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

**IECEx ASSESSMENT REPORT**

**Title: Assessment Report for the Initial Assessment of KSC POLAND (KSCP), to become an Accepted Ex Certification Body (ExCB) in the IECEx 05 Scheme - Certification of Personnel Competencies (CoPC)**

**Introduction**

This document provides a Report from the IECEx Assessment Team for the acceptance of KSC POLAND (KSCP), to become an Accepted Ex Certification Body, ExCB, within the IECEx 05 Scheme Certification of Personnel Competencies (CoPC).

ExMC Members are requested to consider this Report and the Recommendation of the IECEx Assessment Team for the acceptance of KSC POLAND (KSCP) as an ExCB in the IECEx 05 Scheme.

***This document is 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***](https://www.iecex.com/ballot) ***by the closing date 2023 05 08***

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

***Chris Agius***

**IECEx Secretariat**

|  |  |
| --- | --- |
| **IECEx Secretariat**  **Level 33, Australia Square**  **264 George Street**  **Sydney NSW 2000**  **Australia** | **Tel: +61 2 8206 6940**  **Fax: +61 2 8206 6272**  **Email:** [**info@iecex.com**](mailto:info@iecex.com)  **Web:** [**www.iecex.com**](http://www.iecex.com) |

IEC System for certification to standards relating to equipment for use in Explosive Atmospheres (IECEx System)

IECEx Assessment Report Form, F-003

IECEx assessment report form for use by IECEx assessment teams to report assessments conducted according to the relevant IECEx assessment procedures of:

Operational Document IECEx OD 003-2 for the Certified Equipment Scheme

Operational Document IECEx OD 316-\* for the Certified Service Facility Scheme

Operational Document IECEx OD 422 for the IECEx Conformity Mark Licensing Scheme

Operational Document IECEx OD 501 for the Personnel Competence Scheme

IECEx ExCB assessment report for KSC POLAND (KSCP)

INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION

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# Assessment information

## Type of body covered by this assessment:

<Check appropriate boxes>

|  |  |
| --- | --- |
| ExCB for IECEx Certified Equipment Scheme |  |
| ExTL for IECEx Certified Equipment Scheme |  |
| ATF for IECEx Certified Equipment Scheme |  |
| ExCB for IECEx Certified Service Facilities Scheme |  |
| ExCB for IECEx Conformity Mark Licensing System |  |
| ExCB for IECEx Certification of Personnel Competency Scheme |  |

NOTE 1 ExCB - IECEx Certification Body

NOTE 2 ExTL - IECEx Testing Laboratory

NOTE 3 ATF - Additional Testing Facility

## Type of assessment:

<Check appropriate boxes>

|  |  |
| --- | --- |
| Pre-assessment for candidate body |  |
| Initial assessment for candidate body |  |
| Surveillance |  |
| Re-assessment |  |
| Scope extension |  |

## Details of body

### Country

POLAND

### Name of body

KSC POLAND Sp. z o.o.

### Name and title of nominated principal contact

|  |  |  |
| --- | --- | --- |
| Name | Title | E-mail address |
| Sanghe Kim | CEO | sh.kim@exksc.com |

## Assessment information

### Members of the assessment team

|  |  |
| --- | --- |
| Name | Role |
| Thierry Houeix | IECEx Lead Assessor |
| Marino Kelava | IECEx Assessor |

### Place(s) of assessment

|  |  |
| --- | --- |
| Remote Assessment | KSC POLAND Sp. z o.o.  ul. Chorzowska 150, 40-101  Katowice |
| On-site Assessment | KSC Co., Ltd.  1106, Cheoinseong-ro, Namsa-eup, Cheoin-gu,  Yongin-si, Gyeonggi-do,  17115, KOREA |

### Assessment date(s)

The IECEx Peer Assessment of KSC POLAND Sp. z o.o. for compliance with the IECEx CoPC requirements as an ExCB included a combination of:

