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**ExMC/1397/RM**

**July 2018**

**4th Meeting of the IECEx ExSFC (Service Facility Certification Committee)**

**Held at Schloss Ettersburg near Weimar, Germany**

**on** **Tuesday 19th June 2018 (commencing at 1:30 p.m.)**

**MEETING REPORT**

**Attendance**

R. Sinclair (Chair)

M. Erdhuizen (Deputy Chair)

M. Amos (ExSFC Secretary)

R. Wigg (IECEx Executive member)

Peter Thurnherr (IECEx Executive member)

B. Selamat (SIRIM)

H. Jung (KGS)

G. Kim (KGS)

X. Jianping (IECEx Executive member)

M. Slowinske (UL LLC)

E. Galera (UL do)

M. Roy (IECEx Secretariat)

1. **Opening by Chairman, Mr Ron Sinclair MBE at 2:43 p.m.**
2. **Noting of apologies from IEC TC 31 officers for inability to attend**

In addition to this item the Chairman commented that the participation at ExSFC meetings continues to be low and suggested that this needs to be considered if the required work of the ExSFC to guide and support the ongoing development of the IECEx 03 Scheme can be achieved with the current levels of participation.

RECOMMENDATION #1: that the ExMC consider if the current constitution of the ExSFC is appropriate given the past nil representation by IECEx Member Bodies, very low input from most IEC TC31 and SC31\* Officers and low participation by 03 Scheme ExCBs.

1. **Membership of ExSFC** 
   1. ExSFC Membership and Constitution

Members considered and approved the proposed update of the membership of the ExSFC as circulated as **ExSFC/001B/INF\_DRAFT** (noting the above Recommendation to the ExMC)

* 1. ExSFC Leadership Succession Planning

Members agreed to request the ExMC to appoint

* Mr Ron Sinclair as ExSFC Chairman for a second term of three years commencing 1st January 2019.
* Mr Marco Erdhuizen as ExSFC Deputy Chairman for a second term of three years commencing 1st January 2019.

1. IECEx 03-\* IECEx Certified Services Scheme – Rules of Procedure

Members noted the 2017 ExMC approval (refer ExMC Decisions 2017/53 and 2017/57) and subsequent publication of Edition 2.0 of IECEx 03-4. The Secretary explained that these documents were further revised and republished as Editions 1.1 of IECEx 03-2, IECEx 03-3 and IECEx 03-5 and the publication of a new IECEx 03-0 Edition 1.0 and to align with IEC CA 01, Harmonized Basic Rules and IECEx 01-S, IECE Supplement to CA 01.

1. IECEx 03-5 Revision

Members considered the fourth bullet point of Clause 8.1.3 of IECEx 03-5 as extracted below

***8.1.3 Contents***

*The IECEx Service Facility Certificate shall contain at least the following information:*

* *clear description of the repair, overhaul or reclamation service, including the type of equipment (e.g. rotating machines, enclosures, instruments, radios), the explosion protection techniques in relation to the type of equipment and rating of the equipment, e.g. voltage and electrical capacity (power rating, fault rating) of the Ex equipment*

and in agreeing that IECEx 03-5 requires review, noted the view of ExSFC Working Group 5 that both IECEx 03-5 and IECEx OD 011-3 require revision. The ExSFC members then supported the edits proposed by ExSFC WG5.

ACTION #1: ExSFC Secretary to prepare a draft revision of IECEx 03-5 for ExMC consideration and approval to publish

ACTION #2: ExSFC Secretary to prepare and publish a revision of IECEx OD 011-3

1. IECEx Certified Services Scheme – Operational Documents and supporting publications

Members noted the 2017 ExMC approval (refer ExMC Decision # below) and subsequent publication of the following publications:

* IECEx OD 313-4, Edition 2.0 (Decision 2017/54)
* IECEx OD 314-4, Edition 2.0 (Decision 2017/55)
* IECEx OD 316-4, Edition 2.0 (Decision 2017/56)
* IECEx OD 316-5, Edition 2.0 (Decision 2017/58)
* IECEx 03 Scheme Application Form as ExMC/417C/Q (Decision 2017/59)
* IECEx TCD 60079-19 (Decision 2017/60)

1. **Review of status of Actions assigned to ExSFC**
2. **Revision of TCD for IEC 60079-19**

Members noted the question from the Secretariat regarding the leadership for this work and suggested that ExSFC WG5 consider this and agreed the following:

ACTION #3: ExSFC WG5 to consider the leadership of the work on the IEC 60079-19 TCD development

1. **Review of AU proposal presented to 2015 ExMC meeting as ExMC/1071/CD**

Members noted Recommendation #2 to ExMC meeting and the subsequent ExMC endorsement of this (Refer ExMC Decision 2016/32), to plan and commence a revision of IECEx 03-5 to be led by ExSFC WG5 and agreed the following:

ACTION #4: IECEx Secretariat to ensure that agendas for future ExSFC WG5 meeting include this matter.

