INTERNATIONAL ELECTROTECHNICAL COMMISSION SYSTEM FOR CERTIFICATION TO STANDARDS RELATING TO EQUIPMENT FOR USE IN EXPLOSIVE ATMOSPHERES (IECEx SYSTEM)

Title: Draft revision of Operational Document OD 010-1 - Guidance for the development, compilation, issuing and receipt of ExTRs - Part 1: Development and posting of blank IECEx Test Report (ExTR)

To: Members of the IECEx Management Committee, ExMC

Introduction

This document, a Draft revision of Operational Document OD 010-1 - Guidance for the development, compilation, issuing and receipt of ExTRs - Part 1: Development and posting of blank IECEx Test Report (ExTR) was prepared within ExTAG WG1 and then reviewed by the ExTAG Members and is now hereby submitted for ExMC approval via correspondence using the IECEx on-line voting system.

ExMC Members are requested to submit their vote via the IECEx On-line Ballot System by the closing date **2022 07 18**

Please refer to OD 050 for guidance on the "IECEx On-line voting system."

Changes to OD 010-1 incorporated here are shown via the tracking tool.

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IECEx

IECEx OD 010-1

Edition ~~2~~3.0   ~~2014-09~~DRAFT2021Sept24

IECEx Operational Document

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

Operational Document - Guidance for the development, compilation, issuing and receipt of ExTRs -

Part 1: Development and posting of blank IECEx Test Report (ExTR) Documents

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IECEx OD 010-1

IECEx
OPERATIONAL DOCUMENT

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

Guidance for the development, compilation, issuing and receipt of ExTRs- Part 1: Development and posting of blank IECEx Test Report (ExTR) Documents

**INTERNATIONAL
ELECTROTECHNICAL
COMMISSION**

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEx OPERATIONAL DOCUMENT OD 010 - 1

**Guidance for the development, compilation, issuing and receipt of ExTRs -
Part 1: Development and posting of blank IECEx Test Report (ExTR)
Documents**

INTRODUCTION

This Part 1 of the Operational document Document OD 010 has been prepared to detail a common procedure for the development and posting and development of blank ExTRs by IECEx Testing Laboratories (ExTLs) and IECEx Certification Bodies (ExCBs) operating within the IECEx System, under the Certified Equipment Scheme.

The maintenance of OD 010 is the responsibility of the ExTAG Working Group 01 (WG01), for the preparation and maintenance of IECEx assessment and test report forms. This Working Group was convened to create, revise and update the Ex Test Reports (ExTRs) to be used within the IECEx System.
https://www.iecex.com/members-area/working-groups/

This Part 1 is part of the overall revision of OD 010 which is to now be issued in the following two parts:

OD 010-1 -   Development and posting of blank IECEx Test Report (ExTR)
Documents

OD 010-2 -   Procedures and guidance

Document History

Date Summary

Date	Summary
2003 - 06	**OD 010 Original issue**
2012 - 08	**Revised and replaced by Parts 1 and 2**
2014 - 09	**ExTR Cover: Field additions, deletions, revisions** • Revision to indicate the editions of the standards, not the years of publication, for the associated IEC Ex standards (including revised Comment text). • Addition of a new field to indicate any IEC Amendments, Corrigendums or ISHs related to the associated IEC Ex standards (including new Comment text). • Deletion of the Test procedure and Test Report Form Number fields, as they are redundant to information elsewhere. • Deletion of the field related to OD 024 on the first page, since there is a field related to OD 024 on the second page that provides greater detail.

- Deletion of the Instructions for Intended Use of the ExTR Cover, as this same information is contained in OD 010-1.
- Relocation of the Copyright information to after the Routine tests field.
- Addition of a new table to indicate the ExTR package contents (including new Comment text).
- Addition of a revised Comment text associated with the General product information indicating that, when multiple types of protection are involved, details should be provided regarding which aspects of the equipment provide which types of protection, if not obvious.
- Addition of a dedicated subfield under General product information to highlight any Details of change when revising an existing ExTR package (including new Comment text).
- Addition of new Comment text associated with Manufacturer's Documents indicating an optional approach for addressing Manufacturer's documents as part of ExTR package revisions.
- Addition of new Comment text associated with Manufacturer's Documents Titles indicating an optional approach when only a subset of the total pages of a given manufacturer's document is being controlled.
- Additional miscellaneous editorials.

