ExAG Action List

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| Action no | Source | Action required | Responsibility | Progress | Comments |
| 2019/01 | ExAG meeting May 2019, agenda item 4. | **Voting for acceptance of candidate assessors**  Meeting agreed that a formal voting system be set up for members to vote – Action for Mike and request to ExMC for approval implement this way. | Mike Roy  Jim Munro (to seek approval of ExMC via report)  ExMC | Approach approved at ExMC, Sep19  Implemented for two new assessors in Dec19  Agreement by email to reduce voting time to four weeks, but with consideration of holidays. | Complete |
| 2019/02 | ExAG meeting May 2019, agenda item 4. | **Maintenance of checklists such as those for ISO/IEC 17024, 17025 and 17065**  Xu Jianping – could this group form a point of contact with accreditation bodies, for example to facilitate joint assessments?  It was agreed that the ‘responsibilities’ is not intended to be limiting on the actions that might take on. Perhaps something along the following lines could be added:  • Other actions or roles as agreed by the ExMC – be submitted to ExMC – Jim to include in report – Action Jim Munro | Jim Munro  ExMC | The following was included in the report to ExMC:  “The meeting discussed whether this group could form a point of contact with accreditation bodies, for example to facilitate joint assessments.  It was agreed that the ‘responsibilities’ is not intended to be limiting on the actions that ExAG might take on. It was discussed that something along the following lines could be added:  Other actions or roles as agreed by the ExMC  However, the introduction to the responsibilities includes the words “as directed by the ExMC include but are not limited to”. This expression should provide sufficient flexibility for additional tasks not expressly covered by the bullet points in IECEx06 under “Responsibilities” at this time.  The meeting noted that IECEx06 had been approved by CAB and hence any revision would need to go back to CAB.” | Complete |
| 2019/03 | ExAG meeting May 2019, agenda item 5. | **Witness assessments of ExCBs while they are conducting on-site audits of manufacturers**  Chris said this had been done for SIRIM for service facilities. Jim has also done this for VTT.  Propose to include this as an option for assessors, particular where they do not hold local accreditation, or the accreditation body does not do witness assessments of manufacturers.  Include appropriate wording in next edition of OD 003, assessment report F003 and guide OD 032. Katy said that SFCC had suggested that it might also be possible to engage a local IECEx assessor. This could help with issues of scheduling and language. | Not assigned but included in report to ExMC for feedback. | The following feedback from ExMC is recorded in the meeting record:  US supports 1, 2, 3 and 5 but not with recommendation 4 due to difficulties in scheduling and additional costs and questions the value of this.  UK supports all recommendations but questions Recommendation 4 and whether or not national accreditation also performs witness auditing  Dr Munro responded that Recommendation 4 is aimed at ExCBs where they either do not hold accreditation or the Accreditation body itself does not conduct witness audits. At this point feedback on this idea is being sought prior to developing a proposal further.  ExSFC Chair, Mr Sinclair, raised that witness audits under Recommendation 4 is perhaps more important for ExSFC as all the work is done on site by the ExCB and could be considered similar to the witnessing of tests by an ExTL  In conclusion the Secretary suggested that perhaps Recommendation 4 in its current form could be reviewed by ExAG to take account of the US concerns and any other concerns, with Dr Munro advising that at this point feedback concerning Recommendation 4 is being sought as opposed to specific approval. | Proposal to be further developed by ExAG |
| 2019/04 | ExAG meeting May 2019, agenda item 6. | **Revision of OD 003-1**  **Assessment Procedures for IECEx acceptance of Candidate Accepted Certification Bodies (ExCBs) and Ex Testing Laboratories (ExTLs) –**  **Part 1: Appointment and Surveillance of IECEx appointed Assessors (ed.2)**  The following needs to be taken into account for that revision:  That OD 003-1 Annex A.2 d) to be clarified in the next edition of OD 003-1 regarding the meaning of “… at least five years' practical experience in the scope of the relevant IECEx scheme(s)”  **Target 3 months** | Julien Gautier | Waiting action |  |
| 2019/05 | ExAG meeting May 2019, agenda item 6. | **Revision of OD 003-2**  **Assessment Procedures for IECEx acceptance of Candidate Accepted Certification Bodies (ExCBs) and Ex Testing Laboratories (ExTLs) –**  **Part 2: Assessment, surveillance assessment and re-assessment of ExCBs and ExTLs operating in the IECEx 02, IECEx Certified Equipment Scheme. (ed.3)**  For next edition of OD 003-2 - consider including a section on pre-assessment  **Target 3 months** | Katy Holdredge | Waiting action |  |
| 2019/06 | ExAG meeting May 2019, agenda item 6. | **Revision of F-003**  **IECEx Assessment Report Form**  To address all schemes  **Target 3 months** | Jim Munro, with input from Ralph Wigg | Waiting action |  |
