and between IEC 60079-26:2006 and EN 60079-26:2007.”

If no National Differences were considered, ‘N/A’ is all that needs to be entered in this field.

This field is not for the actual recording of any specific “Result – Remark” details regarding any specific National Differences. The ExTR of National Differences is the document for recording any specific “Result – Remark” details.

2.3.10 ‘Specific Conditions of Use / Schedule of Limitations’ field

The ‘Specific Conditions of Use / Schedule of Limitations’ field is for detailing any required “Specific Conditions of Use” for Ex equipment or “Schedule of Limitations” for Ex Components from any of the associated Ex Test Report, Addendum, National Differences or Partial Testing documents that comprise the ExTR package.

If there are no “Specific Conditions of Use” or “Schedule of Limitations”, then ‘N/A’ is to be entered in this field.

2.3.11 'Routine tests, if any' field

The 'Routine tests, if any' field is for detailing any required Routine tests from any of the associated Ex Test Report, Addendum, National Differences or Partial Testing documents that comprise the ExTR package.

If there are no required Routine tests, then 'N/A' is to be entered in this field.

2.3.12 Date(s) of performance for all testing

Each report shall include the date(s) of performance of the laboratory activity, in accordance with ISO/IEC 17025, unless the ExTL has valid reasons for not doing so, thereby minimizing any possibility of misunderstanding or misuse.

2.3.13 Technical Documents

The table is for controlled technical documents for a test item. When a subsequent ExTR package version is issued, it is recommended to tabulate all controlled technical documents, and not just the new or revised controlled technical documents. An asterisk "*" should be added before the title of documents in that ExTR package to note new or revised.

When only a subset of the total pages of a given technical document is being controlled, a notation should be provided immediately after the document title indicating the controlled page numbers, such as "(pages 12 to 23 only)".

2.4 Ex Test Report

2.4.1 General

Each Ex Test Report is part of an ExTR package that may include Addendum, National Differences, Partial Testing and other Ex Test Report documents, along with a single ExTR Cover.

The purpose of an Ex Test Report is to provide a standardized clause-by-clause documentation of the evaluation and testing that verified initial compliance of an item or product with an IEC Ex standard.

This standardized format consists of one or more checklist tables and additional narrative content as applicable.

NOTE 1 Supplemental evaluation and testing to address alternate constructions or modifications are documented as part of an ExTR Addendum. See ExTR Addendum details below.

NOTE 2 Evaluation and testing to address only select requirements from an IEC Ex standard are documented as part of an ExTR of Partial Testing. See ExTR of Partial Testing below.

All ExTR package documents are compiled and reviewed by the ExTL. The Issuing ExCB indicates final approval of the overall ExTR package on the ExTR Cover. Signatures of the ExTL compiler, ExTL reviewer and ExCB approver may be handwritten or scanned versions.

The blank Ex Test Report can be found on the IECEX website at www.iecex.com/members-area/documents/extr-blanks

2.4.2 Checklist table(s)

2.4.2.1 General

The checklist table portion of an Ex Test Report is formatted into four columns of a single table beneath an overall heading indicating the involved IEC Ex standard.

The first two columns in each Ex Test Report checklist titled “Clause” and “Requirement - Test” are provided for reference, and should not be modified by the ExTL. For the complete text of the requirement, the ExTL should reference the involved IEC Ex standard.

The next column in each Ex Test Report checklist titled “Result - Remark” is to be completed as part of the evaluation and testing. In this column, a measured value or an explanation shall be entered to detail the results from the “Requirement – Test” column.

The “Result - Remark” column in each Ex Test Report confirms the compliance or declares the particular clause as not applicable (the verdicts can be either “Pass” or “N/A”).

It should be noted that there are different ‘types’ of Numbered Headings (or Clauses) in each Ex Test Report, with differing actions being required of the ExTL when completing the ExTR package based on the ‘type’ of Numbered Heading involved.

2.4.2.2 ‘Types’ of Numbered headings

The following are examples of the different ‘types’ of Numbered Headings that may be presented in an Ex Test Report:

1. **Numbered Heading – No text associated with the heading:** No “Result – Remark” or “Verdict” is applicable since no requirements are associated with the numbered heading in the IEC Ex standard.

