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**ExSFC/016/RM**

**May 2021**

**7th Meeting of the IECEx ExSFC**

**(Service Facility Certification Committee)**

**conducted with web-based conferencing facilities**

**on** **Monday 10th May 2021**

**MEETING REPORT**

1. **Opening by Chairman, Mr Ron Sinclair MBE at 12:02 UTC**

Refer to Annex B for Attendance and Apologies

1. **Membership and Constitution of ExSFC**

Members approved a revision of the ExSFC Membership and Constitution that will be published as ExSFC/001E/INF.

ACTION #1: Secretary to invite IEC TC31 to nominate representatives of SC31G to participate in the ExSFC as a member in the category of *IEC TC31 and TC 31 SC Officers*

1. Review of report from ExSFC Meeting #6 of May 2019

Members accepted and approved the report on the sixth meeting of the ExSFC in May 2020 as circulated as ExSFC/014/RM.

1. **Review of status of new Actions & Outstanding Actions assigned during past ExSFC Meetings**

Members noted the status of actions assigned at previous meetings and made recommendations on several of these - refer to Annex A to this report

1. IECEx Certified Services Scheme – Rules of Procedure, Operational Documents and supporting publications
   1. IECEx OD 314-5

Members noted the publication of Edition 1.2 of IECEx OD 314-5 in January 2021 following ExMC approval at their 2020 meeting.

* 1. IECEx OD 302

Members noted the publication of Edition 1.0 of IECEx OD 302 regarding ExSFC Decision Sheets in January 2021 following ExMC approval at their 2020 meeting.

* 1. IECEx 03-4

Members considered the draft revision of IECEx 03-4 (especially Clause 10.1.1) proposed by ExSFC WG4 and assigned the following

ACTION #4: Members to review the document (embedded below)



provided by Mr Sinclair and provide feedback to the Secretary by email by no later than 4th June 2021 on whether all OR only some specific clauses of ISO/IEC 17021-1 apply to the IECEx 03-4 Scheme.

In relation to the above Action, Mr Sinclair advised post meeting that the embedded document relates to the assessment criteria for Notified Bodies for the various directives and whilst it is targeted at conformity assessment of equipment rather than services, it does deal with the Directives modules D and D1 which relate purely to QA aspects and therefore bear some relationship to QA of service facilities.  (IECEx effectively uses modules B and D for product certification).

Furthermore,

* Table 1 indicates that 17065 is the preferred lead standard, and then in Table 3 that it needs to be augmented by “qa”.  If you start with 17021-1 (the non-preferred lead standard), you need to augment it with “pk”.
* “qa” and “pk” are described in the Key on page 19, which is where the particular clauses from 17021-1 are listed.
* Note 3, below the Key is also particularly relevant.
* Annex C, page 21, is also relevant in what it says about witnessing of CB assessments.

Hence it is suggested that the embedded document could be useful background material for the subject in general when we are deciding on particular aspects to include in the requirements for assessing ExCBs for the Service Facilities.

It was agreed that the ExSFC will then further discuss a recommendation to the ExMC on the following options

1. It be published as Edition 3.0 of IECEx 03-4

AND

1. similar edits are made to IECEx 03-0, 03-2, 03-5

OR

1. as an alternative to a) and b) above, the proposed revisions of IECEx 03-4 be captured in a revision of IECEx 01-S so that these apply to all IECEx Schemes.

Noting that this decision will likely impact on the revision of IECEx OD 316-4 and OD 316-5 (refer Report Item 5.5 following).

* 1. IECEx OD 314-4

Members considered the draft revision of IECEx OD 314-4 proposed by ExSFC WG4 and agreed to recommend to the ExMC that it be published as Edition 3.0 of IECEx OD 314-4

* 1. Witnessed Assessments

Members accepted a report from the Secretariat regarding proposed revisions of IECEx OD 316-4 and OD 316-5 regarding Witnessed Assessments requirements and feedback received on these.

Following discussions and further amendment to the draft revision of IECEx OD 316-4 (only) (refer to file = “IECEx OD 316-4 Ed 3.0 RLV Text FINAL DRAFT Updated at Mtg”)

the following was agreed:

ACTION #5: ExSFC members to review IAF Code 34 for applicability as a reference in Clauses 2.2.1 of IECEx OD 316-4 and OD 316-5 (noting that decisions on IECEx Rules will impact on this – refer Report Item 5.3 above) and provide feedback to the Secretary by email by no later than 4th June 2021.