* Zoom meeting with live camera streaming and operating in real time to assess documentation, procedures and records (16th of January, 14th and 15th of February 2023)
* On-Site assessment of their examination center in Korea with technical interviews of key staff located there, including examiners (at the location of KSC Co., Ltd., on 14th and 15th of February 2023)
* Live Zoom technical interviews of key staff located outside Korea, including examiners to determine the level of competence, on the subject, the Standard(s) and the IECEx CoPC Rules and Process (14th and 15th of February 2023)

## Application information and background information on the assessment

This is the Initial assessment of Scheme 05 ExCB. Candidate body applied for Units of competence as defined in IECEx OD 504 (Unit Ex 000 to Unit Ex 011).

KSC POLAND themselves are not accredited to ISO/IEC 17024. In noting that compliance with ISO/IEC 17024 is a requirement of the IECEx CoPC Scheme, re IECEx 05, holding national accreditation to ISO /IEC 17024 is not. However, for Bodies that do not hold accreditation to ISO/IEC 17024, the IECEx Assessment Team is required to conduct a full assessment to the ISO/IEC 17024 requirements as part of the IECEx peer assessment, using the IECEx OD 507 Checklist.

KSC POLAND has previously been accepted as ExCB for IECEx Schemes 02 and 03.

Therefore, the IECEx assessment of KSC POLAND included a full assessment of ISO/IEC 17024 using the IECEx OD 507 checklist and report. The completed ISO/IEC 17024 checklist (OD 507) is retained by the Secretariat. To this point, the Assessment Team were able to conclude compliance with ISO/IEC 17024.

For this assessment, the IECEx Assessment Team was led by Mr Thierry Houeix, IECEx Lead Assessor. The assessment team also included IECEx Expert Assessor Mr Marino Kelava.

The assessment found that the complete QMS is managed and controlled by KSC Poland, including the receiving of Applications from individuals, review of applications and for deciding on their acceptance. Furthermore, the assessment confirmed that review of examination results and certification decision is fully controlled and performed by KSC Poland

## Scopes

### ExCB scope for equipment certification scheme

This Application by KSC POLAND was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

### ExTL scope

This Application by KSC POLAND was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

### ATF Scope

This Application by KSC POLAND was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

### ExCB scope for Service Facilities Scheme

This Application by KSC POLAND was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

## ExCB scope for Conformity Mark Licensing Scheme

This Application by KSC POLAND was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

## ExCB scope for IECEx Personnel Competence Scheme

The scope for the IECEx Personnel Competence Scheme is shown below.

| Unit | | Comments |
| --- | --- | --- |
| Unit Ex 000 – Basic knowledge and awareness |  |  |
| Unit Ex 001 – Apply basic principles of protection in explosive atmospheres |  |  |
| Unit Ex 002 – Perform classification of hazardous areas |  |  |
| Unit Ex 003 – Install explosion-protected equipment and wiring systems |  |  |
| Unit Ex 004 – Maintain equipment in explosive atmospheres |  |  |
| Unit Ex 005 – Overhaul and repair of explosion-protected equipment |  |  |
| Unit Ex 006 – Test electrical installations in or associated with explosive atmospheres |  |  |
| Unit Ex 007 – Perform visual & close inspection of electrical installations in or associated with explosive atmospheres |  |  |
| Unit Ex 008 – Perform detailed inspection of electrical installations in or associated with explosive atmospheres |  |  |
| Unit Ex 009 – Design electrical installations in or associated with explosive atmospheres |  |  |
| Unit Ex 010 – Perform audit inspection of electrical installations in or associated with explosive atmospheres |  |  |
| Unit Ex 011 – Basic knowledge of the safety of hydrogen systems |  |  |

# Common information

## Legal entity of body

KSC POLAND (known in this report as KSCP) is a privately owned company registered at the trade court in Poland.

