INTERNATIONAL ELECTROTECHNICAL COMMISSION

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

IECEx Assessment Group (ExAG)

MEETING #2 - REPORT

Conducted as a Webinar on
Friday, 15 May 2020 commencing at 12:00 UTC

Item	Description	Documents
1.	**Opening and welcome to the second meeting of ExAG by Convenor:** Jim Munro **Deputy Convenor:** Katy Holdredge Dr Munro, as ExAG Convenor and chair of the meeting, opened the meeting at 1205 UTC welcoming members and Ron Sinclair, ExSFC Chair, and Paul Meanwell, IECEx Chair. Dr Munro thanked everyone joining this meeting and outlined the housekeeping for this meeting. The meeting noted the membership and attendance. Refer **Annex A** to this report for Membership details and **Annex B** for attendance and apologies.	
2.	**Approval of the agenda** Members approved the draft agenda as circulated and accepted the Convenor's suggested items for focus, these being: 1. Progressing open actions identified at last meeting, mostly involved revised of documents 2. Other agenda items identified as critical 3. Deferring remaining non-critical items to next face-to-face meeting The Chair outlined the meeting agenda and noted the availability of remote meetings if this is needed should we run out of time.	
3.	**Report of last meeting of ExAG** Members noted the report of the last meeting that was circulated as ExMC/1493/R and accepted (including the Recommendations from the ExAG) by the 2019 meeting of the ExMC. The Chair displayed the last meeting report for ExAG, ExMC/1493/R as submitted to the IECEx Management Committee, reminding the meeting of the listed tasks assigned to this ExAG. The Chair noted use of the new electronic voting system for the approval of assessors, noting how well this works as we have	

	approved two assessors since it was introduced, and he complemented the Secretariat. The Chair then reminded the meeting of the various proposals to ExMC and Actions Arising, with the list of actions arising from the last meeting to be considered under Agenda Items #6 and #7 following in this report.		
4.	**Background on formation of ExAG** Members noted reminders that: • The formation of ExAG was supported at 2018 ExMC and subsequently approved by CAB • The first ExAG meeting took place on 9 May 2019 in Singapore The Chair reminded the meeting of the background to the development of ExAG, noting that this is our second meeting and gave an opportunity to those attending the meeting for any comments or remarks. None were raised.	IECEx 06 ExMC/1448A/RM CAB_1828e_DV
5.	**Terms of Reference and Responsibilities** Members noted (under Item #3 above) a reminder of the ExAG Terms of reference (as extracted from IECEx 06 and presented below) and also supported Mr Agius' suggestion that there is a need to focus on the item regarding ExAG being a consultative forum, with CA advising that he consults in the first instance with the Convener and Deputy Convener and if needed then rely on the Convener / Deputy Convener to then raise with the ExAG Members as required. Members also supported the proposal from Prof Xu that the ExAG Terms of Reference be amended to add Additional Testing Facilities (ATFs) as shown below and also agreed that in the interim the current Terms of Reference be interpreted to include ATFs where ExTLs are mentioned. *To act as the dedicated IECEx Maintenance and Consultative Group for matters relating to the IECEx Assessment of ExCBs, ExTLs and ATFs across all IECEx Schemes* *Responsibilities:* *Responsibilities as directed by the ExMC include but are not limited to the following:* • *Ensure on-going alignment with the Peer Assessment fundamentals of CAB (reference is CAB Policy documents, eg IEC CAB-P02)* • *Develop and maintain criteria for Assessors and Lead Assessors in consultation with the Scheme Committees* • *Review and approval of assessor applications for all schemes, with newly appointed assessors to be reported to ExMC for noting* • *Periodic review of existing pool of assessors for all schemes* • *Maintenance of Assessment Procedures for all IECEx Schemes.* • *Maintenance of report forms and records used in assessments* • *Maintenance of IECEx Assessors' Guide(s) – Note that "IECEx Assessors' Guide" is now "Guidelines and Information for IECEx Assessments"* • *Development and delivery of assessor training* • *Provide a consultative forum for recommendations on issues found during assessments*	IECEx 06

