

IEC SYSTEM FOR CERTIFICATION TO STANDARDS

RELATING TO EQUIPMENT FOR USE IN EXPLOSIVE

ATMOSPHERES (IECEx SYSTEM)

**Meeting #1 of**

**ExSFC Working Group 4 – Inspection and Maintenance ‘Program’**

**Monday 8th May 2017, 8:30 AM – 12:30 PM**

**Agenda & Meeting Report**

1. **Opening** by Mr Agius of IECEx Secretariat on behalf of the Convenor, Mr Mark Ent

Concerns expressed over parallel meetings and request the Executive to consider avoiding as much as possible. Also suggesting 6 day week instead of 5 day

1. **Review** of Membership and call for further nominations

Members to note the membership as current at 18th April and also to note that we await National Member Body endorsement for a number of members that expressed interest in joining this WG. The IECEx Secretariat has previously requested the relevant Member Bodies to provide the required endorsements

Item for Other Business – due to personal reasons we need to find a replacement convener

The meeting agreed with the following ToR:

The work of ExSFC WG04 is to act as the maintenance team for the IECEx 03-4 Rules of procedure and supporting IECEx Operational Documents and Forms. The WG is to also monitor and make recommendations to ExSFC concerning the IECEx Inspection and Maintenance Services Scheme’ e.g. preparation of a ‘Guide to Applicants’.

Secretariat Action: to load the WG documents to the website

1. **Actions** for ExSFC WG4 arising from ExSFC Meetings #1 and #2 as extracted below:

*The tasks assigned to ExSFC WG4 include the following:*

1. *The preparation of a draft of Edition 2 of IECEx 03-4*
2. *The preparation of revised IECEx Operational Documents to support the draft of Edition 2 of IECEx 03-4*
3. *The preparation of a list of ideas to market the IECEx Inspection and Maintenance Services ‘sub-scheme’ and this work could involve:*
	* 1. *Collect ‘facts’, testimonials, etc that show / explain / outline the need for this sub-scheme*
		2. *Listing benefits to stakeholders*
		3. *An explanation to the market about the sub-scheme in terms of the requirements on and outputs from IECEx certified Inspection and Maintenance Service providers*
4. *Prepare a ‘Guide to Applicants’ for the 03-4 ‘sub-scheme’ based on the revised IECEx Guide 03A (Refer Action #1).   This document for 03-4 will serve as guidance to a similar task for other ExSFC Working Groups established to support the other IECEx 03 ‘sub-schemes’*
5. *Prepare a Table to cover IEC 60079-14 for inclusion in a future revision of the 03-4 FAR Form (Action item 7 of the ExSFC 2nd meeting*
6. *ExSFC WG4 to revise Clause 2.1.4 of OD 316-4 to ensure consistency with IECEx 02 principles (Action item 8 from the ExSFC 2nd meeting)*

and as emailed to ExSFC WG4 members by IECEx Secretariat on 19th January 2017

*The meeting noted the actions as assigned to WG4*

1. **Revision of IECEx 03-4 Edition 1.0**

Members to consider revisions to IECEx 03-4 Edition 1.0 as provided as Draft 3.0 of Edition 2.0 and provide recommendations for ExSFC consideration.

 *General Remark: WG4 propose to ExSFC that all Activities falling under the IECEx 03 Regime are to be referred to as “Schemes”*

 *WG4 recommend that an IECEx TCD needs to be prepared for the IECEx 03-4 Scheme.*

 *WG4 recommends considering similar text to below for other schemes:-*

A facility assessment is valid for a maximum period of three (3) years providing intermediate FAR assessments are satisfactory and the FAR is up-issued. An FAR can be withdrawn or suspended if the results of intermediate surveillance assessments are unsatisfactory during the three-year period. On or before the expiry of the three year period a full re-assessment is required and the FAR up-issued to reflect a satisfactory completion of a full reassessment of the specified location(s).

## Surveillance

The ExCB shall sign an agreement with the Service Facility to enable the ExCB to carry out, or arrange for another body to carry out on its behalf, periodic surveillance of the Service Facility’s Quality Management System (QMS) and quality plan(s) that shall include on-site assessments at the Service Facility’s premises. The frequency of such surveillance, inspection and assessment shall normally be set at a frequency of every 12 months, unless the ExCB is aware of concerns that may consider the Service Facility no longer capable of complying with the IECEx Service Facility Scheme requirements.

 *ACTION: Convener to issue updated version of IECEx 03-4 to ExSFC + WG4 members for a 1 month review prior to submitting to ExMC*

1. **Revision of IECE OD 313-4 Edition 1.0**

Members to consider revisions to IECEx OD 313-4 Edition 1.0 and prepare a draft of Edition 2.0 for ExSFC consideration.

OD 313 = Procedures to be followed by ExCBs

OD 314 = QA requirements

OD 315 = Additional requirements above those of the Standard

OD 316 = Requirements for ExCBs to join

WG4 agreed to include IEC 60079-14 throughout

WG4 proposes to carry forward to other schemes:

The process may only continue where ALL Non-conformances have been closed.

 *ACTION: Convener to issue updated version of IECEx OD 313-4 to ExSFC + WG4 members for a 1 month review prior to submitting to ExMC*

1. **Revision of IECE OD 314-4 Edition 1.0**

Members to consider revisions to IECEx OD 314-4 Edition 1.0 and prepare a draft of Edition 2.0 for ExSFC consideration.

*ACTION: Convener to issue updated version of IECEx OD 314-4 to ExSFC + WG4 members for a 1 month review prior to submitting to ExMC*

1. **Revision of IECE OD 316-4 Edition 1.0**

Members to consider revisions to IECEx OD 316-4 Edition 1.0 and prepare a draft of Edition 2.0 for ExSFC consideration

WG4 propose that ALL applicant ExCBs shall be subjected to an assessment regardless of being incvolved in any of the IECEx 03 schemes

WG4 proposes that witness audits be introduced across the schemes

*ACTION: Convener to issue updated version of IECEx OD 316-4 to ExSFC + WG4 members for a 1 month review prior to submitting to ExMC*

1. **Preparation of IECEx Guide 03-4**

Members to consider modifications and expansion of detail in *IECEx Guide 03A Edition 2.0* to prepare an IECEx Guide to applicants in the Inspection and Maintenance ‘Program’

 WG4 agreed to defer but keep as a project

1. **Other Business**
	1. **Convenorship**

To seek a replacement Convener

WG4 to report to ExSFC that we are in the process of seeking a replacement Convener

1. **Next meeting** of ExSFC WG4

To be advised by the Convener in consultation with the ExSFC Chair

Meeting Closed at 12.45pm