IEC ____-			
Clause	Requirement – Test	Result – Remark	Verdict
5	Flameproof joints		

2. **Numbered Heading – Normative text associated with the heading:** Both “Result – Remark” and “Verdict” are applicable since requirements are associated with the numbered heading in the IEC Ex standard.

IEC ____-			
Clause	Requirement – Test	Result – Remark	Verdict
9	Light-transmitting parts		

3. **Numbered Heading – Informative text associated with the heading:** No “Result – Remark” or “Verdict” is applicable since associated text is only Informative and not Normative.

IEC ____-			
Clause	Requirement – Test	Result – Remark	Verdict
Annex F (Informative)	Mechanical properties for screws and nuts		

Some numbered headings involving Normative requirements make it mandatory that specific details be entered under the “Result – Remark” heading in support of the “Verdict”. A dotted leader as shown in the example below identifies such instances.

IEC ____-			
Clause	Requirement – Test	Result – Remark	Verdict
5.2.1	Width of joints (L).....:		

2.4.2.3 ‘Result – Remark’ column

The “Result – Remark” column is for explanatory details that result from the related “Requirement – Test” column, and that support the ultimate “Verdict” column. Examples of such details include a measured value, a test result or an explanatory remark.

It is not mandatory to always include “Result – Remark” text when a “Verdict” is indicated. However, to facilitate acceptance by Receiving ExCBs such that re-testing will not be required, Ex Test Reports shall provide clear, concise and sufficient information that supports the Issuing ExCBs evaluation and testing.

Where appropriate, content in addition to the Ex Test Report checklist table(s) should be considered. The following are examples of such additional content that can be appended to the Ex Test Report:

1. Additional evaluation description provided in a narrative format, including detailed component information.
2. Photos, schematics, parts lists and illustrations.
3. Complete data sheet packages.

If a clause in the Ex Test Report checklist involves a number of sub-clauses, and nothing under the clause or its related sub-clauses are applicable to the involved evaluation and testing, the following is one option that may be taken so as to simplify the completed Ex Test Report:

1. In the “Result – Remark” field for the main clause, a comment to be entered indicating the reason for the entire clause not being applicable;
2. In the “Verdict” field for the main clause, “N/A” to be entered; and
3. All the rows for the related sub-clauses to the main clause to be deleted.

NOTE If the involved main clause does not include a “Result – Remark” or “Verdict” field, these can be inserted prior to implementing the above steps.

2.4.2.4 ‘Verdict’ column

The “Verdict” column is for stating the judgment resulting from analysis based on the “Requirements – Test” column, and reflective of the explanatory details under the “Result – Remark” column. Allowed verdict choices are: ‘Pass’ or ‘N/A’. The verdict choice ‘N/A’ indicates that the requirement was determined to be ‘Not applicable’.

2.4.3 Measurement section

In addition to the checklist portion of an Ex Test Report, there is often a need to detail measured values and test results that do not easily fit in the fields under the “Result – Remark” column.

To address such situations, this area is provided after the Checklist section of each blank Ex Test Report for additional narrative remarks and tables of measured values, specific test conditions and test results.

2.5 ExTR of National Differences

Each ExTR of National Differences is part of an ExTR package that may include Ex Test Report, Addendum, Partial Testing and other National Differences documents, along with a single ExTR Cover.

An ExTR of National Differences is to supplement an Ex Test Report or ExTR Addendum, with a separate ExTR of National Differences document issued for each intended country or region. All National Differences of the intended country or region are to be tabulated and remarked upon as part of this document, even those that are not applicable. When multiple countries share the identical National differences to a given IEC Ex standard, then all the countries that

share these identical National differences can be included under a single ExTR of National Differences.

Similar to the function of an Ex Test Report, an ExTR of National Differences provides a clause-by-clause documentation of the evaluation and testing that verified compliance of an item or product with an Ex standard. However, while an Ex Test Report (and ExTR Addendum) document compliance with an IEC Ex standard, an ExTR of National Differences documents compliance with a local country or regional Ex standard.

The standard number for the local country or regional Ex standard for which National differences are being addressed may be added in a header row at the top of the checklist portion of the ExTR of National Differences.