| 2019/07 | ExAG meeting May 2019, agenda item 6. | **Revision of ExMC/43/Q**  **IECEx Assessor Application/Reconfirmation or Additional Details Questionnaire**  To be converted to F form and to address sub-schemes of Facilities Scheme.  **Target 3 months** | Chris Agius and  Jim Munro | Waiting action |  |
| 2019/08 | ExAG meeting May 2019, agenda items 4. and 6. | **Revision of OD 032 Ed3.0**  **Guidelines and Information for IECEx Assessments**  Chris suggests we expand this to include other schemes – Chris said he can help with this. Lack of accreditation for other schemes can make things quite different in an assessment. Action Chris Agius  **Target 3 months** | Chris Agius | Waiting action |  |
| 2019/09 | ExAG meeting May 2019, agenda item 6. | **Revision of documents in other schemes**  For other schemes, documents to be identified  • OD 501 CoPC Scheme  • OD 316 series for service facilities | Not assigned | For future consideration by ExAG |  |
| 2019/10 | ExAG meeting May 2019, agenda item 6. | **Showing ExAG documents on IECEx website**  Mike to consider ways for showing documents to be addressed by ExAG on the IECEx website. | Mike Roy | ExAG now has its own section on the website in the documents area. | Complete |
| 2019/11 | ExAG meeting May 2019, agenda item 6. | **Revision of assessors’ page on website**  Assessors’ page “Procedures for the appointment of experts as IECEx Approved Assessors” will need revision to reflect the use of ExAG and revised process for approval of assessors. | Chris Agius and  Mike Roy | Waiting action. Also related to revision of OD 003-2 and so may need to wait for this. |  |
| 2019/12 | ExAG meeting May 2019, agenda item 7. | **Costing of assessments**  Chris to address proposing a guideline on assessment estimates when revised OD 032. Cost estimate to be first sent to Chris for agreement, possibly as same time when advising of agreed assessment dates. | Chris Agius  See action 2019/08 above | Waiting action |  |
| 2019/13 | ExAG meeting May 2019, agenda item 7. | **Costing of assessments**  OD 206 regarding feedback to be implemented with Secretariat ie sent out when reporting finished. | Chris Agius | Waiting action |  |
| 2019/14 | ExAG meeting May 2019, agenda item 8. | **Additional Test Facilities (ATFs)**  Katy to take account of when drafting revision to OD 003-2  Chris to take account of when drafting revision to OD 032 | Requirements – in OD 003-2 Action Katy Holdredge  See action 2019/05 above  Guidance – OD 032 Action Chris Agius  See action 2019/08 above | Waiting action |  |
| 2019/15 | ExAG meeting May 2019, agenda item 9. | **Potential mechanisms include video conference, recording of training sessions and preparation of self-paced training material**  Record training sessions and encourage people to take it back for their staff. | Chris Agius and  Jim Munro | Training sessions in Dubai were recorded. | Complete |
| 2019/16 | ExAG meeting May 2019, agenda item 10. | **Providing clarity on assessing complex ExCB and ExTL relationships**  Issue with different assessor doing related ExCBs/ExTLs. Might be value in developing some guidance/requirements for these relationships. Have representative from ExCB present for assessment. | Requirements – in OD 003-2 Action Katy Holdredge  See action 2019/05 above  Guidance – OD 032 Action Chris Agius  See action 2019/08 above | Waiting action |  |
| 2019/17 |  | **Proficiency testing program**  Could add some guidance to report form for assessors to ask what is being done about results. This includes what has happened when testing process changed as result of program, eg could look at management review agenda/minutes. Jim to do as part of review of F-003. | Jim Munro  See action 2019/06 above | Waiting action |  |
| 2019/18 |  | **Proficiency testing program**  Could need review of PTB OD to make it clear what needs to be done if there have been problems – Tim Krause to be advised | Jim Munro | OD 202 has been revised | Complete |
| 2019/19 |  | **Monitoring of newly accepted ExCBs/ExTLs**  5 years seems long for first re-assessment of new body to IECEx. Chris - we implement a one-year surveillance, from date of acceptance. Negotiable if nothing done after one-year. To be included in revision of OD 003-2 | Katy Holdredge  See action 2019/05 above | Waiting action |  |
| From ExMC | **Recommendation 1:**  That ExMC approves the composition of ExAG as shown in Annex A of this report. | Approved |  |  |  |
|  | **Recommendation 2:**  That ExMC approves the implementation of a formal voting system for acceptance of assessor applications by ExAG members. | Approved |  |  |  |
|  | **Recommendation 3:**  That ExMC approves that no changes to IECEx06 (formerly EXMC/1376/DV) be recommended to CAB at this time. | Approved |  |  |  |
|  | **Recommendation 4:**  That ExMC provides initial feedback on the proposal to provide further guidance on the use of witnessed assessments for Schemes IECEx02 and 03. | Noted the current work covered by Recommendation #4 |  |  |  |
|  | **Recommendation 5:**  That ExMC provides initial feedback and in principle support on the proposed implementation of an initial one-off one-year surveillance from date of acceptance for newly accepted ExCBs/ExTLs holding national accreditation, noting the final proposal will come to ExMC for approval as a revision to OD 003-2. | Noted current considerations within ExAG regarding Recommendation #5 and supported further development in this direction |  |  |  |