ACTION #6: A Taskgroup to be led by Mr Sinclair and comprising Mr Allen, Mr Pijpker, Mr Oats and Mr Amos to prepare (by end of June 20210 an agenda for a training session for IECEx 03 Peer Assessors and IECEx 03-\* Scheme ExCBs. It is anticipated that this session will be convened separately to the annual IECEx Assessor Training Workshop at a time to be decided and by a method to be decided. Mr Sinclair to prepare a background document for use by the Secretary to invite representatives of ExCBs to participate in the work of this Taskgroup

* 1. Online Certificate FAR Content

Members considered the proposals from the Secretary on:

1. A revision of the Certificate and online FAR formats to include all of the following fields:

* Type of Service (currently the auto-complete options are the Standards without Edition #)
* Type of Protection (currently the auto-complete options are some techniques AND the 03-\* sub-schemes)
* Scope of Service (currently this is a free text field and there are NO auto-complete options)

1. Consequential changes if any of the above are the same as “Type of Work Covered by Service Facility” as a field in the online FAR

and assigned the following:

ACTION #7: a Taskgroup to be led by Mr Amos to consider the above and the following

* how options for the required fields should appear (as auto complete options) to ExCBs in the IECEx OCS when creating or editing Certificates.
* if ExCBs need to specify the Edition of the relevant Standard on a Certificate (noting that this would require profiles for ExCBs to specify the Edition for which they are accepted).

as inputs to a specification for enhancements to the current IECEx Online Certificate System.

Mr Amos to be assisted in this work by Mr Pijpker, Ms La Rocco and Mr Barnier that needs to be completed by end of September 2021 for further review by the ExSFC

* 1. IEC 60079-19 Edition 4.0 applicability

Members discussed

1. the need for an implementation deadline for transitioning **existing** certified Service Facilities to conformity with IEC 60079-19 Ed 4.0
2. if all new (issue 0) Certificates for the 03-5 sub-scheme must be issued to IEC 60079-19 Edition 4.0 only

and agreed:

1. all existing service facilities that are currently certified to IEC 60079-19 Edition 3.0 shall be recertified to IEC 60079-19 Edition 4.0 by **no later than 31st October 2022**.

and

1. All new (Issue 0) certificates issued to new clients **after 31st December 2021** shall be according to the requirements of IEC 60079-19 Edition 4.0.

ACTION #8: ExCBs to notify their clients of the above agreement / decision and the associated timetable (particularly where a facility has a current draft of a new or updated Certificate against IEC 60079-19, Edition 3.0. Wherever possible this work should be converted to use Edition 4.0).

It was noted and agreed that, to facilitate this, the following parallel activities must be completed in parallel:

* + ExCBs must apply for and be granted a Scope Extension to IEC 60079-19, Edition 4.0 by the IECEx Secretariat and ExMC
  + Publication of a TCD for IEC 60079-19, Edition 4.0
* Publication of a FAR for IEC 60079-19, Edition 4.0
  + Revision of IECEx OD 314-5 (Mr Allen has offered to prepare a draft revision of IECEx OD 314-5 for consideration by ExSFC and approval by ExMC on recommendation from the ExSFC). In relation to this, Mr Allen has provided (post meeting) draft revisions of OD 314-5 and OD 315-5 and these are now provided with this report for final comments by members prior to a recommendation to the ExMC that these be published as drafted.

ACTION #9: ExSFC members to the draft revisions of IECEx OD 314-5 and OD 315-5 and advise comments and any objections to the Secretary by email by no later than 4th June 2021.

ACTION #10: All ExCBs participating in the 03-5 Scheme need to, as soon as possible, apply for a Scope Extension for IEC 60079-19, Edition 4.0. In the absence of an updated ExMC251B/\* form from the ExAG, ExCBs may apply for a Scope Extension via ExMC/251B/Q *or* via an email to Mr Amos that includes the key elements of declaration specified in ExMC/251B/Q available @ <https://www.iecex.com/dmsdocument/630>

* 1. ExSFC Decision Sheets

Members accepted a verbal report on the progress with publication (in accordance with IECEx OD 302) of an ExSFC DS on the processes and requirements for future audits of certified service providers against Editions 3.0 and 4.0 of IEC 60079-19 (refer Action #13 in the 2020 Meeting Report).

1. **ExSFC Working Group Activity** 
   1. ExSFC Working Group 4 – Inspection & Maintenance Services

Members to note the copy of the report from the March 2021 meeting of ExSFC WG4 that is circulated to members due to the inability of the Convenor to report to this ExSFC meeting.

