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|  | **ExMC/1247/R****ExMCWG4 meeting report****2017-05** |

INTERNATIONAL ELECTROTECHNICAL COMMISSION IEC SYSTEM FOR

CERTIFICATION TO STANDARDS RELATING TO EQUIPMENT FOR USE IN

EXPLOSIVE ATMOSPHERES (IECEx SYSTEM)

**TITLE: Report from ExMC WG4**

**Circulation to: Members of the IECEx Management Committee, ExMC**

**INTRODUCTION**

This document contains the report from the ExMC WG 4 Convener Mr Jim Munro and is submitted for presentation at the 2017 ExMC Washington meeting.

***Chris Agius***

**IECEx Secretariat**

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**INTERNATIONAL ELECTROTECHNICAL COMMISSION**

**IEC SYSTEM FOR CERTIFICATION TO STANDARDS RELATING TO EQUIPMENT FOR USE IN EXPLOSIVE ATMOSPHERES (IECEx SYSTEM)**

**ExMC WG4 – Technical Reference Group for Assessment of ExCBs and ExTLs**

**MEETING REPORT & AGENDA**

**Wednesday (commencing at 8:30 AM) on 10 May 2017 at**

**CSA Group, Hawarden, UK**

**Main Purpose of the Meeting**

To finalise for voting, documents submitted to last ExMC and to consider the future of WG4 in the light of discussions at ExMC about a more permanent group.

**Attendance**

Members:

Jim Munro Jim Munro International Compliance (Convenor)

Chris Agius IECEx Secretary

Heinz Berger Certiconsult GmbH

Alexander Zalogin Apology

Heinz Farke Apology

Katy Holdredge UL LLC

Theo Pijpker Absent

John Allen Apology

Andrew Was Absent

Alfonso Mattucci QPS Canada

Bernard Piquette INERIS

Guests:

Ron Sinclair SGS Baseefa and ExSFC Chair

Thorsten Arnhold R Stahl + IECEx Chair

Jasmin Omerovic UL International DEMKO A/S

**AGENDA**

1. **Opening and Welcome**

Meeting commenced at 8:30 AM with introductory remarks from the ExMC WG4 Convener, Jim Munro. Some additional items were added to the agenda in Item 9.

1. **Apologies**

See attendance above.

1. **Terms of Reference**

Members to note the Terms of Reference/Role as approved by ExMC at the last meeting and shown below:

* Review of assessor applications for all schemes and provide their recommendations to ExMC.
* Maintenance of OD 003 Assessment Procedures for IECEx acceptance of Candidate ~~Accepted~~ Ex Certification Bodies (ExCBs) and Ex Testing Laboratories (ExTLs), plus maintenance of other ODs related to assessment procedures for other schemes ~~(this latter would be an additional role for this WG).~~
* Maintenance of report forms used in assessments
* Development and delivery of assessor training
* Development of common interpretations, for example for ISO/IEC 17025

Refer to the IECEx website in the following link: http://www.iecex.com/directory/working\_groups/wg\_list.asp?s\_designation=ExMCWG04

Some recommended editorial changes to the terms of reference were made as shown above.

1. **Report of ExMC WG4 to last meeting of ExMC**

Members to note the ExMC 2016 Meeting outcomes (refer ExMC/1181/R Clause 13.5 and associated decisions). These have been extracted into a single document by the ExMC convenor - see Extracts from Umhlanga Minutes and Decisions Relevant to ExMCWG4 document provided separately.

The report from the last meeting and the outcomes from the ExMC were considered and it was agreed that necessary discussions for this meeting were included in the agenda.

1. **Review of documents submitted to ExMC**

Members toconsider the comments on documents submitted to ExMC, including comments made at the meetings and in green papers. A consolidated list of the comments has been prepared by the convenor with suggested changes to the documents together with the documents showing the changes. It was originally proposed at ExMC that the documents be voted on with only editorial comments included by a small group comprising the Chair and Secretary of ExMC, and the convenor of WG, but WG4 now has the opportunity to consider all comments and then submit final documents for voting. The list and associated documents are provided separately.

Once the documents and associated review of comments are agreed by WG4, the documents can be circulated for voting by ExMC.

Meeting discussed application of IEC TS 60079-32-1 and IEC 60079-32-2 . It was agreed that the current situation of only allowing reports, not certificates for 32-1 was appropriate and should also be applied for 32-2 if anyone seeks to have it in it scope. The application form was modified to reflect this and also the report form F-003.

The requirements for proficiency testing to be included in the application form and OD 202 were discussed and it was agreed that the following wording should be included in OD202:

Candidate ExTLs shall, prior to completion of the assessment process:

* complete the IECEx Proficiency Testing Programs relevant to the scope of their application; or
* demonstrate satisfactory compliance by other means with past programs, for example by demonstrating tests on program artefacts as part of the assessment process.

NOTE: It is anticipated the bodies will have prior/current involvement in IECEx or similar proficiency testing programs to satisfy the requirements of ISO/IEC 17025.

**Action: JM to send above proposals to ExTAGWG10**

 An additional dot point for IECEx 02 11.2.1 Conditions for acceptance

- "The Ex test laboratory shall participate in IECEx Proficiency Testing Programs"

**Action: CA to take appropriate action to have additional dot point regarding proficiency testing added to IECEx 02.**

The WG went through all the documents and associated compilation of comments and made adjustments as necessary

**Action: JM to send final documents to CA to be circulated for vote. CA to first incorporate references to documents which are new or have a new number where highlighted**

**6 Possible future group**

Members to consider the following decision from ExMC.

