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

**TITLE:** **Re-assessment Report for the continued acceptance of****SIRIM QAS International Sdn. Bhd.** **an Accepted ExCB Service Facilities, 03, and ExCB Personnel Scheme, 05, within the IECEx System.**

**Circulation to: Members of the IECEx Management Committee, ExMC**

**INTRODUCTION**

In accordance with the 5 Year re-assessment plan for the surveillance and monitoring of bodies within the IECEx System, the following document contains the IECEx Reassessment Report for the continued acceptance of SIRIM QAS International Sdn. Bhd. an Accepted ExCB Service Facilities, 03, and ExCB Personnel Scheme, 05, within the IECEx System.

This report is hereby submitted for endorsement during the 2024 ExMC Meeting.

***Chris Agius***

**IECEx Secretariat**

|  |  |
| --- | --- |
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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

SIRIM QAS International Sdn. Bhd.

INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION

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# Assessment information

## Type of body covered by this assessment:

|  |  |
| --- | --- |
| 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:

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

## Details of body

### Country : Malaysia

### Name of body : SIRIM QAS International Sdn. Bhd.

### Name and title of nominated principal contact

|  |  |  |
| --- | --- | --- |
| Name | Title | E-mail address |
| Muhamad Kamal Bin Sabran | Section Head of ECIS 2 | kamals@sirim.my |

## Assessment information

### Members of the assessment team

|  |  |
| --- | --- |
| Name | Role |
| Marino Kelava | IECEx Lead Assessor |
| Marco Erdhuizen | IECEx Lead Assessor (in training) |
| James Baek | IECEx Assessor (Observer) |

### Place(s) of assessment

|  |  |
| --- | --- |
| SIRIM QAS International Sdn. Bhd. | SIRIM COMPLEX,  1, Persiaran Dato’ Menteri, Section 2,  40700 Shah Alam, Selangor Darul Ehsan, Malaysia. |

### Assessment date(s)

20th, 21st & 22nd November 2023

## Application information and background information on the assessment

SIRIM QAS International Sdn. Bhd. has been accepted by IECEx for Certification of Service Facility and Certification of Personnel Competencies Scheme. Details as follows :

1. IECEx 03 Scheme for Certified Service Facilities (Certified in March 2011):

This certification signifies that SIRIM QAS International is recognized as a service facility compliant with international standards for explosive atmospheres, ensuring safety in industries where explosive atmospheres are present.

1. IECEx 05 Certification of Personnel Competencies Scheme (Certified in June 2013):

This certification reflects SIRIM QAS International's commitment to maintaining a high level of competence among its personnel. It ensures that the individuals involved in its operations possess the necessary expertise and skills.

To maintain these certifications, Reassessments for IECEx 03 and IECEx 05 are carried out every 5 years by IECEx. The most recent reassessment for IECEx 03 took place on 28 August 2018, while an Extension of Scope for IECEx 05 Unit Ex 002 was carried out on 9 October 2019. This process ensures that SIRIM QAS International continues to meet the stringent requirements for service facilities and certified personnel scheme in explosive atmospheres.

## Scopes

### ExCB scope for equipment certification scheme

Annex A applies only to the IECEx 02 scheme therefore not applicable for this report.

The IECEx03 and IECEx05 scopes are covered throughout the report.

### ExCB scope for Service Facilities Scheme

Equipment repair, including equipment repair standard and associated protection techniques.

|  |  |  |
| --- | --- | --- |
| IEC 60079-19  Edition 4.0 | Explosive atmospheres – Part 19: Equipment repair, overhaul and reclamation | Comments |
| **With the following types of protection** | **ID** |  |
| Flameproof Enclosure "d" | d |  |
| Increased Safety "e" | e |  |
| Type of Protection "n" | n |  |
| Intrinsic Safety "i" | i |  |
| Oil Filled "o" | o |  |
| Pressurisation "p" | p |  |
| Dusts to IEC 60079-31 "t" | t |  |
| Dusts to IEC 61241-1 "tD" | tD |  |
| Dusts to IEC 61241-1-1 "DIP" | DIP |  |
| Other (eg non-electrical) | Other |  |

**Other service facility standards.**

|  |  |  |
| --- | --- | --- |
| Number | Title | Comments |
| IEC 60079-17  Edition 5.0 | Explosive atmospheres - Part 17: Electrical installations inspection and maintenance |  |

## 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 |  |  |

# Common information

## Legal entity of body

SIRIM QAS International Sdn. Bhd. [Company No. 199601037981(410334-X)] is a private limited liability company incorporated under the Companies Act 1965 on November 18, 1996 and is wholly owned by subsidiary of SIRIM Berhad. SIRIM Berhad is wholly owned by the Government of Malaysia and also incorporated under the Companies Act 1965.

