

IECEX OPERATIONAL DOCUMENT

IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEX System)

Procedure for IECEX Document Management





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Procedure for IECEx Document Management

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FOREWORD

Document Owner

IECEX ExMC – IECEX Management Committee

History of changes

Date	Brief summary of changes
2021-01	Published as first edition as approved via ExMC Vote on ExMC/1611A/DV

Purpose

The purpose of this IECEx Operational Document is to define the processes and procedures for the publication and maintenance of IECEx documents and publications according to their designated type or “level”. The details of the levels are explained in Section 2 of and Annex A to this IECEx Operational Document.

This IECEx Operational Document does not provide guidance on the detailed steps, software and procedures that IECEx Committees, Working Groups or other groups may use to prepare, review, discuss or recommend the publication of IECEx documents publications. Where already defined, these aspects are detailed in other IECEx Operational Documents (for example, IECEx Rules of Procedure, IECEx OD 035 and IECEx OD 302).

Abbreviations

The following list of terminology and descriptions are provided to assist the application of this IECEx Operational Document:

Table 1 – Abbreviations

Abbreviation	Description	Comment
IEC CAB	IEC Conformity Assessment Board	
ExMC	IECEX System Management Committee	
ExTAG	IECEX Ex Testing and Assessment Group	reports to the ExMC
ExSFC	IECEX Service Facility Committee	reports to the ExMC
ExMarkCo	IECEX Conformity Mark Committee	reports to the ExMC
ExPCC	IECEX Personnel Certification Committee	reports to the ExMC
ExAG	IECEX Assessment Group	reports to the ExMC
HBR	Harmonized Business Rules	

Levels of IECEx Publications

IECEX publications are divided into the following levels:

- 1) **Level I** – Rules of Procedure and Operational Documents of the IECEx system. These documents can be revised periodically and are systematically reviewed.
- 2) **Level II** – Decisions of the IECEx System that are not changed once published as final and typically require no additional systematic content review following approval as a decision taken or endorsed by the ExMC.
- 3) **Level III** – These are fixed meeting documents that are not changed once published as final and require no additional systematic content review following their acceptance by the supervising Scheme Committee, ExTAG, ExMC or Member Bodies as appropriate to the content.
- 4) **Level IV** – These are publications that are prepared in response to extraordinary events and need to be published as a matter of urgency so that IECEx Member Bodies, Certification Bodies or Testing Laboratories have a timely reference and guidance on required actions. These will normally be published upon approval by the IECEx Executive Secretary (exercising the authority of Chief Executive Officer provided by *IEC CA 01*) in consultation with the IECEx Executive. These documents shall be submitted for endorsed at the next ExMC meeting.

Main IECEX documents

The following is a list of the main types of IECEX documents:

- 1) IECEX Scheme Rules of Procedure – Operational Rules for the structure, constitution, and organization of the different IECEX schemes.
- 2) IEC Conformity Assessment Systems – Basic Rules (IEC CA 01) – a document prepared and approved by the IEC Conformity Assessment Board (IEC CAB) that establishes Rules that apply generally to all IEC Conformity Assessment Systems of which the IECEX System is one. The HBR is published as IEC CA 01.
- 3) IECEX Supplement to IEC CA 01 – more detailed specific requirements in addition to IEC CA 01 as applied to the IECEX System. The IECEX Supplement to the HBR is published as *IECEX 01-S*.
- 4) IECEX Operational Documents - are mandatory procedural documents that supplement IECEX Rules of Procedure and provide details on how to comply with IECEX Rules of Procedure.
- 5) Guides – These documents are to provide guidance for a specific activity.
- 6) Forms – A document for recording, storing, or providing information in a predetermined format.

IECEX Decisions

These are documents of the following types:

- a) **ExMC Decisions** – decided by the ExMC and may be based on recommendations to the ExMC.
- b) **IECEX Executive Decisions** – decided by the IECEX Executive in accordance with IECEX OD 002 and may form recommendations to the ExMC, IEC CAB or other groups as appropriate.
- c) **ExTAG Decisions** – decided by the ExTAG (typically at the annual ExTAG meeting) and may form recommendations to the ExMC.
- d) **ExTAG Decision Sheets** – prepared under the supervision of the ExTAG in order to ensure consistent application of requirements until such consistency can be provided by the relevant IEC Standard or other publication.
NOTE: These may require systematic review.
- e) **ExMC's Committees Recommendations** – submitted to the ExMC by Committees (other than ExTAG) reporting to the ExMC (ExSFC, ExMarkCo, ExPCC and ExAG).
- f) **ExSFC Decision Sheets** – prepared under the supervision of the ExSFC in order to ensure consistent application of requirements until such consistency can be provided by the relevant IEC Standard or other publication.
NOTE: These may require systematic review.
- g) **ExPCC Decision Sheets** – prepared under the supervision of the ExPCC in order to ensure consistent application of requirements until such consistency can be provided by the relevant IEC Standard or other publication.
NOTE: These may require systematic review.
- h) **ExAG Decisions** – decided by the ExAG and may form recommendations to the ExMC.
- i) **Working Group Recommendations** – submitted to the relevant Committee(s). These may be endorsed or rejected by the supervising Committee.