* 1. ExSFC Working Group 5 – *Repair and Overhaul*

Members noted advice from the Secretary that ExSFC WG5 have not met since the last ExSFC meeting and in the absence of a Convenor, have no progress to report.

Members were also reminded of the vacancy for a convenor for ExSFC WG5 and encouraged to nominate candidates for this role.

1. **Status of implementation of expanded IECEx 03 Scheme – new ExCB Applications**

Members accepted a verbal report from the Secretariat regarding the status of Applications formally received since last ExSFC Meeting.

1. **General Business**

Members considered the following items of general business:

**8.1 Proposed 60079-17 TCD (as emailed to members on 9th April 2021)**

Members thanked Mr Allen for his work on this and agreed that this proceed to publication as circulated

ACTION #11: Secretariat to organise publication.

**8.2 Proposed revision of 03-5 FAR (as emailed to members on 13th April 2021)**

Members thanked Mr Allen for his work on this and agreed that this proceed to publication subject to

* Removal of the table in Section 3.20 and as further amended during the meeting
* Update of the reference to the superseded edition of IECEx OD 315-5 on page 1
* Additional edits assigned to Mr Allen

1. Any other business

Members noted the suggestion from Mr Allen that particular industry-based experts be invited to apply for acceptance as IECEx peer assessors. Mr Amos to assist Mr Allen in progressing this.

Mr Amos to also assist Mr Allen in obtaining information from IECEx Member Bodies regarding national differences in IEC 60079-1 when applied to national certifications in China, Japan and Russia.

1. Next meeting of ExSFC

Members reconfirmed their past preference of convening the next ExSFC meeting as part of the IECEx Operational Meetings in 2022 if meetings are to be convened “in person” at a location yet to be decided.

***Close of meeting at 3:35PM UTC***

***ANNEX A:***

**Status of Action Items from the online 6th Meeting of the IECEx ExSFC in May 2020**

(Reference document = ExSFC/014/RM)

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 2 | Secretary to publish this as ExSFC/001D/INF | Secretary | Complete |
| 8 | 5 | ExSFC Chair to provide additional details for inclusion in a revision of Clause 3.2 of IECEx OD 060 Edition 1.0 | ExSFC Chair | Complete |
| 9 | 5 | Secretary to circulate output from Action #8 to ExSFC members for a final review prior to submission to ExMC for consideration (deadline for final comments from ExSFC members to be advised) | Secretary | Complete |
| 10 | 5 | Secretary to add details to draft of IECEx OD 099 to require that the relevant Committee or Working Group maintain their IECEx Scheme specific parts of IECEx publications that apply to all IECEx Schemes | Secretary | Complete |
| 11 | 6.1 | Secretary to prepare a revision of OD 314-5 for ExMC approval to publish | Secretary | Complete |
| 12 | 6.2 | ExSFC WG5 Convenor agreed to consider this decision and provide a report by the end of May 2020.  *….need to revise the FAR format following publication of IEC 60079-19 Ed 4.0 in October 2019* | ExMC WG5 Convenor | Outstanding |
| 13 | 6.2 | ExSFC Chair agreed to prepare a draft ExSFC Decision Sheet on the processes and requirements for future audits of certified service providers against Editions 3.0 and 4.0 of IEC 60079-19. | ExSFC Chair | Outstanding – refer Agenda Item 5.8 for Meeting #7 |
| 14 | 6.3 | Secretary to send an amended draft (of OD 302) to (i) Mr Coppler as IEC TC31 & IECEx liaison for comment, and then (ii) to ExSFC members for final comment before submission to ExMC for approval to publish | Secretary | Complete |
| 15 | 6.3 | ExSFC to recommend to the ExTAG that ExTAG DS 2012/002 be withdrawn. | ExSFC Chair | Complete |
| 16 | 6.3 | Mr Allen and Mr Massey to make a proposal to IEC TC31 WG27 regarding the current content of ExTAG DS 2013/006 and also consider making a recommendation to the ExTAG that this ExTAG DS be either transferred to ExSFC or be withdrawn | Messrs Allen and Massey | Work underway – progress to be reported at next ExSFC meeting  Agreed to recommend to ExTAG that ExTAG DS 2013/06 be withdrawan  **ACTION #2: Secretary to request this from ExTAG** |
| 17 | 9.1 | ExSFC Chair to accept the invitation from the ExAG to participate in the May 2020 ExAG meeting when the ExSFC input to the ExAG is discussed. ExSFC Chair to report to the ExSFC on ExAG’s plans regarding the application of witnessed assessments and the acceptance of the outcomes of these. | ExSFC Chair | Ongoing |