1. Review of report from ExSFC Meeting #3 of May 2017

Members noted the report (as accepted by correspondence with no objections submitted) on the third meeting of the ExSFC in May 2017 as circulated as **ExSFC/008/RM.**

1. **Review of status of Actions assigned during last ExSFC Meeting**

Members noted, without comment or question ***Annex A*** to this agenda

1. **Review of ExSFC plans, progress to date and status of work in progress.**

In response to the review of ExSFC work priorities, members agreed and reconfirmed that these continue to be

Priority 1 = Installation and Selection of Equipment

Priority 2 = Installation Design

Priority 3 = Area Classification

and subsequent establishment of a preliminary Working Group, members are asked to consider the following:

1. **Preliminary draft revision of IECEx OD 313-2**

Members considered and endorsed (for subsequent consideration and approval by the IECEx Management Committee (ExMC)) a preliminary draft revision of IECEx OD 313-2 as prepared by Mr Bulgarelli and circulated to members by email from the IECEx Secretariat on 19th February 2018.

1. **Preliminary draft revision of IECEx OD 314-2**

Members considered and endorsed a preliminary draft revision of IECEx OD 314-2 as prepared by Mr Bulgarelli and circulated to members by email from the IECEx Secretariat on 19th February 2018.

Members considered specific comments (refer Meeting Pack) from Mr Neil Dennis (Chair of IEC SC31J) on the draft revision of IECEx OD 314-2 and general comments from Mr Dennis (refer Meeting Pack) on IECEx ODs related to IEC 60079-10 series, IEC 60079-14 and IEC 60079-17.

In response to Mr Dennis’ *specific comments,* members raised a question on how or where these comments could be accommodated in IECEx OD 314-2 at this time and therefore agreed that the proposed document proceed for ExMC approval as circulated with editorial corrections (only) as suggested by Mr Dennis.

In response to Mr Dennis’ *general comments*, members suggested a staged response with Step 1 being a discussion on establishing a framework that acknowledges the notion that there are (and must be) many ways of achieving the outcomes intended by the requirements of IEC 60079-14 and IEC 60079-17 (and that, like the matter of lightning protection, this could be done by reference to other Standards). It was then agreed that the proposed revisions of IECEx OD 3\*\*-4 proceed for ExMC approval as circulated with editorial corrections (only) as suggested by Mr Dennis AND that the following Action be assigned:

ACTION #5: a new ExSF Working Group be established under the convenorship of Mr Roberval Bulgarelli to consider Mr Dennis’ comments in the next revisions of IECEx OD 3\*\*-4 publications.

On the matter raised by Mr Dennis on organisational competence versus personnel competence, the members noted the following”

1. There is a need for measurement metrics and also pass/ fail criteria for competence in design activities
2. That the full matter of competence in all aspects of design is beyond the scope and influence of the IECEx System
3. Mr Dennis’ comments are certainly valid and deserve further consideration and the ExSFC will seek broader input on these matters as one means of developing a clearer understanding of the issues and challenges before developing solutiuons
4. That different sizes and types of organisations are a reality and perhaps the smaller organisation represent the greatest potential for improvement in the area of design services for the Ex sector. It was also noted project size is also a factor.
5. It was agreed that ACTION #6: the ExSFC further consider a suggestion that there is value in developing an IECEx Certified Services Scheme specifically “ .. intended for small / medium size organisations
6. It was also agreed that, ACTION #7: the ExSFC and all ExSFC Working Groups emphasize in IECEx 03 Scheme publications that alternative solutions are permitted subject to contract review processes applied to Design Review and the management thereof
7. **Preliminary draft revision of IECEx OD 316-2**

Members considered and endorsed a preliminary draft revision of IECEx OD 316-2 as prepared by Mr Bulgarelli and circulated to members by email from the IECEx Secretariat on 19th February 2018.

1. **Preliminary draft revision of IECEx OD 313-3**

Members considered and endorsed a preliminary draft revision of IECEx OD 313-3 as prepared by Mr Bulgarelli and circulated to members by email from the IECEx Secretariat on 19th February 2018.

1. **Preliminary draft revision of IECEx OD 314-3**

Members considered and endorsed a preliminary draft revision of IECEx OD 314-3 as prepared by Mr Bulgarelli and circulated to members by email from the IECEx Secretariat on 19th February 2018.