Other ExTR documents: Field additions, deletions, revisions
- Revision to record the Date of review, not the Date of issue, since these other ExTR documents cannot be "issued" separate from an ExTR Cover for an overall ExTR package. Only the ExTR Cover is to have a Date of issue.
- Revision to indicate the editions of the standards, not the years of publication, for the associated IEC Ex standards (including revised Comment text).
- Addition of a new field to indicate any IEC Amendments, Corrigendums or ISHs related to the associated IEC Ex standards (including new Comment text).
- Deletion of the Test procedure and Test Report Form Number fields, as they are redundant to information elsewhere.
- Deletion of the Instructions for Intended Use of these ExTR documents, as this same information is contained in OD 010-1.
- Relocation of the Copyright information to after the General remarks field.
- Additional miscellaneous editorials.

| DRAFT2022-XX | Edition 3.0 to reflect current practices, including reference to ExTAG WG01, and the IECEx website for blank ExTRs (previously referenced as Annexes), |

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**Guidance for the development, compilation, issuing and receipt of ExTRs -
Part 1: Development and posting of blank IECEx Test Report (ExTR) Documents**

1   Introduction

The purpose of this Operational Document (OD) is to establish a common approach amongst all IECEx Testing Laboratories (ExTLs) and IECEx Certification Bodies (ExCBs) operating within the IECEx System, under the Certified Equipment Scheme, regarding the following:

▪ ExTL/ExCB submission of requests for new or revised blank ExTR documents;

▪ ExTAG WG01 Convenor assignment of requests for new or revised blank ExTR documents;

▪ ExTL/ExCB development of new or revised blank ExTR documents;

▪ ExTAG WG01 review, or development, of new or revised blank ExTR documents; and

▪ IECEx Secretariat posting of new or revised blank ExTR documents.

The following terms are described as: 'blank'

Blank ExTR: in reference to an ExTR document refers to the form version of that ExTR document that is posted on the IECEx website for ExTL/ExCB use when evaluating and testing IEC Ex equipment and components.

https://www.iecex.com/members-area/documents/extr-blanks/

The term "ExTR document" refers to

ExTR document: any of the IECEx form documents that include the IECEx Test Report Cover (ExTR Cover), IECEx Test Report Addendum (ExTR Addendum), IECEx Test Report of National Differences (ExTR of National Differences) and IECEx Test Report of Partial Testing (ExTR of Partial Testing) documents, along with the individual IECEx Test Reports (Ex Test Reports) for each of the IEC Ex standards.

The term "ExTR package" refers to

ExTR package: the overall record of the evaluation and testing performed on a given item or product. An ExTR package is always comprised of an ExTR Cover, and often also includes one or more associated ExTR documents.

Regarding the development and posting of blank ExTR documents, the term "new" blank ExTR document refers to

new blank ExTR: the need for development and posting of the first blank ExTR document for a new IEC Ex standard, or the first blank ExTR document for a new edition of an existing IEC Ex standard.

The term "revised" blank ExTR document refers to

revised blank ExTR: the subsequent development and posting of a blank ExTR document for a given edition of an IEC Ex standard after an existing blank ExTR document has already been developed and posted for that same given edition. The need for a "revised" blank ExTR document can be due to a change or correction needed to improve accuracy, clarity or usage.

Regarding the compilation, issuance and receipt of ExTR packages by ExTLs/ExCBs, see OD 010-2, Operational Document - Guidance for the development, compilation, issuing and receipt of ExTRs - Part 2: Procedures and guidance Guidance for the Compilation, Issuance and Receipt of IECEx Test Report (ExTR) Packages.

Under the IECEx Certified Equipment Scheme, This this Operational Document (OD) 010-1 together with OD 010-2 complement the IECEx Operations Manual, OD 009, Operational Document - IECEx Certified Equipment Scheme, Procedures for the Issuing of IECEx Certificates of Conformity, IECEx Test Reports and IECEx Quality Assessment Reports. Terminology has been aligned to comply with IECEx 02, IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEx System), IECEx Certified Equipment Scheme covering equipment for use in explosive atmospheres – Rules of Procedure.

Terminology has been aligned to comply with IECEx 02, IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEx System), IECEx Certified Equipment Scheme covering equipment for use in explosive atmospheres – Rules of Procedure.

2 Requests for new or revised blank ExTR documents

2.1 Initial request

The rRequest for a new or revised blank ExTR document is most often submitted by an ExTL/ExCB that has identified an evaluation and testing issue or need under a specific IEC Ex standard that is not suitably addressed by any currently published blank ExTR documents.

This issue or need could necessitate development of a new blank ExTR document, or a revision to an existing blank ExTR document.

Such requests shall be addressed to the Convenor of ExTAG WG01 in writing, with the IECEx Secretariat copied.

2.2 Request confirmation

Upon receipt of an initial request submission, the ExTAG WG01 Convenor confirms one of the following regarding the requested new or revised blank ExTR:

- Already developed and available on the IECEx System website;
- In process of being developed by an already assigned ExTL/ExCB; or
- Not developed yet and not in process of being developed.

If a requested new or revised blank ExTR document is already developed and available, this information is conveyed to the requestoring ExTL/ExCB.

If a requested new or revised blank ExTR document is in process of being developed, this information is conveyed to the requesting ExTL/ExCB with an indication of when the new or revised blank ExTR document will be made available on the IECEx System website.

If a requested new or revised blank ExTR document does not already exist, nor is in process of being developed, the development of a new or revised blank ExTR document is assigned.

3 Assignment of requests for new or revised blank ExTR documents;

The ExTAG WG01 Convenor formally assigns a development request for a new or revised blank ExTR document to an ExTL/ExCB as follows:

New or Revised blank ExTR document requests

- The requesting ExTL/ExCB will be asked if they are prepared to develop the new blank ExTR document within a determined timeframe.