Information from the NATIONAL REGISTER OF COURT shows that registration KRS number 0000810778 from the Register of Business Enterprises was issued to KSC POLAND SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOSCIA located at ul. CHORZOWSKA, No. 150, office ---, place KATOWICE, code 40-101, post office KATOWICE, country POLAND on 2019-11-12. KSCP operates its activities from the registered location.

The legal registration organization number is 0000810778 (registered in the Register of Business Enterprises on 2019-11-12) and is valid with no time limitation.

## Financial support

KSCP and their operation is financed from their certification services.

## History

KSCP was registered and entered into the Register of Business Enterprises of the National Court register under KRS [National Court Register] No. 0000810778 on 12 November 2019. It is an independent legal economic entity.

KSCP is accepted ExCB in the IECEx Scheme 02 and IECEx Scheme 03.

KSCP conducts certification and conformity assessment for products or groups of products according to the International Classification of Standards (ICS). Also conducts management systems certification processes according to the assigned EA/NACE/PKD codes.

KSCP leases rooms fully equipped with electrical installations and direct access to means of communications provided by public operators (telephone, fax) and the Internet. There is an IT system in the KSCP, based on PCs, network printers, scanners and photocopiers, which fully ensures operability of the body in the scope of creation, processing, circulation and archiving of documentation.

The personnel at KSCP have extensive experience from their work history, which includes working in ATEX/IECEx certification bodies and IECEx test laboratories.

KSCP have established a quality management system with adequate procedures, record control, access to competent personnel to conduct assessments and to arrive at an appropriate decision for issuing Ex certificates.

## Documentation

### Quality manual

The Quality Manual (QM, edition 2022.10.20) sets out the description of all the major requirements for the certification body and refers to further procedures (P-n.n) containing the details of the processes used to provide all aspects for the services to be delivered.

Quality Manual Edition 2022.10.20 at the time of the assessment, was reviewed and found to meet IECEx requirements.

In addition, KSCP operate to document P-9.2.4 as their Operational Manual for activities associated with the IECEx CoPC Scheme.

### Procedures

The overall procedure P-9.2.4 provides the information to process applications for Personnel competencies certification to obtain IECEx PCAR and IECEx certification.

Application forms, evaluation records, authorities and responsibilities are referred to in this procedure.

P-9.2.4, KSCP Operational Manual for IECEx CoPC certification activities is supplemented by a collection of dedicated procedures to address the various operations of the certification Body.

The procedures are maintained on the Company internal network with controlled access rights.

Processes for all other aspects of the quality system at KSCP are provided in other procedures, which include management system requirements, document control and record storing, internal audits, corrective and preventive actions.

### Work instructions

P-9.2.4/I-1 GENERAL INSTRUCTION FOR CONDUCTING PERSONNEL EXAMINATIONS   
is available. The purpose of this Instruction is to establish actions for conducting examinations of candidates for IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres by defining the rules, responsibilities and adequate premises, including examination sites, equipment and resources for carrying out certification activities in approved examination facility.

### Records (including test records where relevant)

KSCP have a cloud based record retainment system using ‘SharePoint’.

All job related records are filed as ‘Case Numbers’, and quality system records are filed under the generic headings such as ‘Internal Audits’, ‘Management System Review’ etc. The use of SharePoint provides for data security and protection from inadvertent deletion or modification.

Records are stored generally for an indefinite period, with procedure P-10.3 requiring at least 10 years.

The assessment team reviewed the performance of record keeping and found it to meet IECEx requirements contained in OD 207 Guidance on the Retention of Records

### Document change control

The Quality Manual QM section 10.3 together with procedure P-10.3 sets out the document change control. SharePoint is used to provide accurate and up-to-date copies of all documents in the quality system to the users, and history of previous documents is held as superseded copies.

All current IECEx Decision Sheets, Operational Documents and other important documents relevant for Scheme 05 are held in SharePoint.

The procedures were reviewed and found to meet IECEx requirements.