SIRIM operates as for-profit organisation. A dividend is paid to the Government. SIRIM QAS International Sdn. Bhd. is operating with income collected from certification, inspection and testing services for clients. SIRIM QAS International Sdn. Bhd. has taken an indemnity insurance to cover liabilities arising from the operation of IECEx 03 service facilities scheme and IECEx 05 personnel competence scheme which is required by its quality document.

Public liability Rm10.000.000,00  
Personal Indemnity Rm 17.000.000,00

## History

SIRIM is the largest and oldest certification, inspection and testing body in Malaysia. SIRIM was incorporated as a Malaysian company in 1996. However, it has been involved in testing, inspection and certification since the early 1970s when such services were offered by a division of the Standards and Industrial Research Institute of Malaysia, SIRIM.

SIRIM has been operating as ExCB in the IECEx 03 Scheme since 2011 and the IECEx 05 Scheme since 2013.

## Documentation

### Quality manual

SIRIM operates a comprehensive Quality Management System supported by quality manuals and procedures. There is a highlevel Corporate Quality Manual that sits above other quality manuals for each department.

A Quality Manual which covers the policies of SIRIM QAS International as well as how the company’s quality system addresses requirements for accreditation.

• PCS/QM – Product Certification Scheme Quality Manual  
IECEx Certified Service Facilities Scheme that covers the assessment and the on-site audit of  
organizations that provide services such as Repair and Overhaul service to the Ex industry.

• CoPC/PP – IECEx Scheme for Certification of Personnel Competencies

### Procedures

There are a range of Common Quality System Procedures referred to in the quality manual relevant to the requirements of ISO/IEC 17065. These are prefixed with “CQS/PRO”. Many of these are referred to later in this document.

The following internal SIRIM operational documents are specific to the IECEx 03 and IECEx 05 Scheme and are supported by forms where needed.

1. The procedures for the Service Facility Scheme are as follows:
2. Ex/PRO/01 – Procedure for Handling Enquiries, Application and Contract Review
3. Ex/PRO/02 – Procedure for Documentation Audit
4. Ex/PRO/03 – Procedure for On-Site Audit
5. Ex/PRO/04 – Procedure for Review and Registration of Facility Assessment Report (FAR) and Certificate of Conformity (COC)
6. Ex/PRO/05 – Procedure for Maintaining IECEx Certificate of Conformity
7. Ex/PRO/06 – Procedure for Handling Certification Changes, including Extension of Scope
8. Ex/PRO/07 – Procedure for Competency of IECEx Auditors
9. Ex/PRO/08 – Procedure for Selection, Appointment and Monitoring of Technical Expert and Contractor

The procedures for Certification of Personnel Competencies are as follows:

1. CoPC/PRO/01 – Procedure for Handling Enquiries, Applications and Contract Review
2. CoPC/PRO/02 – Procedure for Documentation Review
3. CoPC/PRO/03 – Procedure for Knowledge and Performance Assessment
4. CoPC/PRO/04 – Procedure for Independent Review of Completed Assessment and Approving of Personnel Competency Assessment Report (PCAR)
5. CoPC/PRO/05 – Procedure for Issuance of Certificate of Personnel Competency and Wallet ID Card
6. CoPC/PRO/06 – Procedure for Maintaining IECEx CoPC Competency and Recertification
7. CoPC/PRO/07 – Procedure for Cancellation, Suspension and Withdrawal of Certification
8. CoPC/PRO/08 – Procedure for Qualifying of Examiner and Technical Experts
9. CoPC/PRO/09 – Procedure for Development of IECEx CoPC Question Paper
10. CoPC/PRO/10 – Procedure for Assessment of In-House & External Performance Assessment Facilities