Definitions

The following terms are used within this document.

- Document Approver – A body or person having the authority to approve the document
- Document Owner – A body or person that has authority and responsibility for development, content, and maintenance of a document
- Effective Date – Date at which a document becomes effective when applicable if different from the publication date. Unless otherwise stated, IECEX publications require implementation from the date of publication and a new Edition or version supersedes all previous Editions or versions. If a transitional period or transitional arrangements apply to a specific document these shall be specified in the document (ideally in the Foreword or Introduction sections as appropriate)
- Template - A document format that serves as a basis for a new document
- History of changes – a brief summary of changes as illustrated in the example below should, according to Document Level, be included in the publication to record the complete history of the publication or document:

Table 2 – Example of publication history table

Date	Brief summary of changes
2015-06-08	Added responsibilities for Secretariat in Clause 8
2016-06-12	Multiple changes as outlined in ExMC/####/R

General process for document management

7.1 Software for document management

A currently supported version of Microsoft Word shall be used for the preparation, review and storage of all IECEX publications.

7.2 Identification of document changes

All proposed and agreed changes to a document shall be clearly indicated (by track changes as the preferred method) in a Redline Version (designated as “RLV”) published in addition to the new version.

7.3 Controlled Document Categories

All controlled documents are classified into one of the categories identified in Annex A and shall include the following details as content.

7.3.1 General

The requirements for all Levels of Documents are as follows:

- Working documents still under preparation and consideration shall be clearly marked as draft by use of a DRAFT watermark.
- Documents shall be submitted for approval according to Annex A prior to publishing.
- Invalid or obsolete documents shall be archived and removed from or moved within the IECEX website to prevent unintended use (refer Clause 11).
- Record of approvals and status changes shall be maintained by the IECEX Secretariat for all controlled documents.

7.3.2 Level I Documents

Level I documents shall include the following basic elements:

- Title or subject
- Document number
- Issue date (yyyy-mm-dd)
- Effective date (yyyy-mm-dd)
- Revision date (yyyy-mm-dd)
- Scope
- History of changes
- Footer disclaimer as follows:

*This document is controlled and has been released electronically.
Only the version on the IECEX Website is the current document version.*

7.3.3 Level II Documents

Level II documents shall include the following basic elements:

- Title or subject
- Document number
- Issue date (yyyy-mm-dd) or applicable approval or implementation date(s)

7.3.4 Level III Documents

Level III documents shall include the following basic elements:

- Title or subject
- Document number
- Issue date (yyyy-mm-dd)

7.3.5 Level IV Documents

Level IV documents shall include the following basic elements:

- Title or subject
- Document number
- Issue date (yyyy-mm-dd)
- Effective date for implementation (if not on date of publication)
- Who must implement the contents of the document?
- Expiry, withdrawal or scheduled review date (if relevant)

Details of who approved its publication and who was consulted prior to publication

Responsibilities

8.1 Document Control Administrator (IECEX Secretariat)

The Document Control Administrator:

- is a role assigned to the IECEX Secretariat unless otherwise decided by the ExMC.
- reviews submitted document for any inconsistencies.

NOTE The IECEX Secretariat is permitted to fix typographical errors and make editorial revisions provided that the changes are not substantive (the intent of the content of the document is not affected) and that requirements are not added or removed.

- Verifies that submitted document has been approved for publication.
- Publication of the final controlled document

8.2 Document Owner

The Document Owner:

- Prepares the document for review, consideration or approval as appropriate to the stage of development.
- Ensures accuracy of the content before submitting for consideration.
- Confirms that included definitions are not in conflict with, nor duplicated in, the *IECEX Guide 01C*, Terms and Definitions document.
- Helps resolve issues and comments raised during the document review process and after the publication.
- Reviews the document within the prescribed review cycle.