	• *Development of common interpretations, for example for ISO/IEC 17025* • *Maintenance of checklists such as those for ISO/IEC 17024, 17025 and 17065* **ACTION 1:** Secretariat to capture the proposed change to IECEx 06 regarding ATFs and the one from the previous meeting*, as part of Maintenance of IECEx 06. Consideration will be given at a later meeting of ExAG to putting forward changes to IECEx 06. * This was to add an additional dot point in responsibilities: "• Other actions or roles as agreed by the ExMC"	
6.	**Actions and potential actions arising from last meeting of ExMC** **ExMC agenda Item 7.3 New IECEx Assessment Group, ExAG - Technical Reference Group for Assessment of ExCBs and ExTLs** Members noted the following outcomes of the 2019 ExMC meeting in Dubai: *Decision 2019/16* *The meeting* • *accepted a report from the ExAG Convenor, Dr Munro as circulated as ExMC/1493/R,* • *noted the publication of IECEx 06 and Edition 3.0 of IECEx OD 032* • *approved ExAG Recommendations #1, #2 and #3* • *noted the current work covered by Recommendation #4* • *noted current considerations within ExAG regarding Recommendation #5 and supported further development in this direction* and also noted that the above decision has not identified any new work for the ExAG, but does endorse the progressing of work identified by ExAG The meeting noted that there are no new tasks assigned to ExAG from the ExMC with the Chair inviting any remarks concerning assigning of tasks to ExAG. None were raised.	
7.	**Outstanding actions from the last meeting of ExAG** Members reviewed Annex C to this report that details the actions arising from the last meeting of ExAG, the status of those actions as originally circulated and agreed the updates made during this meeting. The Convenor explained that the actions fall into the following main categories: • Revision of existing documents and forms; • Identification of documents in schemes other than IECEx02 for revision; and • Revision of IECEx website. Members then considered and supported, in principle (noting that further work is needed as outlined below), the following proposals: a) Development of **proposal on witness assessment of ExCBs** (as detailed further in the meeting paper circulated separately	

as "*2000514 New Proposals guidelines*" and also in the feedback provided by ExSFC members tabled at this meeting). During discussions Messrs Sinclair and Allen suggested that the Premise 2 in the proposal needs revision for the IECEx 03-5 Scheme (refer the version of "*2000514 New Proposals guidelines*" that was updated during the meeting and any subsequent comments on these updates)

The meeting agreed to assign Ron Sinclair as Chair of ExSFC the task of taking this feedback back to ExSFC for them to consider updating of IECEx 03-5 and IECEx OD 316-5.

b) Development of **guideline on the preparation of assessment cost estimates**
   During discussions members noted and supported the proposed revisions to OD 003-2 and OD 032 on this matter and also the points in the meeting paper circulated separately as *"2000514 New Proposals guidelines"*

c) Development of proposal regarding proposed **implementation of an initial one-off one-year surveillance** from date of acceptance for newly accepted ExCBs/ExTLs holding national accreditation
   During discussions members were reminded of Recommendation #5 to ExMC from the first ExAG meeting and then supported the details outlined in *"2000514 New Proposals guidelines, Section 4.2"*, the edits to this agreed and recorded as updates during this meeting and also those proposed for IECEx OD 003-2 by Ms Holdredge.

   ACTION 2: JM to add text to the OD 003-2 to for the situation where an applicant ExTL has not participated in a Proficiency Testing program at the time of application; where the assessment team needs to spend more time on site to witness tests in lieu of PTP.

Members then noted that the following documents are affected by the above and that revisions of documents have been developed for discussion:
   • F-003 ExCB and ExTL reports
   • OD 003-1
   • OD 003-2
   • OD 032
The outcomes on discussions on the above follow:

d) **Revision of F-003 report form**
   Members discussed the proposed changes to F-003 as summarised in a draft revision (with Track Changes) and supported all of these as originally circulated or as amended during this meeting (noting that more content is needed from Mr Wigg and Mr Roy). The next step is recirculation to ExAG members for further review.

e) **Revision of IECEx OD 003-1**

	Members considered and supported the revisions originally proposed by Mr Gauthier and updated during this meeting (noting that there is a need for an editorial review prior to further circulation).	

f) **Revision of IECEx OD 003-2**
Members considered and supported the revisions originally proposed by Ms Holdredge and updated during this meeting (noting that there is a need for an editorial review and addition of indicated text prior to circulation for further consideration). The members decided that the inclusion of pre-assessments in Section 1 was not appropriate because these can occur before an application is made and can be a more flexible process depending in the need of the potential applicant.

ACTION 3: KH to remove reference to pre-assessments from this Section 1 and to consider whether there is a need for a new section.

g) **Revision of IECEx F-007, Assessor Application Form**
Members considered and supported the revisions proposed by Mr Agius and <u>agreed</u> that this be published for use (noting Mr Allen's suggestion that there is a need for further improvement with respect to IECEx 03 Scheme assessor competence requirements).

h) **Revision of IECEx OD 032**
Members considered and supported the intent of the proposed revisions as circulated subject to text to be provided by Mr Agius to clarify Clause 3.2, dot point 2, but recommended some adjustment to the text to make meaning clearer.