## Confidentiality

Confidentiality is addressed in the KSCP Quality Manual. Staff, contractors and members of advisory bodies sign a form P-7.1-Z3 “COMMITMENT TO CONFIDENTIALITY KEEPING AND NO INTEREST CONFLICTS”. It covers the requirements for confidentiality, impartiality, independence, and acknowledgement of having been provided the relevant KSCP Quality documentation.

Form P-7.1-Z3 “COMMITMENT TO CONFIDENTIALITY KEEPING AND NO INTEREST CONFLICTS” is completed and signed by all KSCP staff as well as by all Impartiality Committee members.

Confidentiality is also ensured through:

• limited access to process documentation from the moment of submission to certification up to the archiving stage,

• records of documentation created in the certification and supervision process,

• archiving evidence of assessment and any candidate documentation provided during the process.

Assessment Team sighted examples of completed and signed agreement forms.

## Communication with public and customers (Hard copy and Electronic)

Application form to be used for IECEx 05 - CoPC scheme is planned to be available on the KSCP website once accepted by the IECEx Management Committee, with adequate information on how to submit the application form. While the internal document P-9.2.4 provides details for internal processes to be followed.

The certification body maintains and publishes information on:

- types of certification schemes in which it operates,

- impartiality policy.

Other information are available on request.

## Recognitions and agreements

The accreditations for KSCP to function as a certification body under the National schemes is set out in Section 8.4 of this report.

## Internal audit

Internal audit procedure P-10.5 is available. It describes the qualification requirements for internal auditors and subsequent placement in the register P-10.5/Z1.

Procedure P-10.5 captures all operations related to the IECEx CoPC Scheme. This was reviewed along with the dedicated IECEx CoPC Internal audit report checklist and Report form, Version 2022.10.20 and found to meet IECEx requirements.

## Management review

Management Review is addressed in the Quality Manual and in the Management Review procedure P-10.4.

According to the Quality Manual the management of the KSCP, at least once a year, conducts a review of the management system in terms of its suitability, adequacy and effectiveness, including established policies and objectives related to meeting the requirements.

The review includes an assessment of the opportunities for improvement and the need for changes in the system, quality policy and impartiality, and the implementation of the objectives contained therein.

The assessment team assessed this process and found to meet IECEx and ISO/IEC 17024 requirements.

## Contracting, subcontracting and witness testing

### Contracting

The Quality Manual and the procedure P-7.1 provide for the use of contractors.

Specialist contract form P-7.1/Z12 is available for the agreements between KSCP and external contracted experts.

Procedure P-9.2.4 require that KSCP maintains their own technical capability. Any contracted resource is regarded in similar manner as their own staff and is to work under the direction and in accordance with KSCP internal procedures.

Examinations are carried out at the associated KSC Co., Ltd. examination facility. Procedure   
P-7.2 ‘Outsourcing’ provides for the contracting of services.

Details how the contracted facilities are assessed, are included in the site assessment report.

### Subcontracting

There is no subcontracting used.

### Off-site and Witness testing

This Application by KSCP is limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

## Training and competence

Procedure P-7.1 refers to training and maintenance of competency of KSCP experts. Authorisation and performance evaluation are included in the same procedure.

The list of personnel involved in examination process including review of application, conducting exam and preparation of PCAR, review of PCAR, certificate preparation, final decision and publishing of IECEx certificate, are summarised in register P-7.1/Z10.

Details of staff competencies are stored in personal files.

KSCP maintain staff training records along with a Competency Matrix record that identifies persons, their competence and roles within the IECEx CoPC Operations. As reported in 1.4.3 above this assessment included detailed technical interviews with KSCP Examiner Staff with specific details of each interview and results detailed in the site assessment report.

Interview was used to evaluate the competence of nominated persons for their technical subject knowledge, as well as that of the Standard(s) and IECEx CoPC Scheme requirements. These evaluations served as confirmation that the process and criteria used by KSCP to identify, evaluate and appoint staff, especially technical staff, to ensure that competent staff are engaged in the IECEx CoPC certification process.

