



# **IECEX OPERATIONAL DOCUMENT**

**IEC System for Certification to Standards Relating to Equipment for Use in Explosive Atmospheres (IECEX System)**

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**IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres –  
Preparation and publication of IECEx Personnel Certification Committee (ExPCC) Decision Sheets**





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IEC Central Office  
3, rue de Varembe  
CH-1211 Geneva 20  
Switzerland

Tel: +41 22 919 02 11  
[info@iec.ch](mailto:info@iec.ch)  
[www.iec.ch](http://www.iec.ch)

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**IECEX Operational Document 508****IECEX Scheme for Certification of Personnel Competence for  
Explosive Atmospheres –  
Preparation and publication of IECEX Personnel Certification  
Committee (ExPCC) Decision Sheets**

## FOREWORD

This IECEX Operational Document defines the process for the preparation and publication of IECEX Personnel Certification Committee (ExPCC) Decision Sheets

**Document history**

Date	Summary
2021-10	Original issue (Edition 1.0)

Address:

IECEX Secretariat c/o IEC Sydney Office  
The Executive Centre  
Australia Square, Level 33  
264 George Street  
Sydney, NSW 2000  
Australia

Contact details:

Tel: +61 2 4628 4690  
Fax: +61 2 4627 5285  
[info@iecex.com](mailto:info@iecex.com)  
[www.iecex.com](http://www.iecex.com)

# **IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres – Preparation and publication of IECEX Personnel Certification Committee (ExPCC) Decision Sheets**

## **1 Purpose**

This IECEX Operational Document has been published to define the process requirements for the preparation, publication, and ongoing maintenance of IECEX Personnel Certification Committee (ExPCC) Decision Sheets.

The intended application of IECEX Personnel Certification Committee (ExPCC) Decision Sheets is to ensure the uniform application of the IECEX Rules of Procedure and the supporting IECEX Operational Documents. To improve and expedite this uniform application, ExPCC Decision sheets are an additional tool that may be used to provide additional guidance on a particular matter until this matter can be addressed through a revision of the relevant IECEX Rules of Procedure and supporting IECEX Operational Documents.

Under no circumstances can an ExPCC Decision Sheet be used to interpret, add, modify or correct requirements specified in IEC or ISO/IEC Standards, IECEX Rules of Procedure or IECEX Operational Documents.

ExPCC Decision Sheets are a mandatory requirement for all accepted IECEX Certification Bodies operating in the *IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres* from their date of publication on the IECEX website and remain as mandatory until withdrawn or modified by a later version. Later versions supersede all previous versions.

## **2 Normative references**

The following documents, in whole or part, are normatively referenced in this IECEX Operational Document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

IECEX 05, *IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEX System) IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres – Rules of Procedure*

## **3 Terms and definitions**

Nil.

## **4 Process Steps**

### **4.1 Step 1 – Proposal and first draft**

Accepted IECEX Certification Bodies (ExCBs) or members of the IECEX Executive may propose content to form the basis for a Draft ExPCC Decision Sheet.

The IECEX Secretariat, in consultation with the ExPCC Officers and originator, prepare a Draft ExPCC Decision Sheet in readiness for circulation for comments.

The wording in the Question and Answer sections of the draft ExPCC DS and any accepted ExPCC DS shall follow the ISO/IEC Directives Part 2 requirements.

#### **4.2 Step 2 – Circulation of the first draft**

The IECEX Secretariat will circulate the Draft ExPCC Decision Sheet for comment to ExPCC Members (as defined in the latest version of ExPCC/001\*/INF) and, where appropriate, to the members of the IECEX Executive (refer to IECEX OD 002 for guidance on circumstances where this may be appropriate).

The comment period is normally four (4) weeks but this period can be reduced or extended if agreed by the ExPCC Chairman. Where the comment period is less than four (4) weeks this shall be explained on the cover sheet for the Draft ExPCC DS.

#### **4.3 Step 3 – Handling of comments on Draft ExPCC DS**

All ExPCC Members are expected to contribute to the development of ExPCC Decision Sheets and may (using the separate comments table provided for each Draft ExPCC Decision Sheet) submit comments directly to the IECEX Secretariat.

Comments, as well as observations on these comments from the originator, shall be published as an ExPCC document on the IECEX website at the closure of the comment period.