Decision 2016/51 - Regarding ExMC WG4 Recommendation #2 the meeting agreed that the status, role and structure of ExMC WG4 be reviewed by the IECEx Executive with a view of forming a more permanent group. The Executive is to provide a report to the next ExMC Meeting.

Members of WG4 will develop options, noting that a number of the members of the Executive are part of WG4. Jim Munro will then present those options to the Executive at their meeting with a view to preparing a proposal for the Executive for the next ExMC meeting.

With several members of the Executive present it was possible to discuss this jointly as a recommendation for further consideration in the Executive meeting scheduled for later in the week. The following proposal was developed.

**Proposed name: Assessment Board.**

* scope is to cover assessments for all schemes
* in conjunction with the Secretariat, review of new applications from applicant bodies for all schemes
* responsibilities in existing scope to continue
* consultative forum to assist assessors to make decisions related potential issues found during assessments
* ongoing review of assessors
* composition - current WG4 members augmented by others. Members to be nominated by member bodies. Lead assessors to be members. Call for other members to be made once Board established.
* headed by - a 'Chair'. Subject to vote - 3 years plus 3. To be a member of the Executive.

**Action: Above proposals to be sent to Chris Agius to be discussed in Executive meeting on Friday, 10 May 2017 (this was done).**

**7 Review of existing assessors**

Members to note that ExMC have approved for WG4 to undertake a review of existing IECEx assessors. It is some years since the last review was carried out. Members are asked to plan how this review should be carried out.

Assessor training

It was noted that there are some issues with assessor applicants and existing assessors not attending training as required by IECEx. It was agreed that Gotomeeting could be used for training. The WG also discussed the possibility of using lead assessors to deliver training in different regions. It also agreed to Investigate other methods to deliver trailing eg UTube. JM's training material will be posted on WG4 website for consideration by WG members.

**Action: JM to provide training material to CA to put on website**

Review of assessors

Plan is to circulate revised application form, once approved, to existing assessors to complete and return to WG4. In addition feedback form will be circulated to bodies who have undergone assessment in the past 3 years. An initial review will be by correspondence to separate into those obviously OK and those who need discussion. A plan will then be formed to consider the rest, possible at a meeting.

**Action: Once forms approved, CA to arrange circulation of application forms to existing assessors and feedback form to bodies who have undergone assessment in past three years.**

**8 Assessor's Guide**

OD 032/V1 IECEx Assessor’s Guide was issued in 2008 and is due for revision. Members to consider how this might be done and if time permits to see if a draft revision can be achieved at the meeting.

WG members agreed the document was out of date.

**Action: JM to update to reflect current references and practices and circulate to WG4 members for comment. Then final document to go to CA to publish.**

**9 Other Matters**

**9.1 Assessor applicants**

The two applicants from China and one from Germany were accepted as recommended on the circulated spreadsheet.

A discussion was held on whether the new detailed competencies should appear on the IECEx website. **It was agreed** for privacy reasons, that only the current less detailed competencies would be shown on the website. The detailed competencies will be held by the Secretariat for the purpose of planning assessments.

**Action: JM to include recommendations on competencies relevant for the above applications to CA.**

Two applications from Brazil were also discussed, noting the CVs were still required. Both referees for the these applications were present at the meeting. It was agreed that subject to the usual more careful review taking into account the CVs, the applicants appeared suitable but only in relation to certification activities. JM Note: The CVs were received soon after the meeting and so these can now be progressed as indicated below.

**Action: JM to circulate above two applications for final review by the WG once the CVs were received.**

The meeting discussed the fact that applications were being received without the application form being signed by the member body. To date these had been accepted provided the emails with the application indicated member body endorsement. However, this was not always clear to WG members and it was noted the endorsement will become more critical with the revised application form. It was therefore agreed that form signed by the members body should be required for all future applications.

**Action: CA to ensure that forms have signed endorsements prior to sending them to WG4 for review.**

**9.2 Issue of equipment 'readily accessible'**

At the request from Katy, the WG considered the issue of 'readily accessible' test equipment as contained in the TCD. The WG agreed that renting all equipment is not acceptable. But something that is only used every year or two might be acceptable provided the source is clearly identified. Katy agreed to look at using IECEE material. Once drafted, consideration will be given to a suitable 'home' for the material, eg OD, annex to OD or Decision Sheet.

**Action: KA to circulate proposed draft to WG for consideration.**

**9.3 Application form for ATFs**

An application form will need development once the requirements for Additional Testing Facilities (ATFs) are finalized. It is likely to be a separate form to the ExTL application form.

**Action: JM to draft and circulate draft ATF application form when requirements are finalized.**

**9.4 Clarification of what we are asking members to vote on when they vote for applicant bodies and scope extensions**

Chris drafted a change to the voting form to show that bodies will be voting on acceptance of the recommendations in the report, rather than actual acceptance of the body. The WG supported this change. A copy of the revised form is attached,

**Action: CA to seek support from the Executive and approval from ExMC members for this change**

**9.5 Training topics for September**

The following topics were agreed as appropriate to include in the training at the September meetings:

* Impartiality
* Buying or renting equipment

**10 Next Meeting**

The next meeting will be possibly in the mid-year meetings 2018 which may be in the first week of June 2018 in Germany in Weimar. This may be the new group that replaces WG4. JM note: this was later changed to the week commencing 18 June 2018.

**11 Close of Meeting**

JM closed the meeting at 1600 thanking all members and guests for their attendance and contributions.

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