Procedures were noted and reviewed to address:

- Examiner and Assessor required profiles

- Recruitment process of Examiners and Assessors

The assessment also noted the program for On-Going training of staff via the Annual Training Plan” already set for 2022-2023 used to ensure staff maintain up to date knowledge including in areas where changes to standards occur.

In addition, Procedure P-10.3 includes a commitment of KSCP to comply with the IECEx CoPC Rules and Operational Documents as well as a commitment to participate in the activities of the ExPCC Committee and the process for the development and use of ExPCC Decision Sheets according to OD 508.

In conclusion the assessment team determine that the Training and Competence framework of KSCP meets IECEx requirements.

## Complaints and appeals (including appeals to IECEx)

Procedure P-9.4 refers to complaints and appeals and covers the process from identifying and receiving a complaint, assignment of suitable personnel to action the complaint, action taken and informing the customer. Procedure P-10.3 provides for the retention of records pertaining to the complaints and appeals.

The applicant, the certificate holder or other parties have the right to appeal in writing to the decision made by the KSCP at each stage of the certification process or within the certificate validity period. All appeals and complaints are considered in the KSCP in accordance with the principle of protection of interests of client in accordance with Procedure P-9.4.

These were reviewed and found to meet IECEx requirements.

## Impartiality

The Quality Manual, the Quality Policy and Impartiality Policy provide a focus on impartiality by KSCP. The Risk Analysis document provides an assessment of factors that may affect Impartiality.

Quality Policy and Impartiality Policy are signed by the President of the Board.

Quality Manual and signed Policies indicate that the KSCP ensures full impartiality and credibility of the provided services, is responsible for impartiality of undertaken operations related to examinations and does not allow any commercial, financial or other pressures to infringe its impartiality. It includes reference to the process of identifying and dealing with risks related to conflicts of interests resulting from certification activities.

In addition to the above, to ensure there are no conflicts of interest, the KSCP requires all its employees, both internal and external, to report any former and/or present connections with the candidate, the examination of which they will be assigned to. If there are any such connections, the KSCP assesses the risk in terms of threats to impartiality, and either resigns from involving this staff into the examination process or proves that there is no conflict of interests. All staff have signed regarding impartiality, honesty and confidentiality of their work.These have been reviewed by the assessment team and found to meet IECEx requirements.

## Active involvement in development of Decision Sheets

Procedure P-10.3 Section 5.5 includes a commitment of KSCP to comply with the IECEx CoPC Rules and Operational Documents including participating in the process for the development and use of ExPCC Decision Sheets according to OD 508.

## Special facts to be noted

KSCP are not accredited as complying with ISO/IEC 17024, hence the IECEx Assessment conducted a thorough and completed assessment to the requirements of ISO/IEC 17024 and at the conclusion of this assessment confirms that sufficient evidence was gathered to show ISO/IEC 17024 requirements are met. Details of this assessment and the completed OD 507 checklist are retained at the Secretariat.

The assessment team appreciated the commitment and support of the management and staff of KSCP for the IECEx assessment process.

## Supporting documentation

Copies of additional supporting information for this assessment have been provided to the IECEx Secretariat. These are included in a site assessment report or provided separately and include:

* Details of issues raised and how these have been resolved
* Completed Checklist for ISO/IEC 17024 (OD 507)
* Photos of facilities, including of artefacts used
* Information on competencies
* Site Assessment Report (Form F-004) with Assessors’ notes
* Other

## Recommendations

Based on the assessment performed over the period listed in 1.4.3 above, KSCP is recommended for acceptance in the IECEx scheme as:

* An ExCB in the IECEx Certification of Personnel Competency Scheme

This is according to the scope of the Units listed in this document.