- If the requesting ExTL/ExCB is not prepared to develop the new blank or revised ExTR document, the ExTAG WG01 Convenor immediately ~~starts a consultation among other member ExTLs/ExCBs to~~ seek a body willing to develop the new blank ExTR document.

- Should the consultation made by the ExTAG WG01 Convenor with other member bodies ~~ExTLs/ExCBs~~ lead to a no-offer, the new blank ExTR document will be developed by ExTAG WG01.

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~~Revised blank ExTR document requests~~

- ~~The original ExTL/ExCB that developed the existing blank ExTR document will be asked if they are prepared to develop the revised blank ExTR document within a determined timeframe.~~

- ~~If the original ExTL/ExCB that developed the existing blank ExTR document is not prepared to develop the revised blank ExTR document, the ExTAG WG01 Convenor will ask the requesting ExTL/ExCB if they are prepared to develop the revised blank ExTR document within a determined timeframe.~~

- ~~If the requesting ExTL/ExCB is not prepared to develop the revised blank ExTR document, the ExTAG WG01 Convenor immediately starts a consultation among other member ExTLs/ExCBs to seek a body willing to develop the revised blank ExTR document.~~

- ~~Should the consultation made by the ExTAG WG01 Convenor with other member ExTLs/ExCBs lead to a no-offer, the revised blank ExTR document will be developed by ExTAG WG01.~~

4 Development of new or revised blank ExTR documents

4.1 General rules and formatting requirements

The following rules are to be taken into account when developing any new or revised blank ExTR documents:

File format	MS Word format
Font	Arial font, Normal font style, 10 size, Automatic font color, No effects
	Exception: Bold font style is to be used for ExTR document main headings and sub-headings.
Paper size	A4 (210 x 297 mm)
Margins	1.3 cm (0.53 in) Top; 2.2 cm (0.86 in) Bottom; Left 2.2 cm (0.88 in); Right 2.2 cm (0.88 in), 0.0 cm (0.0 in) Gutter, 1.3 cm (0.5 in) Header, 1.3 cm (0.5 in) Footer
Table properties	Center alignment, No text wrapping, Rows not allowed to break across pages, Vertical cell alignment, Single solid 1-1/2 pt border lines with 3/4 pt. inner lines
Cell properties	Left for Horizontal alignment, Center for Vertical alignment
Language	English (US)
Header text	"ExTR Reference No." is the only form header text, and shall have a right alignment. This header text is to appear on all pages of the involved blank ExTR document, except for the first page which already has the "ExTR Reference No." indicated.
Footer text	"TRF No." and "Page X of Y" are the only form footer text, with the "TRF No." having a left alignment and "Page X of Y" having a center alignment. The "Page X of Y" footer text is to appear on all pages of the involved blank ExTR document. The "TRF No." footer text is to appear on all pages of the involved blank ExTR document, except for the first page which already has the "TRF No." indicated.

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TRF Number	The naming convention for Test Report Form (TRF) numbers for Ex Test Reports is as follows:

- "ExTR"; followed by
- IEC standard number (without the "IEC" prefix); followed by
- 'Underscore' character; followed by
- Arabic number reflecting the edition of the IEC standard; followed by
- Uppercase letter indicating the version of the ExTR document; followed by

- The letters "DS" indicating that Decision Sheet hyperlinks have been imbedded in the ExTR document. If Decision Sheet hyperlinks have not been imbedded, the letters "DS" will not appear.

The example below would be the TRF number for a new blank ExTR document for IEC 60079-6, 3rd edition, with embedded Decision Sheet hyperlinks.

ExTR60079-6_3A_DS

Subsequent revised blank ExTR documents of this new blank ExTR document for the 3rd edition of IEC 60079-6 would replace the "A" with sequentially increasing letters in the alphabet.

Note: The naming convention of the TRF numbers for the ExTR Cover, ExTR Addendum, ExTR of National Differences and ExTR of Partial Testing is similar to the above criteria, and is reflected in the respective blank forms.

4.2   Blank ExTR document structure

4.2.1   General

A blank ExTR document must be easy to compile (fill in) and should include no macros, except for the ExTR Reference Number field, the Page X of Y field, and the Date of issue/review fields. No protected fields should be included.

An ExTR package is always comprised of an ExTR Cover, and often also includes one or more associated ExTR documents (which may include Ex Test Reports, ExTR Addendums, ExTRs of National Differences and ExTRs of Partial Testing).

All ExTR package documents are compiled and reviewed by the ExTL. The Issuing ExCB indicates final approval of the overall ExTR package on the ExTR Cover.

4.2.2   Blank ExTR Cover

An ExTR Cover is the sole top-level document to associate together all other parts of an ExTR package.

An ExTR package is comprised of an ExTR Cover and often also includes one or more associated ExTR documents (which may include Ex Test Reports, ExTR Addendums, ExTRs of National Differences and ExTRs of Partial Testing). All ExTR package documents are compiled and reviewed by the ExTL. The Issuing ExCB indicates final approval of the overall ExTR package on the ExTR Cover.