For consistency, the dispositions of comments shall be allocated as follows (the use of acronyms for the following are not permitted):

a) **Accepted**

The comment was acceptable as presented.

b) **Not Accepted**

This disposition indicates that the comment has been rejected and will not be incorporated into the document. All rejections shall have the justification for rejection, whether technical or editorial, documented as part of this disposition.

c) **Accepted in Part**

This disposition indicates that some parts of the comment will be accepted and incorporated into the document and that other parts have been rejected. An explanation of how the accepted part is to be incorporated into the document shall be given. The parts that have been rejected shall have the justification for doing so, whether technical or editorial, documented as part of this disposition.

d) **Accepted in Principle**

This disposition indicates that the principle of the comment was accepted but was incorporated into the document in a manner modified from that suggested by the commenter. Explanation of how this was incorporated into the document shall be included along with the justification for the decision.

e) **Noted**

This is used where there is no action required on the comment.

In cases b), c), and d) above, the justification provided should clearly specify the reasons why the comment was rejected or included with modifications. This will allow the commenter the opportunity to provide additional information and justification at the next stage of review for those cases where, perhaps because of language barriers or interpretation difficulties, the commenter believes that the originator did not fully understand the proposal or comments.

Once a disposition has been decided, the originator shall then send the Final Draft ExPCC DS and Compilation of Comments to the IECEX Secretariat who will, following approval by the ExPCC Chairman, circulate the Final Draft ExPCC DS and Compilation of Comments to the ExPCC Members for final comments. The final comment period is normally four (4) weeks but this period can be reduced or extended if agreed by the ExPCC Chairman. Where the final

comment period is less than four (4) weeks this shall be explained on the cover sheet for the Final Draft ExPCC DS.

ExPCC members objecting to the publication of the ExPCC DS shall notify the IECEX Secretariat with reasons for their objection prior to the expiry of the agreed final comment period.

#### **4.4 Step 4 – Handling of an accepted Draft DS**

A Final Draft ExPCC DS is considered as approved to proceed to publication when there has been no opposition from ExPCC Members. Approved ExPCC Decision Sheets shall be published on the IECEX Website and shall also be listed for Noting on the agenda of the next ExPCC Meeting.

Where ExPCC Members have raised an objection and supported this with valid reasons, the Final Draft ExPCC DS shall be processed according to Step 5 below.

#### **4.5 Step 5 – Handling of a Draft DS that requires recirculation**

All proposed comment resolutions (other than “Accepted” or “Noted”) shall be considered by the originator.

If after considering the comments received the originator agrees that a revised Draft ExPCC DS is required then the originator shall provide the IECEX Secretariat with a revised draft ExPCC DS for reposting and circulation for comment according to item 2 above, (unless the revision is considered minor).

Where, after two cycles, the parties commenting still do not accept the draft or that the originator does not accept the comments, the ExPCC Chairman shall decide on the course of action which shall be one of the following:

- a) The Final Draft ExPCC DS with a Compilation of Comments shall be put on the agenda of the next ExPCC meeting; or
- b) The Final Draft ExPCC DS with a Compilation of Comments shall proceed to publication AND be listed for further discussion at the next ExPCC meeting; or
- c) The Final Draft ExPCC DS shall be withdrawn temporarily and referred to ExPCC Working Group #1 for treatment by an urgent revision of the relevant IECEX Rules of Procedure and/or IECEX Operational Document(s); or
- d) The Final Draft ExPCC DS may be withdrawn permanently (for example in case of widespread opposition to the proposed answer) and in this case, it will be considered that the matters leading to the proposal for an ExPCC DS have been resolved or cannot be resolved through the process outlined in this IECEX Operational Document.

### **5 Maintenance of published ExPCC Decision Sheets**

A revision of IECEX Rules of Procedure or IECEX Operational Document to address the matters covered by a published ExPCC Decision Sheet, shall on publication, automatically supersede the published ExPCC Decision Sheet.

The IECEX Secretariat shall remove all superseded ExPCC Decision Sheets from the IECEX website OR clearly label these as “Superseded”

Any accepted ExCB may propose a revision of a published and current ExPCC Decision Sheet by proposing changes in the form of a new Draft ExPCC DS in accordance with Clause 4.1 above.

The agenda for every ExPCC meeting shall include an item that requires the ExPCC to review and either



- 1) confirm the continued need for all published and current ExPCC Decision Sheets;
- or
- 2) record a decision to withdraw a specific ExPCC Decision Sheet and to record the reasons for this withdrawal. In this situation, The IECEX Secretariat shall remove all withdrawn ExPCC Decision Sheets from the IECEX website OR clearly label these as “Withdrawn” and specify the date of withdrawal.

The ExPCC meeting shall also note the superseding of any ExPCC DS by revised Rules of Procedure or IECEX Operational Documents.



INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION

3, rue de Varembé  
PO Box 131  
CH-1211 Geneva 20  
Switzerland

Tel: + 41 22 919 02 11  
[info@iec.ch](mailto:info@iec.ch)  
[www.iec.ch](http://www.iec.ch)