ExTRs of National Differences included as part of an ExTR package can address any combination of the following options:

- National differences for all of the IEC Ex standards and editions that are covered under the ExTR package.
- National differences for only some of the IEC Ex standards and editions that are covered under the ExTR package.
- National differences for different editions of the IEC Ex standards that are covered under the ExTR package.

All ExTR package documents are compiled and reviewed by the ExTL. The Issuing ExCB indicates final approval of the overall ExTR package on the ExTR Cover. Signatures of the ExTL compiler, ExTL reviewer and ExCB approver may be handwritten or scanned versions.

Additional information can be found in the published IECEX Bulletin Section 3 - National Differences: IEC Standard numbered files with detailed information on Member Countries adoption and National Differences to IEC Standards.

The blank ExTR of National Differences can be found on the IECEX website at www.iecex.com/members-area/documents/extr-blanks

NOTE See Ex Test Report details above for related guidance when compiling, approving and issuing an ExTR of National Differences.

2.6 ExTR Addendum

2.6.1 General

Each ExTR Addendum is part of an ExTR package that may include Ex Test Report, National Differences, Partial Testing and other Addendum documents, along with a single ExTR Cover.

The purpose of an ExTR Addendum is to document compliance of a change in the construction of a product already covered by an existing ExTR package. An ExTR Addendum is to supplement a previously issued ExTR package (which may include other previously issued ExTR Addendums).

Only those clauses applicable to the supplemental issue being addressed need to be tabulated and remarked upon as part of this document. An ExTR of National Differences may also supplement this document.

Supplemental modifications that could require an ExTR Addendum include:

- Design changes impacting the method of protection, such as...
 - Changes to the electrical rating
 - New or alternate components added

- Enclosure material / thickness changes
- Circuit layout changes
- Addition of model/type numbers as part of a product series
- Name/address changes regarding Applicant/Manufacturer
- Corrections to the original test report documentation

Similar to the function of an Ex Test Report, an ExTR Addendum provides a clause-by-clause documentation of the evaluation and testing that verified compliance of an item or product with an IEC Ex standard. The difference between the two is that the Ex Test Report provides documentation of the initial evaluation and testing of an item or product, while an ExTR Addendum provides documentation of a supplemental modification to an item or product.

The test results presented in an ExTR Addendum are only valid when considered together with the related Ex Test Report that was previously issued (along with any other previously issued ExTR Addendums for the same item or product).

When an ExTR package addresses a revision or change to a previously issued ExTR package, a description of the revision or change should be added to the “General product information” field under the associated ExTR Cover. This added description should be prefixed by “Details of Change:”, and should be identical to the text that is included as part of the on-line IECEx ExTR at the “Details of change” field, and as part of the on-line IECEx CoC at the “Details of Certificate Changes” field, as applicable. This approach simplifies the ExCB effort regarding these on-line documents.

Regarding the other fields under the associated ExTR Cover, the content to be entered need only comment on the supplemental modification issue. There is not a need to repeat all the content from the initial evaluation and testing.

All ExTR package documents are compiled and reviewed by the ExTL. The Issuing ExCB indicates final approval of the overall ExTR package on the ExTR Cover. Signatures of the ExTL compiler, ExTL reviewer and ExCB approver may be handwritten or scanned versions.

The blank ExTR Addendum can be found on the IECEx website at www.iecex.com/members-area/documents/extr-blanks

NOTE See Ex Test Report details above for related guidance when compiling, approving and issuing an ExTR Addendum.

2.6.2 ExTR Addendum versus New Ex Test Report

There are two approaches to addressing a supplemental modification that is submitted to a previously issued Ex Test Report. One approach is to issue an ExTR Addendum. The other approach is to issue a new Ex Test Report that incorporates all content of any previously issued Ex Test Reports, together with any previously issued ExTR Addendums and with the latest supplemental modification.

It is at the discretion of the Issuing ExCB as to which approach to follow for any supplemental modification submittal. Unless the modifications are of a comparatively minor nature, it is recommended that no more than three modifications be allowed to a previously issued ExTR package. After the third modification, a new ExTR package should be issued that incorporates all content of any previously issued Ex Test Reports, together with any previously issued ExTR Addendums and with the latest supplemental modification.

The rationale behind limiting the number of modifications to a previously issued ExTR package is to avoid confusion regarding what is actually covered by the combination of the Ex Test Report and any subsequent ExTR Addendums.