In the case of some IECEX publications (for example, those IECEX Operational Documents that apply to more than one IECEX Scheme) more than one Committee, Working Group or other group may have a need to provide input to their maintenance or revisions – in this case the Document Ownership can be delegated in full or in terms of Sections or Clauses of the publication to another group. The details of Document Owner(s) and any delegations made by the nominated Document Owner are specified in Annexes A, B and C of this Operational Document. Irrespective of any delegation, the nominated Document Owner shall supervise the delegate's work and ensure the complete all Document Owner tasks as assigned above.

IECEX publications should include details of the Document Owner and these can be added at the next revision of publications where such details are not currently included.

8.3 Document Approver

The Document Approver ensures that each document submitted for review or consideration is acted upon in due time and that notification is provided to the document owner upon approval or rejection of the submitted document. The processes employed by the Document Approver will be determined by the policies and procedures of their respective Committee or Working Group and these may be defined in other IECEX Publications (for example, IECEX OD 035)

Document Format

- All documents must be prepared and submitted to the IECEX Secretariat by the Document Owner in Microsoft Word using *.docx* format.
- Proposed changes to existing publications shall be submitted using the “Track Changes” feature of Microsoft Word.
- IECEX publications provided to users for completion by editing may be published in Microsoft Word using *.docx* format.
- Completed forms, templates and documents for voting when circulated to IECEX Member Bodies shall be issued in PDF format.
- All other publications shall be published in PDF format.
- The IECEX Secretariat shall conduct an editorial review and correction, where necessary, of format, font, punctuation and spelling prior to publication.

Document Identity Control

- The IECEx Secretariat will assign a unique Document Number to each new document or publication in accordance with Annex A prior to publication. Ideally a unique Document Number will be assigned in the early stages of development and a document proposer may request the assignment of a Document Number from the IECEx Secretariat.
- This IECEx Operational Document shall be regularly updated to include details of any new documents or publications.

Document Version Control

- Original publications shall be designated as Edition 1.0
- Amendments that provide additional guidance, change only minor parts of the document, or add content to existing requirements shall be designated with as Edition #.1 following by Edition #.2 for any subsequent amendments to the same Edition etc.
- The revision of a publication that adds new requirements or represents major changes shall be designated as a new Edition #.0

Document Accessibility

- Level I controlled documents and their most recent “red-line version” shall be electronically accessible to all relevant parties via the IECEx website.
- For all other controlled documents, the latest version shall be electronically accessible to all relevant parties via the IECEx website.
- IECEx Publications that contain commercially sensitive content or that are “committee-in-confidence” may be password protected and hence are only accessible to parties that have been provided with the relevant password. The need for a password will be evident when an attempt to open the link to a publication that is displayed on www.iecex.com.

Document Maintenance

- a) For Level I controlled documents shall be subject to periodic review on a maximum three-year cycle by the Document Owner. If the document has been reviewed prior to the assigned review date, together with or independent of any modifications, the cycle may be reset at the discretion of the Document Owner.
- b) The ExMC shall require each Committee and ExMC WG to report during the annual ExMC meeting on the status of their relevant controlled documents.
- c) The Secretariat shall publish all Level I publications on the IECEx Website and provide details of:
 - 1) Document number
 - 2) Document name or title
 - 3) Publication date/ effective date

Proposals for new IECEx documents and amendments to existing documents

The process for stakeholders to propose:

- a) a new IECEx document or publication, or

b) amendments to existing IECEX documents or publications is outlined in the Figure 1:

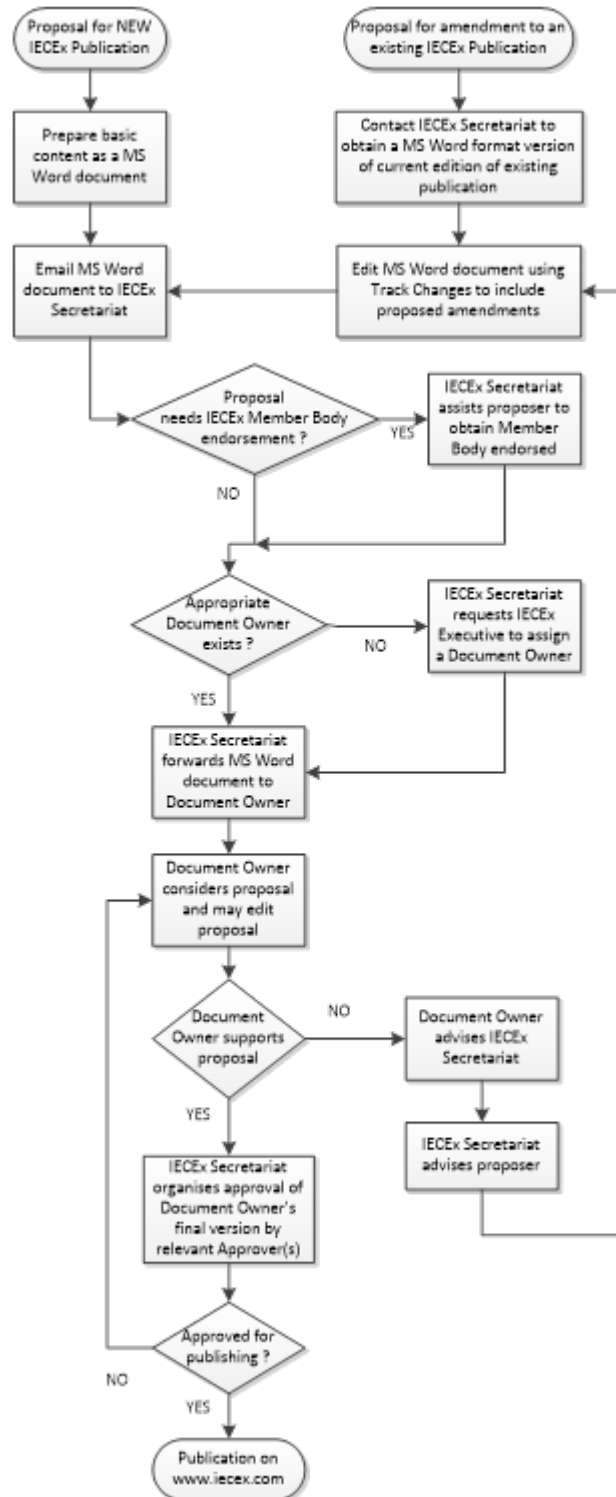


Figure 1 – Document process

Document Archiving

Unless otherwise stated, IECEX publications require implementation from the date of publication and a new Edition or version supersedes all previous Editions or versions. In order to prevent inadvertent use, superseded Editions and versions are withdrawn from normal access at www.iecex.com. Upon withdrawal, these documents are archived in either the Archives section of www.iecex.com or on the IECEX server depending on the future needs for bodies to access these documents.

The IECEX Secretariat is responsible for archiving controlled documents that have been withdrawn. Requests for a copy of an archived controlled document that is not available in the Archives section of www.iecex.com may be submitted to the IECEX Secretariat.

Document Retention

Controlled Documents that have been withdrawn or superseded shall be permanently stored and maintained in electronic format (both PDF and MS Word using *.docx* format) by the IECEX Secretariat and remain available (as per Clause 8 and 11 above) for a minimum of ten (10) years.

Annex A (informative)

Control of documents

Level	Controlled Document	Document Owner	Document Approver	IECEX Reference Procedure	Document Numbering Convention
I	IEC Conformity Assessment Systems Harmonised Basic Rules (HBR)	IEC CAB	IEC CAB	Not applicable	As determined by IEC CAB
I	IECEX Supplement to the HBR	ExMC	IEC CAB	Not applicable	As determined by IEC CAB
I	IECEX Scheme Rules of Procedure	Relevant Scheme Committee reporting to the ExMC – refer Annex A	ExMC	Nil	IECEX aa-b ¹
I	IECEX Operational Documents that establish requirements	Relevant Scheme Committee reporting to the ExMC – refer Annex C	ExMC	Nil	IECEX OD ccc-d ²
I	IECEX Operational Documents that provide guidance (for example. IECEX OD 011-#)	IECEX Secretariat	IECEX Secretariat	Nil	IECEX OD ccc-d ²
I	ExTAG Decision Sheets	ExTAG	ExTAG	IECEX OD 035	ExTAG/DS/yyyy/xx ³
I	ExSFC Decision Sheets	ExSFC	ExSFC	IECEX OD 302	ExSFC/DS/yyyy/xx ³
I	ExPCC Decision Sheets	ExPCC	ExPCC	IECEX OD 508	ExPCC/DS/yyyy/xx ³
I	IECEX Guides	IECEX Secretariat	Relevant IECEX Scheme Committee OR ExMC as necessary	Nil	IECEX Guide ggg
I	IECEX Bulletin	IECEX Secretariat	ExMC	Nil	
I	Technical Capability Documents	ExMC WG2	ExMC		TCD xxxxxx-## ⁵
I	Forms - Application	Secretariat	ExMC		None specified
I	Forms – QAR Blanks	ExMC WG5	ExMC		None specified
I	Forms – ExTR Blanks	ExTAG WG1	ExMC		None specified
I	Forms – FAR Blanks	ExSFC	ExSFC		None specified
I	Forms - Assessors	ExAG	ExMC ¹¹		F-***
I	IECEX Conformity Mark License Agreements	IEC and Licensee	IEC and Licensee	IECEX OD 422	None specified