1. **Preliminary draft revision of IECEx OD 316-3**

Members considered and endorsed a preliminary draft revision of IECEx OD 316-3 as prepared by Mr Bulgarelli and circulated to members by email from the IECEx Secretariat on 19th February 2018.

1. **ExSFC Working Group Activity** 
   1. **ExSFC Working Group 4 – *Inspection & Maintenance Services*** (Convenor = M. Ent)

Members noted that ExSFC WG4 have not met since the last meeting of the ExSFC on 8th May 2017 and as such there is no recent progress report on the tasks assigned at ExSFC Meeting #1 (refer Item 8 of Report on ExSFC Meeting #1). Members also noted that the convenor, Mr Ent has had other priorities that has limited his ability to participate in this ExSFC WG4 and agreed the following:

ACTION #8: ExSFC WG4 members to nominate a Deputy Convenor for ExSFC WG4

ACTION #9: ExSFC to report to ExMC that to date, the work of ExSFC WG4 has been delayed due to a lack of regular leadership and that steps are underway to address this matter

* 1. **ExSFC Working Group 5 – *Repair and Overhaul*** (Convenor = M. Erdhuizen)

Members received a verbal report from Mr Erdhuizen on progress with Actions assigned at ExSFC Meeting #1 (refer Item 7 of Report on ExSFC Meeting #1)

ACTION #10: IECEx Secretariat to request, on behalf of ExSFC, that IEC TC31 consider the inclusion of non-electrical equipment in IEC 60079-19 at the earliest opportunity

1. **Status of implementation of expanded IECEx 03 Scheme**
2. **Applications from ExCBs**

Members received a report from the Secretariat regarding the status of Applications formally received to date (being nil as at 12th April 2018).

1. **Assessments in progress**

Nil as at 12th April 2018

1. **Assessors**

Members were reminded of Action #8 from ExSFC Meeting #1 – refer Item 8 for ExSFC Meeting #1 in Annex A to this Agenda

1. **Promotional activities for expanded IECEx 03 Scheme**

Members considered the progress on the following Action from ExSFC Meeting #3:

*Action:*

1. *Secretariat with IEC Central Office prepare target brochures for the IECEx 03 schemes using ExSFC as a consultation forum*
2. *Secretariat to prepare a dedicated power point presentation on IECEx 03 for posting to the website*
3. *Look at Press Releases for key events.*

*ExSFC Chair, ExMC Chair, John Allen, Katy H. Roberval B. to assist the Secretariat with the above.*

as reported as follows:

* For Item 1, refer *“IECEx-brochure-LR-16.pdf”* as an example of what IEC Communications Team can prepare and as a document that could serve as the basis of a brochure for the IECEx Certified Services Scheme. Members to suggest text, photos etc that can expand on existing content.
* For Item 2, refer *“IECEx Services Scheme Presentation\_DRAFT01.ppt”* as circulated for member consideration
* For Item 3, members to note that IECEx Secretariat prepares dedicated websites for IECEx International Conferences and for IECEx Annual Meetings. Members to advise of additional work that is required.

and agreed:

ACTION #11: IECEx Secretariat to work with IEC Communications Department to develop a News Release based on information to be provided by Mr Peter Thurnherr regarding recent successes of his work with Eurofins / Electrosuisse as the most recent new IECEx 03 Scheme ExCB

ACTION #12: ExSFC Chairman to prepare 700-1000 words that can be used by IECEx Secretariat and IEC Communications Department to prepare a brochure on the IECEx Certified Service Facility Scheme.

ACTION #13: IECEx Secretariat to post *“IECEx Services Scheme Presentation.ppt”* on *www.iecex.com*

1. **Other Business**
   1. Competence of Personnel

Members considered the need to establish requirements for the competence of personnel employed by certified service facilities which may include definition of minimum levels of knowledge, skills and experience and levels thereof depending on the type of service activity and their involvement (eg. as operatives or responsible persons) in these activities. In these discussions members noted the comments from Mr Dennis on IECEx OD 314-2 and raised the question of whether to also consider other aspects of competence relevant to Service Facilities. It was also questioned on how we could satisfy requests for certification of competence beyond the scope of “Ex” work. The Secretary advised the members of work underway in the ExPCC regarding the inclusion of non-electrical in the IECEx CoPC Scheme.

The IECEx Chairman suggested that the ExSFC consider establishing a requirement that, from an agreed date, all organisations certified under the IECEx 03 Scheme must have at least one employee with an IECEx CoPC for relevant competences.

* 1. Any other business

Members did not suggest any other items of business for discussion at this meeting.