In noting, KSCP’s technical capability for conducting examinations and assessments, this recommendation for acceptance as an ExCB in the IECEx 05 CoPC Scheme is on the basis that a surveillance assessment is conducted not more than 12 months after acceptance to confirm full implementation of the newly developed management system to meet ISO/IEC 17024 and IECEx requirements.

|  |  |
| --- | --- |
| Thierry Houeix | Marino Kelava |
| IECEx Lead Assessor | IECEx Assessor |

Date: 21st March 2023

# ExCB for IECEx Certified Equipment Scheme

This Application by KSCP was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

# ExTL for IECEx Certified Equipment Scheme

# This Application by KSCP was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

# ATF for IECEx Certified Equipment Scheme

# This Application by KSCP was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

# ExCB for Certified Service Facilities Scheme

# This Application by KSCP was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

# IECEx Conformity Mark Licensing Scheme

# This Application by KSCP was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

# ExCB for IECEx Personnel Competence Scheme

## Assessment references

1. 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
2. IECEx OD 501 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Assessment procedures for IECEx acceptance of Certification Bodies (ExCBs) for the purpose of issuing and maintaining IECEx Certificates of Personnel
3. IECEx OD 503 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres - ExCB Procedures for issuing and maintaining IECEx Certificates of Personnel Competencies
4. IECEx OD 504 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Specification for Units of Competence Assessment Outcomes
5. IECEx OD 505 Site Re-Assessment Report for Assessment of IECEx Candidate and Accepted Ex Certification Bodies (ExCBs) for the IECEx 05 Certificate of Personal Competencies Scheme (CoPC)
6. IECEx OD 506 - Guidance on the use of the IECEx Certificates of Personnel Competence Scheme’s Assessment Question Bank by ExCBs IECEx OD 060 IECEx Guide for Business Continuity – Management of Extraordinary Circumstances or Events Affecting IECEx Certification Schemes and Activities
7. ISO/IEC 17024 Conformity assessment — General requirements for bodies operating certification of persons
8. IECEx OD 507 Check list for assessment to ISO/IEC 17024
9. ExPCC Decision Sheets

Additional references applied for this assessment

# Site Assessment Report Form F-004

## Candidate ExCB persons interviewed

|  |  |
| --- | --- |
| Name | Position |
| Kim Sanghe | CEO |
| Uwe Klausmeyer | PCCB Manager/ invigilator/examiner/reviewer/ decision maker |
| Krzysztof Sinka | Specialist/invigilator/decision maker |
| Łukasz Brudny | Quality Manager |
| Hyonggil Kim | Specialist/invigilator/examiner/reviewer/ decision maker |
| Kwangjin Ka | Specialist/invigilator/examiner/reviewer/ decision maker |
| Michał Górny | Specialist/ /examiner/reviewer |
| Emre Kocuklu | Specialist/ /examiner/reviewer |

# The above key staff were all interviewed with the assessment team confirming sufficient knowledge and experience with additional details held as confidential.

## National certificates

KSCP is accredited by Polish Centre for Accreditation (PCA) according to ISO/IEC 17065 for certification of Ex equipment and systems.

KSCP is in the process of obtaining accreditation from Polish Centre for Accreditation (PCA) against ISO/IEC 17021-1.

KSCP is ATEX Notified Body in Europe, however. They do not officiate as a Certification Body of Personnel Competence at national level.

## Organisation

### Names, titles and experience of the senior executives

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| Kim Sanghe | CEO | >20 years |
| Uwe Klausmeyer | PCCB Manager | >30 years |

### Name, title and experience of the quality management representative

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| Łukasz Brudny | Quality Manager | >18 years |

### Name and title of signatories for certification

|  |  |  |
| --- | --- | --- |
| Name | Title | Comments |
| Kim Sanghe | CEO | >20 years |
| Uwe Klausmeyer | PCCB Manager | >30 years |

### Other employees in ExCB activity

|  |  |  |
| --- | --- | --- |
| Name | Title/responsibility | Experience in Ex (years) |
| Krzysztof Sinka | Specialist/invigilator/decision maker | >15 years |
| Hyonggil Kim | Specialist/invigilator/examiner/reviewer/ decision maker | >10 years |
| Kwangjin Ka | Specialist/invigilator/examiner/reviewer/ decision maker | >10 years |
| Michał Górny | Specialist/ /examiner/reviewer | >30 years |
| Emre Kocuklu | Specialist/ /examiner/reviewer | >7 years |

## Organizational Structure

Refer to Annex B.