The purpose of the ExTR Cover for an ExTR package is to contain key information that is common across all other parts of the ExTR package. This eliminates the need to repeat such common information across multiple ExTR documents, and highlights this key information in a standardized fashion in one location for ready access.

The 1st page of a blank ExTR Cover includes the following fields:

- ExTR Reference number and Free Reference number;
- Individual names and signatures of the responsible ExTL and ExCB staff;
- Date of issue;
- Company names and addresses of the ExTL, ExCB and Applicant;

- IEC Ex standard(s) associated with the ExTR package, with edition(s)indicated;
- Clauses considered;
- Any related IEC Amendments, Corrigendums or ISHs;
- Test item description, including Model/type reference, Ex marking string and Rating; and
- Tabulation of all ExTR documents and additional reference material assembled as part of the ExTR package.

The 2nd page of a blank ExTR Cover includes the following fields:

- Company name, address and trademark of the Manufacturer;
- Test particulars, including Classification of installation/use, IP rating, rated ambient and service temperature as applicable;
- General remarks;
- Copy of Marking plate;
- General product information, including details of change when revising an existing ExTR package;
- Details of any testing not performed by ExTL staff at the ExTL address;
- Whether any National differences were considered;
- Specific conditions of use or Schedule of limitations, if any;
- Routine tests, if any; and
- Copyright information.

The 3rd page of a blank ExTR Cover includes a table for listing the title, drawing number, revision level and date, as applicable, of all controlled manufacturer's documents.

Note: As part of the blank ExTR Cover, many of the above fields include embedded Comments that provide explanatory details regarding the content that is intended to be entered in the field.

See Annex A for an example of theThe blank ExTR Cover can be found on the IECEx website:

https://www.iecex.com/members-area/documents/extr-blanks/.

4.2.3 Blank Ex Test Report

4.2.3.1 General

Each Ex Test Report is to be part of an ExTR package that may also include ExTR Addendums, ExTRs of National Differences, ExTRs of Partial Testing and other Ex Test Report documents, along with a single ExTR Cover.

The ExTR Cover is the sole top-level document to associate together all other parts of an ExTR package. All ExTR package documents are compiled and reviewed by the ExTL. The Issuing ExCB indicates final approval of the overall ExTR package on the ExTR Cover.

The purpose of an Ex Test Report is to provide a standardized clause-by-clause documentation of the evaluation and testing that initially verified compliance of an item or product with an IEC Ex standard. This standardized format consists of one or more checklist tables and additional narrative content as applicable.

The 1st page of a blank Ex Test Report includes the following fields:

- ExTR Reference number and Free Reference number;

- Individual names and signatures of the responsible ExTL staff;

- Date of review;

- Company names and addresses of the ExTL and Applicant;

- IEC Ex standard associated with the Ex Test Report, with edition indicated;

- Any related IEC Amendments, Corrigendums or ISHs;

- Possible test case verdicts;

- General remarks; and

- Copyright information.

The 2nd and subsequent pages of a blank Ex Test Report include the following fields;

- Checklist table(s); and

- Measurement section, including additional narrative remarks, if applicable

Note: As part of the blank Ex Test Report, some of the ~~above~~ fields may include embedded Comments that provide explanatory details regarding the content that is intended to be entered in the field.

The blank Ex Test Report can be found on the IECEx website:

https://www.iecex.com/members-area/documents/extr-blanks/

~~See Annex B for an example of the blank Ex Test Report Template.~~

4.2.3.2 Checklist table(s)

The checklist table portion of a blank Ex Test Report is formatted into four columns of a single table beneath an overall heading indicating the involved IEC Ex standard. The four column headings that comprise the "test case" section of the checklist table are as follows: 1) "Clause", 2) "Requirement – Test"', 3) "Result – Remark" and 4) "Verdict".

IEC _____-__			
Clause	Requirement – Test	Result – Remark	Verdict

As the table extends from one page to the next, the table headings should repeat at the beginning of each new page. If this is not practical for some reason, the table may be split into several separate tables, as long as the headers are repeated on each page.

In order to best utilize the available space on each page in a balanced fashion, the width of each column in the "test case" section should be approximately as follows: 2.54 cm (1.00 in), 5.08 cm (2.00 in), 7.62 cm (3.00 in) and 2.54 cm (1.00 in).

➢ **Clause**
The "Clause" column is for a reference to each IEC Ex standard numbered heading. Within a given IEC Ex standard, there are different styles of numbered headings based on how many digits are in the heading number as follows:

- Heading Style 1: One digit in the heading number. For example, "**5 Temperatures**"

- Heading Style 2: Two digits in the heading number. For example, "**5.3 Maximum surface temperatures**"

- Heading Style 3: Three digits in the heading number. For example, "**5.3.2 Limitation of maximum surface temperature**"

- Heading Style 4: Four digits in the heading number. For example, "**5.3.2.3 Group III electrical equipment**"

- Heading Style 5: Five digits in the heading number. For example, "**26.4.1.2.1 Group I electrical equipment**"

When developing the checklist table, all numbered clauses involving Heading Style 1 are to be followed by a 'separating row' involving no text or borders.