### Work instructions

The Work Instructions for the Service Facility Scheme are as follows:

1. Ex/WI/02-01 – Work Instruction for Completing the Facility Assessment Report (FAR) for IECEx Certified Service Facilities Scheme- Part 5
2. Ex/WI/02-02 – Work Instruction for Completing the Facility Assessment Report (FAR) for IECEx Certified Service Facilities Scheme – Part 4

The Work Instruction for Certification of Personnel Competencies is as follows:

1. CoPC/WI/01-1 – Work Instruction for Control of Documents and Records of IECEx Schemes

### Records (including test records where relevant)

The record retention period for the Service Facilities Scheme and Personnel Competence Scheme is 10 years in accordance with the requirement in OD 207. This means that all relevant records, including documentation related to service facilities and personnel competence must be retained for a minimum period of 10 years.

To ensure compliance with these record retention requirements, SIRIM QAS International has established a documented procedure for document and record control, known as CQS/PRO/01. This procedure outlines the processes and responsibilities for issuing, revising, approving and withdrawing of procedure, as well as for the storage and disposal of documents and records.

Overall, SIRIM QAS International's commitment to maintaining these records for the prescribed periods demonstrates a dedication to quality assurance and regulatory compliance within its operations.

### Document change control

Document change control is addressed in CQS/PRO/01 Document and record control. Only the master copy is kept in hard copy. All documents available to staff are only available in an electronic version.

There are three levels of documents; 1,2 and 3 – see procedures CQS – common quality procedures. P – procedure. DOC – ref documents. FOR – form.

Every department has its own master list and distribution list. They also retain one hard copy master copy.

There are different approval levels, depending on nature of document.

All electronic documents are protected against change by those using them.

Access to documents is via an online system called DOCUFLO. Access to relevant documents can be controlled through this system. Staff get a notification when a document changes. They can only get access to the latest document.

## Confidentiality

SIRIM maintains confidentiality in accordance with ISO/IEC 17065 & ISO/IEC 17024 with a signed Undertaking of Confidentiality and Impartiality forms. There is a form for internal staff (CQS-FOR-05-1a) and another one for external contractors (CQS-FOR-05-1b). The form is signed once, but everyone involved in a project is required to declare a conflict of interest at the beginning of the project. The system is defined in Procedure for Maintenance of Confidentiality and Impartiality – CQS/PRO/05.

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

SIRIM and their technical staff issue various publications and papers across their operations. The official SIRIM QAS Website for disseminating information to the public and engaging with our customers is http://www.sirim-qas.com.my/.

## Recognitions and agreements

Through the various accreditations and participation in the IECEE-CB Scheme, SIRIM’s certification activities are recognised for the purpose of obtaining national certification in various countries.

## Internal audit

The internal audit is documented in SIRIM QAS International Common Quality System Procedure (CQS/PRO/02) and Corporate Quality Manual (SQAS Corp. QM) [clause 6.1]. Audits are planned annually early in the year as an audit programme.

The internal audit for Certified Service Facilities Scheme and Personnel Competence Scheme shall be held at least once a year to ensure the requirements of ISO/IEC 17065 and ISO/IEC 17024 are adhered to.

SIRIM operate an Internal Audit process according to Internal Audit Procedure – CQS/PRO/02. There are a number of relevant forms for internal audits including those for reports and the documenting of NCRs.

## Management review

SIRIM conducts a Management Review meeting at least once annually to review the quality system of SIRIM QAS International Sdn. Bhd according to Management Review Procedure – CQS/PRO/09.

Management Review takes part separately in each of the departments. The outcomes of each Management Review meeting are reported to the management committee which is headed by the CEO and which sits every month. The management review meetings for each department take at least a day and a half.

The last management review meeting for Product Certification and Inspection Department (PCID), was done physically on 15 – 16 March 2023.