## Indemnity insurance

Indemnity insurance policy 1048595639 issued by PZU Polish with appropriate amount and worldwide coverage was sighted during the assessment. It is valid till 2023-03-17. Actions have already been taken to extend it.

## Resources

KSCP has the necessary resources of competent staff and appropriate procedures to operate as a certification body. There is approved examination facility contractor in Korea listed in the   
P-7.2/Z1.

From the IECEx assessment, the Assessment Team concluded that KSCP are well equipped with examination facilities covering both theoretical examinations and practical exams with sufficient artefacts to meet IECEx CoPC Scheme requirements.

The assessment team conducted a review of these facilities and artefacts, including an on-site assessment on 14th and 15th February 2023 and following some minor adjustments and inclusions, were found to meet IECEx requirements to enable a thorough examination and assessment according the IECEx 05 CoPC requirements of OD 503 and OD 504.

The facilities are supported by a compliment of both technical and administrative staff to enable KSCP to function as a well-resourced Certification Body.

Further details of Facilities, staff interviewed and photos of facilities and artefacts are included in the site assessment report, Report Form F004, held at the Secretariat.

## Committees (such as governing or advisory boards)

KSCP has established an independent Impartiality Committee. Its purpose is to provide the KSCP with advice on issues affecting impartiality, together with openness and public perception. They meet ragularly on annual basis. Last meeting was in February 2022.

The assessment team were satisfied with the governance structure as meeting ISO/IEC 17024 and IECEx requirements.

## Certification operations

### National approval/certification Methods

KSCP does not officiate as a national Certification Body for personnel competences, but has directed its efforts to become an IECEx Certification Body to issue IECEx CoPC Certificates.

### Certification policy

KSCP has established a quality policy in its quality manual which includes clear reference to its certification services, including the CoPC. Quality Policy Statement is signed by the CEO and is available to all employees and clients.

### Certification application, assessment and examination processes

Assessment found KSCP has a documented system to address the requirements of ISO/IEC 17024, IECEx CoPC Scheme requirements of IECEx 05 and supporting ODs, namely OD 503, OD 504, OD 506 and OD 508.

They also have facilities/equipment/artefacts to adequately perform both theoretical examinations and practical assessments according to IECEx CoPC requirements, eg OD 503 and OD 504. Assessment also covered the management and control of remote examination location in Korea.

KSCP have documented procedure P-9.2.4 “IECEx Personnel certification scheme” which addresses their process for handling applications for IECEx Scheme 05 Certificates. It is supported by appropriate forms. These were reviewed in detail over the course of the assessment period and during that time, a number of changes and additions were made to address issues raised during the assessment. With all issues raised now addressed, the assessment team conclude that KSCP have a solid documented system that meets ISO/IEC 17024 and IECEx requirements to operate as an ExCB in the IECEx CoPC Scheme.

Application form P-9.2.4/F1 is available in the Quality System and will be available on the KSCP website once accepted by IECEx Managemet Committee as ExCB for Scheme 05.

The assessment included a site assessment visit to KSC Korea facility that serves as the Examination Center for the ExCB operations in the IECEx CoPC Scheme. From the site visit the assessment team concluded appropriate facilities for the conducting of examinations. Photos were taken of these artefacts and facilities and are included in the site assessment report held by the Secretariat. The assessment team concludes that KSCP possess the necessary practical examination facilities and artefacts to address practical assessments according to IECEx OD 503 and OD 504.