Similarly, all numbered clauses involving Heading Style 2 are to be followed by a 'separating row' unless the Heading Style 2 clause is followed by a related Heading Style 3 clause (that may be further followed by related Heading Style 4 and 5 clauses). For such situations, no 'separating row' is to be inserted again until immediately before the next Heading Style 2 clause (or Heading Style 1 clause).

Note: The only exception to the above is for Normative Annexes. For these Annexes, 'separating rows' are only used immediately before the row stating the Annex heading. No 'separating rows' are used between any Heading Style clauses within a given Annex.

➢ **Requirement – Test**
The "Requirement – Test" column is for the text of the numbered heading. Any summary wording that may be additionally used in the "Requirement – Test" column needs to be simple, and needs to prompt for a clear 'Pass' or 'N/A' verdict. The full text of a paragraph from the IEC Ex standard is not to be repeated.

As noted above, there are different 'types' of Numbered Headings (or Clauses) in each Ex Test Report, with differing actions being required of the ExTL when completing the ExTR package based on the 'type' of Numbered Heading involved.

The following are examples of the different 'types' of Numbered Headings that may be presented in an Ex Test Report:

a) **Numbered Heading – No text associated with the heading:** No "Result – Remark" or "Verdict" is applicable since no requirements are associated with the numbered heading in the IEC Ex standard.

IEC _____-__			
Clause	**Requirement – Test**	**Result – Remark**	**Verdict**
5	Flameproof joints		

b) **Numbered Heading – Normative text associated with the heading:** Both "Result – Remark" and "Verdict" are applicable since Normative requirements are associated with the numbered heading in the IEC Ex standard.

IEC _____-__			
Clause	**Requirement – Test**	**Result – Remark**	**Verdict**
9	Light-transmitting parts		

c) **Numbered Heading – Informative text associated with the heading:** No "Result – Remark" or "Verdict" is applicable since associated text is only informative and not normative.

IEC _____-__			
Clause	**Requirement – Test**	**Result – Remark**	**Verdict**
Annex F (Informative)	Mechanical properties for screws and nuts		

Some numbered headings involving Normative requirements make it mandatory that specific details be entered under the "Result – Remark" heading in support of the "Verdict". A dotted leader as shown in the example below may be used to identify such instances.

IEC _____-__			
Clause	**Requirement – Test**	**Result – Remark**	**Verdict**
5.2.1	Width of joints (*L*).................:		

> **Result – Remark**

The "Result – Remark" column is for explanatory details resulting from the related "Requirement – Test" column, and supportive of the ultimate "Verdict" column. Examples of such details include a measured value, a test result or an explanatory remark.

It is not mandatory to always include "Result – Remark" text when a "Verdict" is indicated. However, to facilitate acceptance by Receiving ExCBs such that re-testing will not be required, Ex Test Reports shall provide clear, concise and sufficient information that supports the Issuing ExCBs evaluation and testing.

> **Verdict**

The "Verdict" column is for stating the judgment resulting from analysis based on the "Requirements – Test" column, and reflective of the explanatory details under the "Result – Remark" column. Allowed verdict choices are: 'Pass' or 'N/A'. The verdict choice 'N/A' indicates that the requirement was determined to be 'Not applicable'.

4.2.3.3 Measurement section

In addition to the checklist portion of an Ex Test Report, there is often a need to detail measured values and test results that do not easily fit in the fields under the "Result – Remark" column.

To address such situations, an area for additional narrative remarks and tables of measured values, specific test conditions and test results is provided after the Checklist section of each blank Ex Test Report.

4.2.4 Blank ExTR of National Differences

Each ExTR of National Differences is to be part of an ExTR package that may include Ex Test Reports, ExTR Addendums, ExTRs of Partial Testing and other ExTRs of National Differences documents, along with a single ExTR Cover.

The ExTR Cover is the sole top-level document to associate together all other parts of an ExTR package. All ExTR package documents are compiled and reviewed by the ExTL. The Issuing ExCB indicates final approval of the overall ExTR package on the ExTR Cover.

The purpose of an ExTR of National Differences is to document compliance with National differences to an IEC Ex standard for a given country or region. Such ExTR documents supplement an Ex Test Report or ExTR Addendum, with a separate such ExTR of National Differences document issued for each intended country or region. All National Differences of the intended country or region are to be tabulated and remarked upon as part of this document, even those that are not applicable.

The 1st page of a blank ExTR of National Differences includes the following fields:

- ExTR Reference number and Free Reference number;
- Individual names and signatures of the responsible ExTL staff;
- Date of review;
- Company names and addresses of the ExTL and Applicant;
- Country/region for the involved National differences;
- IEC Ex standard associated with the ExTR of National Differences, with edition indicated;
- Any related IEC Amendments, Corrigendums or ISHs;
- Possible test case verdicts;

- General remarks; and
- Copyright information.