1. **Next meeting of ExSFC**

Confirmation of preference to be conducted as part of the IECEx Operational Meetings in 2019 with venue and date to be determined by the IECEx Executive later this week.

**Meeting close @ 5:00 p.m.**

***ANNEX A:***

**Status of Action Items from the 3rd Meeting of the IECEx ExSFC in Hawarden, May 2017**

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 5d | Draft revisions of IECEx 03-4 and OD 316-4 to be updated to reflect the decisions of this meeting and circulated for a 1 month period prior to ExMC consideration | Secretariat | Complete |
| 2 | 6b | ExSFC to consider DECISION #1 when revising IECEx 03-5:  *DECISION #1: that it is NOT intended that equipment manufacturers servicing (only) their own products must participate in the IECEx 03 Scheme but can do so if they choose to do so for marketing, commercial, strategic or other reasons.*  AND  *Equipment manufacturers servicing (only) their own products shall be treated like every other ‘external’ or ‘independent’ service facility with respect to Scheme requirements, fees, etc if they choose to be certified under the IECEx 03 Scheme* | ExSFC WG5 | Outstanding |
| 3 | 8 | ExSFC WG4 agreed on the need for a Guide 03-4 and that it proposes to keep this as a project for its future work but to prioritise on the revisions of IECEx 03-4 and supporting ODs. |  | Future work to be prioritised by ExSFC |
| 4 | 8 | Each of the ExSFC WGs shall be responsible for the development and maintenance of TCDs that are required |  | ExSFC WGs to report progress |
| 5 | 8 | Agreed to limit the application of witness assessment to the WG4 work and allow WG5 to consider approaches for the IECEx 03-5 Scheme. |  | ExSFC WG5 to report progress |
| 6 | 8 | That WG4 documents (re the abovementioned revisions) be circulated to ExSFC for a 1 month comment period prior to submitting for ExMC approval |  | Complete |
| 7 | 8 | WG5 to prepare requirements for nonelectrical Repair and Overhaul for the next edition of TCD 60079-19. |  | ExSFC WG5 to report progress |
| 8 | 9c) | Secretariat to raise with ExMC WG4 the need to identify existing assessors with competence in the IECEx 03 Schemes. Also for the Secretariat to solicit nominations from IECEx members and SC 31J MTs |  | Complete |
| 9 | 10 | The meeting then formed the following preliminary WG to commence work on Priority 1 (being Installation and Selection of Equipment):   * Roberval B * Secretariat   and to Initially to take into account the work already undertaken in ExSFC and its WG4 and WG 5 |  | Underway – refer to Item #10 above |
| 10 | 10 | Action:   * Secretariat with IEC Central Office prepare target brochures for the IECEx 03 schemes using ExSFC as a consultation forum * Secretariat to prepare a dedicated power point presentation on IECEx 03 for posting to the website * Look at Press Releases for key events.   ExSFC Chair, ExMC Chair, John Allen, Katy H. Roberval B. to assist the Secretariat with the above. |  | Underway – refer to Item #13 above |
| 11 | 11.1 | The Chair informed the meeting that a discussion held with Thierry Houeix revealed that it would be difficult to immediately alter ISO/IEC 80079-34 to also cover Services QA requirements and hence noted the need to retain the OD 314 series for each of the IECEx 03 Schemes. Both WG4 and WG5 are requested to note this. |  | ExSFC WG4 and ExSFC WG5 Convenors to note and plan for |