ACTION 4: CA to adjust text in OD 032 Clause 3.2 dot point 2 to make meaning clearer.

8. **Requests from 2019 ExSFC Meeting**
8.1 Provision of suitably qualified IECEx peer assessors
Members discussed the following *request* from the 2019 ExSFC meeting report. Members also considered the additional information provided to the meeting by Mr Sinclair and the comments from Mr Maira on the situation of manufacturers servicing their own products and also those of other manufacturers. Mr Allen also advised that there are other forms of servicing organisation arrangements, but suggested that these scenarios are adequately covered in existing IECEx 03 Scheme publications.

Members discussed the need for suitably qualified assessors to be used when conducting initial, surveillance and reassessment audits of IECEx Certification Bodies in the IECEx 03 Schemes and agreed that the IECEx Assessment Group (ExAG) be asked to ensure that assessors are:
- *Sufficiently experienced in the activities covered by the IECEx Certified Services Facility Scheme*
- *Sufficiently experienced in the "Ex service sector'*

		• *Familiar with the Standards as they apply to explosion protection techniques used by organisations covered by IECEx Certificates for Service Facilities* • *Familiar with 03 Scheme Rules of Procedure and Operational Documents.* The above suggestions for assessor qualifications were included in the updated draft revision of IECEx OD 003-1 (refer Report Item # 7 e) above. Mr Allen offered to prepare a discussion paper on assessor qualification requirements, and it was agreed that this could be used as part of assessor training resources. **8.2 Revision of F-003 report form** Refer Item #7 d) above.	
9.		**Training** Members discussed the structure, content, format and publication method for the 2 hour duration Assessor Training planned to be provided as part of the 2020 Annual Meeting (to be conducted remote). Mr Berger suggested that the training needs to include a method of sharing practical experiences. It was agreed that more discussion by ExAG or a smaller group is needed on the design of assessor training. ACTION 5: Separate meeting to be convened (on date to be determined) and ExAG members to submit suggestions as input to this new meeting.	
10		**Technical capability documents** Members to consider the following submission from Ms Holdredge *As a result of one of my recent audits, a question came back from the secretariat regarding the completion of the row "Capable of being performed correctly" in the TCD. I had told Chris and Christine that I was only concerned about the completion of those rows for the tests that we witnessed and that perhaps it would make more sense to remove this row from the TCD and include this information in F-003 under the Witness Test section.* *Chris suggested that we should include a little time during the next ExAG meeting to discuss the expectations upon assessors, because as you rightly point out to witness each and every test would not necessarily be very practical and I would certainly question the return on such an investment.* Deferred to next meeting due to lack of time.	
11		**Proficiency testing program** Members discussed their experience with application of revised OD 020 including witnessing of tests using artefacts where ExTL has not participated in all programs.	

	Deferred to next meeting due to lack of time.	
12	**Management of extraordinary circumstances** Members considered the following request from Chris Agius and a verbal recap on the background to this and also a summary of the proposed next steps of further development of this publication:	IECEx OD 060, Edition 1.0

28/2/20
Dear Colleagues (Chairs/Deputy Chairs/Conveners of ExTAG, ExSFC, ExPCC, ExMarkCo, ExAG)

Following on from the recent issue of Interim OD 060, Management of Extraordinary Circumstances (copy attached), I wish to advise that during the Secretariat's consultation with the IECEx Executive, a suggestion was received that while the immediate need for OD 060 was recognised, that perhaps a longer term view maybe that rather than a single document, such as the new OD 060, that it may be prudent to have such requirements contained within each of the individual Scheme documents leaving each of the Schemes, "IECEx 02 Equipment Scheme, IECEx 03 Services Scheme, IECEx 05 Personnel Scheme and The Mark licensing scheme to each address such requirements within their own documents.

As the future direction for Interim OD 060 is to be dealt with during the September 2020 ExMC meeting, can I ask you to raise the matter at the next opportunity within your respective groups, namely:

ExTAG
ExSFC
ExPCC
ExMarkCo
ExAG

Noting that all except ExTAG are planning to meet in May next in Dubai. So the matter to be put to your respective groups are:

1. Whether or not they support replacing OD 060 with individual requirements contained within each of the Schemes documents?
2. If yes then your Groups would need to start work on revising existing documents if you wish to have updated documents ready for the September 2020 ExMC meeting, or an alternative approach to have update drafts dealt with via correspondence.