The 2nd and subsequent pages of a blank ExTR of National Differences include the following fields;

- Checklist table(s); and
- Measurement section, including additional narrative remarks, if applicable

Note: As part of the blank ExTR of National Differences, some of the above fields may include embedded Comments that provide explanatory details regarding the content that is intended to be entered in the field.

The structure of the Checklist table(s) and Measurement section portions of a blank ExTR of National Differences is similar to the Checklist table(s) and Measurement section structure of a blank Ex Test Report described above.

Additional information can be found in the published IECEx Bulletin. *Section 3 - National Differences.*

The blank ExTR of National Differences can be found on the IECEx website:

https://www.iecex.com/members-area/documents/extr-blanks/See Annex C for an example of the blank ExTR of National Differences.

4.2.5 Blank ExTR Addendum

Each ExTR Addendum is to be part of an ExTR package that may include Ex Test Reports, ExTRs of National Differences, ExTRs of Partial Testing and other ExTR Addendum documents, along with a single ExTR Cover.

The ExTR Cover is the sole top-level document to associate together all other parts of an ExTR package. All ExTR package documents are compiled and reviewed by the ExTL. The Issuing ExCB indicates final approval of the overall ExTR package on the ExTR Cover.

The purpose of an ExTR Addendum is to document compliance of a change in construction to a product already covered by an existing ExTR package. Such ExTR documents supplement a previously issued ExTR package. Only those clauses applicable to the supplemental issue being addressed are to be tabulated and remarked upon as part of this document. An ExTR of National Differences may also supplement this document.

The 1st page of a blank ExTR Addendum includes the following fields:

- ExTR Reference number and Free Reference number;
- Individual names and signatures of the responsible ExTL staff;
- Date of review;
- Company names and addresses of the ExTL and Applicant;
- IEC Ex standard associated with the ExTR Addendum, with edition indicated;
- Any related IEC Amendments, Corrigendums or ISHs;
- Possible test case verdicts;
- General remarks; and
- Copyright information.

The 2nd and subsequent pages of a blank ExTR Addendums include the following fields;

- Checklist table(s); and
- Measurement section, including additional narrative remarks, if applicable

Note: As part of the blank ExTR Addendum, some of the above fields may include embedded Comments that provide explanatory details regarding the content that is intended to be entered in the field.

The structure of the Checklist table(s) and Measurement section portions of a blank ExTR Addendum is similar to the Checklist table(s) and Measurement section structure of a blank Ex Test Report described above.

The blank ExTR Addendum can be found on the IECEx website:

https://www.iecex.com/members-area/documents/extr-blanks/

See Annex D for an example of the blank ExTR Addendum.

4.2.6   Blank ExTR of Partial Testing

Each ExTR of Partial Testing is to be part of an ExTR package that may include Ex Test Reports, ExTR Addendums, ExTRs of National Differences and other ExTR of Partial Testing documents, along with a single ExTR Cover.

The ExTR Cover is the sole top-level document to associate together all other parts of an ExTR package. All ExTR package documents are compiled and reviewed by the ExTL. The Issuing ExCB indicates final approval of the overall ExTR package on the ExTR Cover.

The purpose of an ExTR of Partial Testing is to document compliance of an item or product with only select requirements from an IEC Ex standard. Such ExTR documents provide a clause-by-clause documentation of the evaluation and testing that verified compliance with the select requirements.

The 1st page of a blank ExTR of Partial Testing includes the following fields:

- ExTR Reference number and Free Reference number;
- Individual names and signatures of the responsible ExTL staff;
- Date of review;
- Company names and addresses of the ExTL and Applicant;
- IEC Ex standard associated with the ExTR of Partial Testing, with edition indicated;
- Any related IEC Amendments, Corrigendums or ISHs;
- Possible test case verdicts;
- General remarks; and
- Copyright information.

The 2nd and subsequent pages of a blank ExTR of Partial Testing include the following fields:

- Checklist table(s); and
- Measurement section, including additional narrative remarks, if applicable

Note: As part of the blank ExTR of Partial Testing, some of the above fields may include embedded Comments that provide explanatory details regarding the content that is intended to be entered in the field.

The structure of the Checklist table(s) and Measurement section portions of a blank ExTR of Partial Testing is similar to the Checklist table(s) and Measurement section structure of a blank Ex Test Report described above.

The blank ExTR of Partial Testing can be found on the IECEx website:

https://www.iecex.com/members-area/documents/extr-blanks/

See Annex E for an example of the blank ExTR of Partial Testing.

4.2.7   Special instructions for ExTR developers

Developers of ExTR documents shall use the agreed upon ExTR document format and templates detailed in this Operational Document. The only "free-form" section open for developer-specific variance is the Measurement section of the blank Ex Test Report.

The Measurement section of an Ex Test Report may be tailored as deemed necessary by the ExTR developer to address the specifics of the involved IEC Ex standard and the products commonly covered by the involved standard.

Issues such as selection of test items, particulars or layout of tables can be addressed as needed in the Measurement section. Tables of larger size in the Measurement section can be displayed and printed in "landscape" orientation.

5   Review of new or revised blank ExTR documents

When the assigned ExTR developer completes development of the new or revised ExTR document, the resulting ExTR document is forwarded to the ExTAG WG01 Convenor in Word format via email.