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Level	Controlled Document	Document Owner	Document Approver	IECEX Reference Procedure	Document Numbering Convention
II	ExMC's Meeting Decisions	ExMC	ExMC members at an ExMC Meeting or by correspondence		"Decision yyyy/xx" ⁶
II	IECEX Executive Decisions	IECEX Executive	ExMC to endorse at ExMC Meeting or by correspondence between meetings	IECEX OD 002	"Exec Decision yyyy/xx" ⁶
II	ExMC's Committees Meeting Decisions	Relevant Scheme Committee or Group reporting to the ExMC	ExMC to endorse at ExMC Meeting or by correspondence		"Decision ggggg/yyyy/xx" ⁷
III	ExMC Meeting Documents Note: The final document may be in the next year meeting as the final corrected version	IECEX Secretariat	ExMC		Document name: ⁸ ExMC/xxxxr/zz File name: ExMC_xxxxr_zz
III	ExMC's Committees Meeting Documents	Relevant Scheme Committee reporting to the ExMC	ExMC		Document name: ⁹ ccc/xxxx/zz File name: ccc_xxxx_zz
IV	IECEX Extraordinary or Emergency publications	IECEX Executive Secretary	IECEX Executive Secretary in consultation with IECEX Executive	IECEX OD 002	IECEX/xxx/EP ¹⁰

NOTE

- 1 Where "aa" is a number 01, 02, 03, 04, 05 and where "b" is optional suffix.
- 2 Where 'ccc' = a unique document number and where "d" is optional suffix
- 3 Where "yyyy" is the year of issue and "xxx" is the xxth DS issued in the year "yyyy".
- 4 Where "ggg" = a unique document number
- 5 Where "xxxxxx" = IEC, ISO or ISO/IEC Standard and (as appropriate) "xx" = Part number for the Standard
- 6 Where "yyyy" is the year of issue and "xx" is the xxth decision taken in the year "yyyy".
- 7 Where "ggggg" is the group ID (eg. ExTAG or ExAG) "yyyy" is the year of issue and "xx" is the xxth Decision taken by the group in the year "yyyy"
- 8 Where "xxxx" is the document number and may include a revision suffix revision (where r is A, B, C.....) and "zz" defines the document type as follows:
 - CD = Document for Committee consideration
 - DA = Draft Agenda
 - DL = Decision List
 - DV = Document for Vote in a meeting or by correspondence
 - RV = Results of voting
 - R = Report
 - RM = Minutes report
 - INF= Document for information

Level	Controlled Document	Document Owner	Document Approver	IECEX Reference Procedure	Document Numbering Convention
9	Q = questionnaire RQ = Results of questionnaire AC = Administrative Circular				Where "ccc" = the Committee ID and may be: ExSFC, ExMarkCo, ExPCC, etc. and "xxxx" = the document number and "zz" denotes document type*
10					Where 'xxx' = a unique document number
11					ExMC Decision 2020/12 permits ExAG to revise the Annex to F-003 without ExMC approval

Annex B
(informative)**IECEX Rules – Management Responsibility**

Document	Document Owner	Delegated to:
IECEX 01-S	ExMC	Nil
IECEX 02	ExMC	ExMC WG1
IECEX 03-0	ExSFC	Nil
IECEX 03-2	ExSFC	Nil
IECEX 03-3	ExSFC	Nil
IECEX 03-4	ExSFC	ExSFC WG4
IECEX 03-5	ExSFC	ExSFC WG5
IECEX 04	ExMarkCo	Nil
IECEX 05	ExPCC	ExPCC WG1
IECEX 06	ExMC	ExAG

Annex C:
(informative)