In the meantime, we plan to retain OD 060 in its current form and include this matter for discussion also within the IECEx Executive, at the May 2020 Dubai meeting.

Additional information from Chris 17/4/20

Review Section 2 of OD 060 as part of your agenda, which refers to interim remote CB/TL peer assessment. WG05 will review Section 3 of OD 060 which is manufacturer/personnel assessments. The intention is to produce a draft Edition 1.1 of OD 060 from the Working Groups.

	and then members considered a draft revision of IECEx OD 060 Edition 1.0 tabled by Mr Agius and <u>agreed</u> the following: • that a single publication applicable to all Schemes is preferred • that each Scheme Committee or relevant Working Group shall be responsible for the maintenance of their section of the single publication and noted that there will be future opportunities for improvement regarding the use of videoconference tools for conducting remote assessments (noting that the IEC TC31 GWP provides guidance on the use of technologies for meetings). Members also questioned whether some provisions of OD 060 (particularly those for the use of videoconferencing) may be routinely used as an option in the future after the current extraordinary circumstances have been resolved or the impacts (eg, travel restrictions) reduced. In this respect, Mr Wigg suggested that there will be a need to address potential problems in the areas of security and confidentiality. In response to the comments on travel restrictions Mr Maira suggested that the ExMC should now consider removal of the need to use assessors from outside the assessed body's country. Mr Brenon provided additional information on how the IECEE System plan to address this matter whilst respecting the essential aspects of peer assessment principles. Members noted the discussion on which types of IECEx assessments can / cannot utilise local assessors and how this could be managed (eg. use of remote assessment methods) for ExCBs and/or ExTLs and still maintain satisfaction of mutual recognition requirements. The meeting agreed to the following: a) That the OD 060 should be retained as a single document but with separate sections for each Scheme, that is under the maintenance of the respective Scheme Committees; and b) That Clause 2.3 should be amended to enable the processing of applications from new ExCBs and ExTLs via remote means, providing that ExTLs are subjected to a site visit, perhaps by a local assessor with another assessor participating remotely. On this basis the Secretary will update the OD 060 and include ExAG in the circulation of a final Draft that is to be considered by the IECEx Executive. ACTION 6: Secretariat to revise IECEx OD 060 Edition 1.0, Section 2.3 to permit remote assessments for new applicant ExCB and ExTLs taking into account the views of the meeting that an actual site visit will be required for ExTLs.	
13	**Other potential topics** Members considered the following list of topics suggested by Ms Holdredge with the outcomes for each as listed below :	

	• Updates to the IECEx website for assessor capability • Archiving lists of assessments on the IECEx website assessor page • Discuss where we should record that ExAG members have four weeks to vote on new assessors and the use of the online system • Discuss inclusion of voting summary in report to ExMC • Results of feedback forms sent to secretariat • Format of CoPC scope expansion audit reports – addition to original audit report versus separate scope expansion report Possible additional topics: Two issues to be included that were raised during the last USNC/IECEx meeting. It is not the intent for all of the details to be made available to ExMC. However, it is their expectation that ExAG is monitoring these issues. • Report from secretariat on compliance with step 6 of IECEx OD 003-2 "For initial assessments and re-assessments, the Secretariat will appoint peers from ExCBs and ExTLs as Team Leaders unless there are none available for the specific assessment – in this case a Lead Assessor that is not a Peer from an ExCB or ExTL may be used." • Report from the secretariat on assignment of audits. It was noted that the assignment of audits is very uneven and many assessors are under-utilized or not used at all. Deferred to next meeting due to lack of time.	
14	**Next Meeting** **ACTION 7:** JM, KH, MA and CA to arrange a follow up GoToMeeting, with dates to be determined.	
15	**Close of Meeting at 16:30 UTC**	

Annex A

Membership of ExAG as defined by IECEx06

4.3 Membership

The ExAG shall comprise Lead Assessors plus up to fifteen (15) experts nominated by IECEx Member Bodies and appointed by the ExMC. The ExMC shall ensure that a balance of interest across all IECEx Schemes is maintained.

As start up for the Group, members of previous ExMC WG4 that fit this criteria and wish to continue shall comprise part of the membership.