KSCP have also prepared procedure for assessment of the competence and knowledge of all persons to prepare and conduct assessments according to IECEx requirements with sound knowledge of the relevant standards. A significant amount of time was invested in conducting 1-1 technical interviews with each of the technical staff and examiners identified in the KSCP Competency Matrix. From this review and technical interviews, the assessment team conclude that KSCP have sufficiently qualified and experienced personnel to conduct examinations and assessments that meet IECEx requirements.

### Issuing of IECEx Personnel Competence Assessment Report (PCAR)

KSCP has a documented procedure P-9.2.4 “IECEx Personnel certification scheme” which covers the issuing of a PCAR report as required under the CoPC Scheme along with the registering of the PCAR via a summary PCAR on the IECEx Website.

### Decision on Certification

The certification decision is addressed in procedure P-9.2.4 “IECEx Personnel certification scheme”. The process provides the necessary independence between the examination/ independent review and the decision to issue or maintain IECEx CoPC certificates.

### Suspension and cancellation of certificates

Suspension and cancellation of certificates is addressed in procedure P-9.2.4 “IECEx Personnel certification scheme”. This was found to meet IECEx requirements.

## Statistics

Does not apply at this stage, given that KSCP is an applicant ExCB.

## Question bank

Question bank was prepared and reviewed by assessors during this initial assessment of applicant ExCB. Following some corrections and update, questions were found to be sufficient and correct to meet the requirements of IECEx and are passed to IECEx Secretariat.

## National accreditation

The national accreditation certification for ISO/IEC 17065 obtained from Polish Centre for Accreditation (PCA) – see annex C. National accreditation is limited to ATEX scheme 2014/34/EU.

Acceptance as a IECEx 02 and 03 scheme Certification Body (ExCB).

Obtaining accreditation for ISO/IEC 17021-1 standard is in the progress.

KSCP does not hold accreditation to ISO/IEC 17024 and hence the assessment conducted a full assessment which concluded on 15 February 2023 with all elements now showing compliance.

In the absence of accreditation to ISO/IEC 17024, KSCP will be subjected to the surveillance requirements of the IECEx CoPC Scheme.

## Comments (including issues found during assessment)

During the course of the IECEx assessment of KSCP, a number of issues were raised with these being detailed in the site assessment report, Form F-004. All of these have been rectified with the assessment team able to close all items. The following is an indication of some of the items raised by the assessment team that has been subsequently closed to the satisfaction of the assessment team.

* Revised procedures to ensure all stages of the IECEx CoPC process were clearly identified
* Clarification of capabilities and roles of key staff involved in the CoPC certification process, who performs contract review, preparation of exams etc
* Revision of certain documents to further strengthen the separation between Training and IECEx CoPC assessments
* Minor adjustment to Practical assessment artefacts
* Others

# Annexes

1. Scope for IECEx Certified Equipment Scheme
   1. Current standards

The Application by KSCP was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

* 1. Superseded standards

N/A

1. Organisation Chart of ExCB



1. Accreditation Certificate for ISO/IEC 17065

Text, letter

Description automatically generated

1. Accreditation Certificate for ISO/IEC 17025

The Application by KSCP was limited to the IECEx 05, CoPC Scheme, hence this section is outside the scope of this assessment.

1. Accreditation Certificate for ISO/IEC 17024

At the time of the Assessment, KSCP does not hold national accreditation to ISO/IEC 17024. Therefore, as part of this assessment the IECEx Assessment Team conducted a complete and thorough assessment to the requirements of ISO/IEC 17024 using the IECEx OD 507 “ISO/IEC 17024 Checklist”.

The completed OD 507 Checklist resides within the IECEx Secretariat, showing compliance with all requirements. KSCP implemented all requirements of ISO/IEC 17024 standard, IECEx CoPC Scheme requirements and supporting ODs, namely OD 503, OD 504, OD 506 and OD 508 in quality system.