**Status of Action Items from the 2nd Meeting of the IECEx ExSFC in Umhlanga, September 2016**

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 5 | ACTION #1: ExSFC WGs to review the IECEx 03 Scheme Operational Documents and add a requirement for the provision of some form of report following provision of a service. This report shall include a means of identifying the IECEx Certified Service Facility organisation that has provided the service (a reference to the organisations IECEx Certificate # is the preferred means) | ExSFC WG4  and  ExSFC WG5 | Ongoing - ExSFC WGs to report progress |
| 2 | 5 | ACTION #2: ExSFC and Secretariat to provide a template for the report format to the ExSFC WGs for consideration in completing Action #1 | ExSFC and Secretariat | Work to commence via ExSFC |
| 3 | 5 | ACTION #3: ExSFC and Secretariat to consult with IEC SC31J for any opposition to the preparation of report formats as per Action #1 for electric and non-electric equipment for each IECEx 03 Scheme Program | ExSFC and Secretariat | Work to commence via ExSFC |
| 4 | 6a | ACTION #4: ExSFC and Secretariat to revise the draft of IECEx Guide 03A Edition 2.0 to   * replace “Sub-scheme” with “Program” * replace “S” suffix in the text to “P” * replace references to IEC 60079-10 with IEC 60079-10-1 and IEC 60079-10-2   add references | ExSFC and Secretariat | Complete – published in January 2017 |
| 5 | 6a | ACTION #5: ExSFC Chair to advise the ExMC of ExSFC intention to publish IECEx Guide 03A Edition 2.0 |  | Complete – published in January 2017 |
| 6 | 6a | ACTION #6: A Task Group of the ExSFC convened by Mr Sinclair to prepare a preliminary draft revision of ISO/IEC 80079-34 in support of Recommendation #1 that the ExSFC be permitted to prepare a proposed revision to ISO/IEC 80079-34 for consideration by IEC TC31 so that this Standard applies to and accommodates the IECEx 03 Scheme. |  | ExMC 2016 approved this as per ExSFC Recommendation #1  Mr Sinclair to report Task Group progress |
| 7 | 6b | ACTION #7: ExSFC WG4 to prepare a Table to cover IEC 60079-14 for inclusion in a future revision of the 03-4 FAR Form | ExSFC WG4 | ExSFC WG4 to report progress |
| 8 | 6c | ACTION #8: ExSFC WG4 to revise Clause 2.1.4 of OD 316-4 to ensure consistency with IECEx 02 principles | ExSFC WG4 | ExSFC WG4 to report progress |
| 9 | 6c | ACTION #9: ExSFC WG5 to revise Clause 2.1.4 of OD 316-5 to ensure consistency with IECEx 02 principle | ExSFC WG5 | ExSFC WG5 to report progress |
| 10 | 6d | ACTION #10: ExSFC WG4 to check consistency of terminology with the Definitions | ExSFC WG4 | ExSFC WG4 to report progress |

**Status of Action Items from the 1st Meeting of the IECEx ExSFC in Northbrook, May 2016**

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 5a | ACTION #1: the IECEx Secretariat to conduct an initial review and drafting of a revision of IECEx Guide 03A | Secretariat | Complete – published in January 2017 |
| 2 | 5b | ACTION #2: the IECEx Secretariat to review and report on the status of DEKRA’s application and any other applications or expressions of interest. | Secretariat | Awaiting provision of Procedures etc from DEKRA – refer copy of most recent corro below |
| 3 | 5b | ACTION #3: Working Groups established to review IECEx publications relevant to the IECEx Services Scheme to consider the above suggestion regarding the treatment of ‘scope limitations’ | ExSFC WG4  &  ExSFC WG5 | Ongoing - Working Groups to report |
| 4 | 6 | ACTION #4: IECEx 03-5 to be revised to include text that reflects the above Decision and provided for ExMC approval to publish | ExSFC WG5 | Refer Item # 5 above |
| 5 | 7b | ACTION #5: The IECEx Secretariat to seek and confirm Member Body endorsement of the members of ExMC WG10 present at this meeting as ExSFC WG5 members | Secretariat | Email sent to relevant Member Bodies on 02/08/16 – responses included in Updated membership list in Annex A |
| 6 | 7b | ACTION #6: The IECEx Secretariat to contact members of ExMC WG10 not present at this ExSFC meeting and invite them to indicate interest in joining ExSFC WG5 (subject to Member Body endorsement) | Secretariat | Email sent to relevant experts on 02/08/16 – responses included in Updated membership list in Annex A |
| 7 | 7c | ACTION #7: Mr Ent to propose an ExSFC WG5 task list (with timetables for completion) for ExSFC consideration | Mark Ent | Mr Ent to report progress |
| 8 | 9 | ACTION #8: IECEx Secretariat to invite other experts in the field of ‘Ex services” (eg. Mr Peter Thurnherr) to apply for acceptance as IECEx Assessors. Members to advise the Secretariat of other experts that could be invited to apply | Secretariat | Awaiting advice from ExSFC members of other experts. Email sent to ExSFC members by Secretariat on 02/8/16 – *no replies as at end of April 2018* |
| 9 | 10 | ACTION #9: IECEx Secretariat to investigate potential possibilities as mechanisms for promotion noting the prior need for something to promote and offer in response to demand arising from such promotion | Secretariat | *“noting the prior need for something to promote”* |
| 10 | 11 | ACTION #10: the ExSFC to request ExMC permission to commence the development of ExSFC Decision Sheets | ExSFC Chairman | Approved by EXMC via Decision 2016/32 |
| 11 | 11 | ACTION #11: ExSFC WG4 and ExSFC WG5 to consider how the information about a service provider’s capabilities shall be presented in ExSFC Certificates. This could form the subject matter of an ExSFC Decision Sheet | ExSFC WG4  &  ExSFC WG5 | Ongoing - Working Groups to report |