Membership of ExAG at 15 May 2020

Convenors:

Dr Jim Munro (Convenor)

Ms Katy Holdredge (Deputy Convenor)

Secretariat:

Mr Chris Agius

Lead assessors (in addition to those above who are all lead assessors):

Mr Ajay Maira

Mr Ralph Wigg

Mr Heinz Berger

Prof Xu Jianping

Mr Thierry Houeix

Mr Bernard Piquette

Mr Ronald Webb

Other members:

Dr Alexander Zalogin – ExMCWG4

Mr Michel Brénon - ExMCWG4

Mr Klauspeter Graffi - ExMCWG4

Mr John Allen – ExMCWG4

Mr Julien Gauthier – ExMCWG4

Ms Yulia Tikhonenko – RU nominee

Annex B

ATTENDANCE:

Country		Name	Organisation
AU	Convenor	Dr Jim Munro	Jim Munro Int. Compliance Pty Ltd
US	Dep Conv	Ms Katy Holdrege	UL LLC (USA)
IEC	Member	Chris Agius	IECEx
AU	Member	Ajay Maira	ExTC
AU	Member	Ralph Wigg	E-x Solutions International Pty Ltd
CH	Member	Heinz Berger	Certiconsult
CN	Member	Prof Xu Jianping	NEPSI
DE	Member	Klauspeter Graffi	TUVR
FR	Member	Thierry Houeix	INERIS
FR	Member	Bernard Piquette	INERIS
FR	Member	Michel Brenon	
GB	Guest	Ron Sinclair	SGS Baseefa
GB	Member	John Allen	Sheppard Engineering Limited
GB	Member	Ronald Webb	
RU	Member	Dr Alexander Zalogin	NANIO CCVE
RU	Member	Ms Yulia Tikhonenko	NANIO CCVE
IEC	Secretary	Mark Amos	IECEx
IEC	Secretariat	Mike Roy	IECEx
ZA	Ex Officio	Paul Meanwell	IECEx Chair (Komatsu Mining Corp. Group)

APOLOGIES RECEIVED

Country		Name	Organisation
FR	Member	Julien Gauthier	LCIE

Annex C

ExAG Action List

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 discussed at meeting #2 and 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 | Julien Gauthier | Proposal discussed at meeting and to be further developed by ExAG | |

		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**			
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	Proposal discussed at meeting #2 and to be further developed by ExAG	
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	Proposal discussed at meeting #2 and to be further developed by ExAG	
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	Proposal discussed at meeting #2 and to be further developed by ExAG	

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	Proposal discussed at meeting #2 and to be further developed by ExAG	
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.	
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	Proposal discussed at meeting #2 and to be further developed by ExAG	
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	Proposal discussed at meeting #2.	

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	Proposal discussed at meeting #2 and to be further developed by ExAG	
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 and have been posted to the IECEx website.	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	Proposal discussed at meeting #2 and to be further developed by ExAG	
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	Proposal discussed at meeting #2 and to be further developed by ExAG	
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 and published	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	Proposal discussed at meeting #2 and to be further developed by ExAG	
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	Noted current considerations within ExAG regarding Recommendation #5 and supported further development in this direction			

		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.			
2020/01	ExAG meeting May 2020, agenda item 5.	Secretariat to capture the proposed change to IECEx 06 regarding ATFs and the one from the previous meeting*, as part of Maintenance of IECEx 06. Consideration will be given at a later meeting of ExAG to putting forward changes to IECEx 06. * This was to add an additional dot point in responsibilities: "• Other actions or roles as agreed by the ExMC"	IECEx Secretariat		
2020/02	ExAG meeting May 2020, agenda item 7 c).	JM to add text to the OD 003-2 to for the situation where an applicant ExTL has not participated in a Proficiency Testing program at the time of application; where the assessment team needs to spend more time on site to witness tests in lieu of PTP.	Jim Munro	Text submitted to KH to include in OD 003-2 revision – 18/6/20	
2020/03	ExAG meeting May 2020, agenda item 7 f).	KH to remove reference to pre-assessments from this Section 1 and to consider whether there is a need for a new section.	Katy Holdredge		
2020/04	ExAG meeting May 2020, agenda item 7 h).	CA to adjust text in OD 032 Clause 3.2 dot point 2 to make meaning clearer.	Chris Agius		
2020/05	ExAG meeting May 2020, agenda item 9.	Separate meeting to be convened (on date to be determined) and ExAG members to submit suggestions as input to this new meeting.	ExAG members		
2020/06	ExAG meeting May 2020, agenda item 12.	Secretariat to revise IECEx OD 060 Edition 1.0, Section 2.3 to permit remote assessments for new applicant ExCB and ExTLs taking into account	IECEx Secretariat		

		the views of the meeting that an actual site visit will be required for ExTLs.			
2020/07	ExAG meeting May 2020, agenda item 14.	JM, KH, MA and CA to arrange a follow up GoToMeeting, with dates to be determined.	Convenors and Secretariat		