**Status of Outstanding Action Items from the 5th Meeting of the IECEx ExSFC in Singapore, May 2019**

(Reference document = ExMC/1397/RM based on ExSFC/012/RM)

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 2 | 7 | ACTION #2 ExSFC to maintain communications with IEC TC31on the proposal from ExSFC Meeting #2 regarding the expansion of ISO/IEC 80079-34 to apply to services for or on ‘Ex equipment’ | ExSFC | Ongoing |
| 5 | 9b | … 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 O3 Scheme Rules of Procedure and Operational Documents. |  | Secretary has written to ExAG Convenor and Deputy Convenor with a request for ExAG to work on this and to report progress via the Secretary.  Progress to be reported at next ExSFC meeting |
| 6 | 12.1 | ACTION #5 ExSFC Working Groups to consider revisions of the relevant Operational Documents to remind the market that employing personnel that hold an IECE Certificate of Personnel Competence is one way of demonstrating competence of staff in accordance with the requirements of IEC 60079-14, IEC 60079-17 and IEC 60079-19. | ExSFC WGs | ExSFC WGs to report progress |

**Status of Outstanding Action Items from the 4th Meeting of the IECEx ExSFC in Weimar, June 2018**

(Reference document = ExMC/1397/RM)

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 5 | 10b) | ACTION #5: a new ExSF Working Group be established under the convenorship of Mr Roberval Bulgarelli to consider Mr Dennis’ comments (as submitted to and considered by the 2018 meeting of ExSFC) in the next revisions of IECEx OD 3\*\*-4 publications. | ExSFC | Outstanding - ExSFC members to volunteer to participate to support the Convenor, Mr Roberval Bulgarelli |
| 6 | 10b), 5 | ACTION #6: the ExSFC further consider a suggestion that there is value in developing an IECEx Certified Services Scheme specifically “ .. intended for small / medium size organisations | ExSFC | Outstanding - ExSFC to consider further |
| 7 | 10b), 6 | ACTION #7: the ExSFC and all ExSFC Working Groups emphasize in IECEx 03 Scheme publications that alternative solutions are permitted subject to contract review processes applied to Design Review and the management thereof | ExSFC & ExSFC WGs | Outstanding - ExSFC and all ExSFC WGs to consider further |
| 8 | 11a) | ACTION #8: ExSFC WG4 members to nominate a Deputy Convenor for ExSFC WG4 | ExSFC WG4 | Complete |

**Status of Outstanding Action Items from the 3rd Meeting of the IECEx ExSFC in Hawarden, May 2017**

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 4 | 8 | Each of the ExSFC WGs shall be responsible for the development and maintenance of TCDs that are required |  | ExSFC WGs to report progress |
| 5 | 8 | Agreed to limit the application of witness assessment to the WG4 work and allow WG5 to consider approaches for the IECEx 03-5 Scheme. |  | ExSFC to take decisions on this matter. |
| 7 | 8 | WG5 to prepare requirements for nonelectrical Repair and Overhaul for the ~~next~~ edition 4.0 of TCD 60079-19. |  | ExSFC WG5 to report progress  **ACTION #3: Mr Allen to prepare draft by end of May 2021 for further review by ExSFC.** |

Annex B

**Meeting Attendance**

Ron Sinclair (ExSFC Chair)

Paul Meanwell (IECEx Chair)

Martin Thedens (IEC TC31 Chair)

Brad Zimmerman (IEC TC31 Deputy Chair)

Mark Coppler (TC31/IECEx Liaison & JWG50 Chair)

Geoff Barnier (Simtars)

Changwoo Lee (TestSafe)

Ajay Maira (ExTC)

Erin La Rocco (UL LLC)

Katy Holdredge (UL LLC)

Theo Pijpker (DEKRA)

Bjorn Spongsveen (DNV)

Terine Orsmond (MASC)

Wayne Thomas (SIRA)

John Allen (EASA)

Marino Kelava (SC31J Secretary)

Mark Amos (IECEx Secretariat)

**Apologies received prior to meeting**

Phil Oates (SGS)

Evans Massey

Michael Beyer

Wilson Bonato (NCC)

Igor Likar(SIQ)

Neil Dennis

**Absent without apology**

Roberval Bulgarelli (Petrobras)

Franz Eickhoff (DEKRA EXAM)

Seogkwon Chu (KGS)

Muhamad Kamal Sabran (SIRIM)

Sean Clarke (ExVeritas)

Volkers Diers

Fraser Heggie (ExSFC WG4 Convenor)

Arpad Veress (ExNB)