IECEX Operational Documents - Management Responsibility

Document	Document Owner	Delegated to:	Comments
IECEX OD 002	ExMC	Not delegated	
IECEX OD 003-1	ExAG	Not delegated	
IECEX OD 003-2	ExAG	Not delegated	
IECEX OD 008	ExMC	Not delegated	
IECEX OD 009	ExMC	ExMC WG1	
IECEX OD 010-1	ExMC	ExTAG	
IECEX OD 010-2	ExMC	ExTAG	
IECEX OD 011-1	ExMC	IECEX Secretariat	
IECEX OD 011-2	ExMC WG1	IECEX Secretariat	
IECEX OD 011-3	ExSFC	IECEX Secretariat	
IECEX OD 011-4	ExMarkCo	IECEX Secretariat	
IECEX OD 011-5	ExPCC	IECEX Secretariat	
IECEX OD 011-10	ExMC	IECEX Secretariat	
IECEX OD 012	ExTAG	Not delegated	
IECEX OD 017	ExTAG	Not delegated	
IECEX OD 018	ExTAG	Not delegated	
IECEX OD 019	ExMC	Not delegated	
IECEX OD 020	ExTAG	Not delegated	
IECEX OD 021	ExTAG	Not delegated	
IECEX OD 023	ExMarkCo	Not delegated	To be renamed as IECEX OD 423
IECEX OD 024	ExMC	ExTAG WG6	
IECEX OD 025	ExMC	ExMC WG5	
IECEX OD 026	ExMC	ExMC WG5	
IECEX OD 031	ExMC	Not delegated	
IECEX OD 032	ExAG	Not delegated	
IECEX OD 033	ExMC	Not delegated	
IECEX OD 034	ExMC	ExTAG	
IECEX OD 035	ExMC	ExTAG	
IECEX OD 050	ExMC	IECEX Secretariat	

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Document	Document Owner	Delegated to:	Comments
IECEX OD 060	ExMC	IECEX Executive	
IECEX OD 099	ExMC	IECEX Secretariat	
IECEX OD 107	ExMC	ExAG	
IECEX OD 202	ExTAG	ExTAG WG10	
IECEX OD 203	ExMC	ExMC WG1	
IECEX OD 204	ExAG	Not delegated	
IECEX OD 205	ExAG	Not delegated	
IECEX OD 206	ExAG	Not delegated	
IECEX OD 207	ExMC	ExTAG WG12	
IECEX OD 208	ExMC	ExMC WG5	
IECEX OD 209	ExMC	ExMC WG1	
IECEX OD 210	ExTAG	Not delegated	
IECEX OD 233	ExMC	ExTAG	
IECEX OD 250	ExMC	ExMC WG5	
IECEX OD 255	ExMC	Not delegated	
IECEX OD 280	ExTAG	Not delegated	
IECEX OD 301	Not applicable	EASA /AEMT	
IECEX OD 313-2	ExSFC	Not delegated	
IECEX OD 313-3	ExSFC	Not delegated	
IECEX OD 313-4	ExSFC	ExSFC WG4	
IECEX OD 313-5	ExSFC	ExSFC WG5	
IECEX OD 314-2	ExSFC	Not delegated	
IECEX OD 314-3	ExSFC	Not delegated	
IECEX OD 314-4	ExSFC	ExSFC WG4	
IECEX OD 314-5	ExSFC	ExSFC WG5	
IECEX OD 315-5	ExSFC	ExSFC WG5	
IECEX OD 316-2	ExSFC	Not delegated	
IECEX OD 316-3	ExSFC	Not delegated	
IECEX OD 316-4	ExSFC	ExSFC WG4	
IECEX OD 316-5	ExSFC	ExSFC WG5	
IECEX OD 422	ExMarkCo	Not delegated	
IECEX OD 501	ExPCC	ExPCC and ExAG	
IECEX OD 502	ExPCC	ExPCC WG1	

Document	Document Owner	Delegated to:	Comments
IECEX OD 503	ExPCC	ExPCC WG1	
IECEX OD 504	ExPCC	ExPCC WG2	
IECEX OD 505	ExPCC	ExPCC and ExAG	
IECEX OD 507	ExPCC	ExAG	
IECEX OD 521	ExPCC	ExPCC WG4	

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Annex D
(informative)
IECEX Forms - Management Responsibility

Document	Document Owner	Delegated to:	Comments
F-001	ExMC	ExMC WG5	
F-002	ExMC	ExMC WG5	
F-003	ExAG	Not delegated	
F-004	ExAG	Not delegated	
F-005	ExAG	Not delegated	
F-006	ExAG	Not delegated	

INTERNATIONAL IEC SYSTEM FOR CERTIFICATION TO
ELECTROTECHNICAL STANDARDS RELATING TO EQUIPMENT
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