Upon receipt of the new or revised ExTR document from the assigned ExTR developer, the ExTAG WG01 Convenor will verify the format and content is in accordance with this Operational Document, and will then circulate to ExTAG WG01 members for comment.

Note: With the agreement of ExTAG WG01 and the Secretariat, other formats can be used to develop blank ExTR documents to accommodate special needs. For example, most blank Ex Test Reports for IEC 60079-11 have a version that reflects the above checklist-based structure, while also having a version that reflects a narrative-based structure. Also, there are blank Ex Test Reports for some IEC Ex standards that combine the specific protection method checklist together with the general requirements checklist.

Any comments received from ExTAG WG01 members are to be addressed by the ExTAG WG01 Convenor, working together with the ExTAG WG01 and the assigned ExTR developer.

6   Posting of new or revised blank ExTR documents

New or revised blank ExTR documents that have been reviewed by ExTAG WG01 are then forwarded by the ExTAG WG01 Convenor to the IECEx Secretariat for posting on the IECEx website.

Once posted, the IECEx Secretariat informs all member ExCBs/ExTLs as appropriate.

Annex A – Example of Blank ExTR Cover (1 of 3)

IEC IECEx

IECEx TEST REPORT COVER

ExTR Reference Number :		
ExTR Free Reference Number :		
Compiled by + signature (ExTL) :	(enter typed name here)	(enter signature here)
Reviewed by + signature (ExTL) :	(enter typed name here)	(enter signature here)
Approved by + signature (ExCB) :	(enter typed name here)	(enter signature here)
Date of issue :		
Ex Testing Laboratory (ExTL) :		
Address :		
Ex Certification Body (ExCB) :		
Address :		
Applicant's name :		
Address :		
Standards associated with this ExTR package :		
Clauses considered :		
Related Amendments, Corrigendums or ISHs :		
Test item description :		
Model/type reference :		
Code (e.g. Ex __ II__ T__) :		
Rating :		

ExTR Package Contents

Assembled ExTR documents and Additional reference material:	No. of Pages:	Remarks, if any:
IECEx Test Report Cover		
IECEx Test Report: IEC 60079-___, Edition ___		
IECEx Test Report Addendum: IEC 60079-___, Edition ___		
IECEx Test Report of National Differences: IEC 60079-___, Edition ___		
IECEx Test Report of Partial Testing: IEC 60079-___, Edition ___		
Data sheet package		
Images of test item		
...		

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Commented [PTK4]: 1.Enter "All clauses considered" if all...

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Commented [PTK5]: Identify all the IEC Ex Amendments, ...

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Commented [PTK6]: 1."*" is used to indicate variable fields...

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Annex A – Example of Blank ExTR Cover (2 of 3)

Manufacturer's name :	
Address :	
Trademark :	
Particulars: Test item vs. Test requirements	
Classification of installation and use :	(portable / stationary / hand-held)
Ingress protection :	IP _ _
Rated ambient temperature range (°C) :	
Rated service temperature range (°C) for Ex Components :	

General remarks:
The test results presented in this ExTR package relate only to the item or product tested.
• "(see Attachment #)" refers to additional information appended to the ExTR package.
• "(see appended table)" refers to a table appended to the ExTR package.
• Throughout this ExTR package, a point "." is used as the decimal separator.
• Where the term "N/A" appears in any part of an ExTR package, it indicates that the associated issue was considered "Not applicable" to the involved evaluation.
• In accordance with IECEx 02, a Receiving ExCB may request a sample of the Ex equipment and copies of the documentation referred to in an ExTR Cover.
The technical content of this ExTR package shall not be reproduced except in full without the written approval of the Issuing ExCB and ExTL.

Copy of Marking Plate:

General product information:

Details of change (applicable only when revising an existing ExTR package):

In accordance with OD 024, testing not fully performed by ExTL staff at the above ExTL address:

National differences considered as part of this evaluation, if any:

"Conditions of Use" for Ex Equipment or "Schedule of Limitations" for Ex Components, if any:

Routine tests, if any:

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Annex A – Example of Blank ExTR Cover (3 of 3)

Manufacturer's Documents			
Title:	Drawing No.:	Rev. Level:	Date:

Commented [PTK18]: The /00 version of an ExTR package establishes the controlled manufacturer's documents for a test item. When a subsequent ExTR package version is issued after the /00 version, it is only necessary to tabulate any new or revised controlled manufacturer's documents. If the entire list of manufacturer's documents is repeated, an " * " should be added before the title of documents in that ExTR package that are new or revised.