This is not intended to preclude issuing a new ExTR package on a more frequent basis, if the ExCB deems it appropriate. It is a recommended practice to consider issuing a new ExTR package anytime an extensive supplemental modification is being submitted.

2.7 ExTR of Partial Testing

Each ExTR of Partial Testing is part of an ExTR package that may include Ex Test Report, Addendum, National Differences and other Partial Testing documents, along with a single ExTR Cover.

The purpose of an ExTR of Partial Testing is to document compliance of an item or product with only select requirements from an IEC Ex standard. Such ExTR documents provide a clause-by-clause documentation of the evaluation and testing that verified compliance with the select requirements.

The test results presented in an ExTR of Partial Testing are intended to be considered together with a related Ex Test Report for the overall item or product that address all other applicable requirements.

When an item or product is subject to evaluation and testing to only select requirements, the “General product information” field under the associated ExTR Cover for the ExTR of Partial Testing shall clearly identify the nature of the select evaluation and testing.

All ExTR package documents are compiled and reviewed by the ExTL. The Issuing ExCB indicates final approval of the overall ExTR package on the ExTR Cover. Signatures of the ExTL compiler, ExTL reviewer and ExCB approver may be handwritten or scanned versions.

The blank ExTR of Partial Testing can be found on the IECEx website at www.iecex.com/members-area/documents/extr-blanks

NOTE See Ex Test Report details above for related guidance when compiling, approving and issuing an ExTR of Partial Testing.

3 Receipt, Review and Audit of ExTR packages

The effective exchange of ExTR packages between Issuing and Receiving ExCBs is essential to the ability of manufacturers to obtain multi-country or multi-regional certifications based on a single test program and single submission of samples.

To accomplish this IECEx System objective, ExTR documents need to be developed and maintained in a timely and user-friendly fashion, and ExTR packages need to be compiled and approved by the Issuing ExCB with enough detail to clearly support all technical decisions.

If these actions are done effectively (from initial manufacturer request through final ExCB approval), such an approach can help facilitate the ability of a Receiving ExCB to review and audit an ExTR package without requiring re-testing or re-submittal of samples.

However, in accordance with IECEx 02, a Receiving ExCB may request a sample of the Ex equipment and copies of the documentation referred to in an ExTR Cover if such is deemed necessary.

The receiving ExCB shall only request related drawings specific to the ExTR package or audit issue that may be under question.

The receiving ExCB also has the right to request an authenticated copy of the ExTR from the issuing ExCB. Authentication may be by affixing the stamp and official signature of the issuing ExCB to a copy of the ExTR or by other means acceptable to the receiving ExCB. See ISO/IEC

80079-34, *Explosive atmospheres – Part 34: Application of quality systems for equipment manufacture*, for additional quality details on the control of documents.

Further, in accordance with IECEx 02, should an ExCB receiving an ExTR believe it to contain errors or items needing clarification, the Receiving ExCB shall contact the Issuing ExCB as soon as possible, and always before taking any action directly with the manufacturer or applicant. The Issuing ExCB shall respond in a timely manner to the Receiving ExCB, recognizing that ultimately, a manufacturer is depending on a timely resolution of the items in question.

The Issuing ExCB shall either make corrections to the ExTR or gain agreement from the Receiving ExCB that the ExTR is acceptable as written. In the situation that the Issuing and Receiving ExCBs arrive at different conclusions to the involved issues and are unable to reach an agreement, they shall take one of the following four actions:

- a) The Receiving ExCB shall propose a Draft ExTAG Decision Sheet in accordance with IECEx OD 035; or
- b) The Receiving ExCB and Issuing ExCB shall collaborate on a Draft Decision Sheet, with each ExCB including their arguments in support of their interpretations and decisions. The ExTAG members shall be asked to indicate the interpretation that they agree with, in their response; or
- c) The case may immediately be referred to the IECEx Board of Appeal; or
- d) Consult with ExTAG for a decision

In the case of (a) or (b) above a comment period of less than 6 weeks is recommended and may be requested per Procedure Step 2 of IECEx OD 035. If the ExTAG members' comments indicate a consensus toward a common position, the Receiving ExCB or Issuing ExCB may choose to take action prior to formal publication of the Decision Sheet (either accept the ExTR, or revise the ExTR, as appropriate).

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