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Annex B – Example of Blank Ex Test Report Template (1 of 2)

IECEx TEST REPORT
IEC _____-__
Explosive atmospheres - Part _: _____

ExTR Reference Number	.		
ExTR Free Reference Number	:		
Compiled by + signature (ExTL)	:	(enter typed name here)	(enter signature here)
Reviewed by + signature (ExTL)	:	(enter typed name here)	(enter signature here)
Date of review	:		
Ex Testing Laboratory (ExTL)	:		
Address	:		
Applicant's name	:		
Address	:		
Standard	:	IEC _____-__, Edition ____	
Related Amendments, Corrigendums or ISHs	:		

Possible test case verdicts:
- test case does not apply to the test item : N/A
- test item does meet the requirement ....: Pass

General remarks:
The test results presented in this Ex Test Report relate only to the item or product tested.
* "(see Attachment #)" refers to additional information appended to this document.
* "(see appended table)" refers to a table appended to this document.
* Throughout this document, a point "." is used as the decimal separator.
The technical content of this Ex Test Report shall not be reproduced except in full without the written approval of the Issuing ExCB and ExTL.

Annex B – Example of Blank Ex Test Report Template (2 of 2)

		IEC -	
Clause	Requirement – Test	Result – Remark	Verdict

Measurement Section, including Additional Narrative Remarks (as deemed applicable)

Annex C – Example of Blank ExTR of National Differences (1 of 2)

IEC IECEx

IECEx TEST REPORT of NATIONAL DIFFERENCES

ExTR Reference Number	:		
ExTR Free Reference Number	:		
Compiled by + signature (ExTL)	:	(enter typed name here)	(enter signature here)
Reviewed by + signature (ExTL)	:	(enter typed name here)	(enter signature here)
Date of review	:		
Ex Testing Laboratory (ExTL)	:		
Address	:		
Applicant's name	:		
Address	:		
Country/Region	:		
Standards	:	IEC _____-___, Edition ____	
Related Amendments, Corrigendums or ISHs	:		

Possible test case verdicts:

- test case does not apply to the test item : N/A
- test item does meet the requirement
.... : Pass

General remarks:

The test results presented in this ExTR of National Differences relate only to the item or product tested. Only clauses and manufacturer's documents impacted by this document are detailed.

"(see Attachment #)" refers to additional information appended to this document.

"(see appended table)" refers to a table appended to this document.

Throughout this document, a point is used as the decimal separator.

The technical content of this ExTR of National Differences shall not be reproduced except in full without the written approval of the Issuing ExCB and ExTL.

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Annex C – Example of Blank ExTR of National Differences (2 of 2)

Clause	Requirement – Test	Result – Remark	Verdict

Measurement Section, including Additional Narrative Remarks (as deemed applicable)

Annex D – Example of Blank ExTR Addendum (1 of 2)

IEC IECEx

IECEx TEST REPORT ADDENDUM

ExTR Reference Number	:		
ExTR Free Reference Number	:		
Compiled by + signature (ExTL)	:	(enter typed name here)	(enter signature here)
Reviewed by + signature (ExTL)	:	(enter typed name here)	(enter signature here)
Date of review	:		
Ex Testing Laboratory (ExTL)	:		
Address	:		
Applicant's name	:		
Address	:		
Standard	:	IEC _____ - ___, Edition ___	
Related Amendments, Corrigendums or ISHs	:		

Possible test case verdicts:
- test case does not apply to the test item : N/A
- test item does meet the requirement
.................................: Pass

General remarks:
The test results presented in this ExTR Addendum relate only to the item or product tested, and are only valid when considered together with the related Ex Test Report that was previously issued, along with any previously issued ExTR Addendums for the same item or product.
Only clauses and manufacturer's documents impacted by this document are detailed.
"(see Attachment #)" refers to additional information appended to this document.
"(see appended table)" refers to a table appended to this document.
Throughout this document, a point "." is used as the decimal separator.
The technical content of this ExTR Addendum shall not be reproduced except in full without the written approval of the Issuing ExCB and ExTL.

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Annex D – Example of Blank ExTR Addendum (2 of 2)

Clause	Requirement – Test	Result – Remark	Verdict
		IEC -	

Measurement Section, including Additional Narrative Remarks (as deemed applicable)

Annex E – Example of Blank ExTR of Partial Testing (1 of 2)

IECEx TEST REPORT of PARTIAL TESTING

ExTR Reference Number :		
ExTR Free Reference Number :		
Compiled by + signature (ExTL) :	(enter typed name here)	(enter signature here)
Reviewed by + signature (ExTL) :	(enter typed name here)	(enter signature here)
Date of review :		
Ex Testing Laboratory (ExTL) :		
Address :		
Applicant's name :		
Address :		
Standard :	IEC _____-__, Edition ___	
Related Amendments, Corrigendums or ISHs :		

Possible test case verdicts:
- test case does not apply to the test item : N/A
- test item does meet the requirement ……………………………: Pass

General remarks:
The test results presented in this Ex Test Report relate only to the item or product tested.
• "(see Attachment #)" refers to additional information appended to this document.
• "(see appended table)" refers to a table appended to this document.
• Throughout this document, a point "." is used as the decimal separator.
The technical content of this Ex Test Report shall not be reproduced except in full without the written approval of the Issuing ExCB and ExTL.

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Annex E – Example of Blank ExTR of Partial Testing (2 of 2)

		IEC -	
Clause	Requirement – Test	Result – Remark	Verdict

Measurement Section, including Additional Narrative Remarks (as deemed applicable)