## Contracting, subcontracting and witness testing

### Contracting

SIRIM has established a procedure, as defined in Ex/PRO/08 (Procedure for Selection, Appointment, and Monitoring of Technical Experts and Contractors) and CoPC/PRO/08 (Procedure for the Qualification of Assessment Personnel), for appointing contract auditors and examiners to conduct IECEx 03 and IECEx 05 assessments. The assignment is based on the List of Approved IECEx 03 Auditors/Contractors and List of IECEx 05 Examiners/Contractors being maintained by the Technical Section.

### Subcontracting

SIRIM does not subcontract their activities.

### Off-site and Witness testing

IECEx02 and IECEx05 do not require offsite and Witness testing

## Training and competence

Details of staff competencies are included in the site assessment report.

Training and competence requirements for the IECEx 03 Certified Service Facilities Scheme and IECEx 05 Personnel Competence Scheme is defined in

a) Clause 6 of Product Certification Scheme Quality Manual and Policies & Procedures of IECEx Scheme for Certification of Personnel Competencies

b) Ex/PRO/07 (Procedure for Competency of IECEx Auditors)

* Ex/DOC/07-1 Criteria for Qualification IECEx 03 Part 5 Auditor
* Ex/DOC/07-1.1 Criteria for Qualification IECEx 03 Part 4 Auditor

c) CoPC/PRO/08 (Procedure for the Qualification of Assessment Personnel)

* CoPC/DOC/08-2 Criteria for Qualification of Examiner

Auditors and Examiners also undergo training related to technical requirements.

## Complaints and appeals (including appeals to IECEx)

Common Quality System Procedures which cover the complaints handling is described as below.

CQS/PRO/04 Procedure on Complaint Handling : This procedure outlines the specific steps and guidelines when handling customer complaints. It likely provides a structured approach for receiving, documenting, investigating, and resolving complaints from customers or clients.

CQS/PRO/03 Procedure for Appeals & Disputes : This procedure focuses on the management of appeals and disputes that arise within the operation of SIRIM QAS activities.

## Impartiality

SIRIM QAS has identified all actual and potential threats to impartiality arising from its own operations, as well as those connected to its staff and the entities or individuals in which SIRIM QAS maintains relationships.

SIRIM does not carry out activities, such as consulting, that are likely to impact on impartiality.

The main mechanism for addressing impartiality is through the Certification Advisory Committee for which there are more details in 6.10. The details have been documented in our established procedure, CQS/PRO/05, titled ‘Management of Confidentiality and Impartiality’.

All staffs of SIRIM QAS and those who have a relationship with SIRIM QAS are required to sign the Undertaking of Confidentiality and Impartiality Form, CQS/FOR/05-1a for staff and CQS/FOR/05-1b for non-staff.

## Active involvement in development of Decision Sheets

SIRIM has been involved in the development of Decision Sheets through attended meetings such as ExSFC, ExPCC, ExTAG and ExMC.

## Supporting documentation

Copies of additional supporting information for this assessment have been provided to the applicant and 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
* Checklist for ISO/IEC 17065
* Checklist for ISO/IEC 17024
* Information on competencies
* Information on contracting/subcontracting
* Assessors’ notes
* Other

## Recommendations

Based on the assessment performed on 20th, 21st & 22nd November 2023, SIRIM QAS International Sdn. Bhd. is recommended for (continued) acceptance in the IECEx scheme as:

* An ExCB in the IECEx Certified Service Facilities Scheme
* An ExCB in the IECEx Certification of Personnel Competency Scheme

This is according to the scope of the standards listed in this document (including the extension of scope), (subject to resolution of the issues found during the assessment).

|  |  |  |
| --- | --- | --- |
| Marino Kelava | Marco Erdhuizen | James Baek |
| IECEx Lead Assessor | IECEx Assessor (in training) | IECEx Assessor Observer |

Date: May 3, 2024

# ExCB for Certified Service Facilities Scheme

## Assessment references

### General references

1. IECEx 03-\* IECEx Certified Service Facilities Scheme covering repair and overhaul of Ex equipment – Rules of Procedure for the Scheme (IECEx 03-0) and for “sub-Schemes” on particular service activities (IECEx 03-2, 03-3, 03-4 and 03-5)
2. IECEx OD 316-2 IECEx Certified Service Facilities Scheme – Part 2: Selection of Ex equipment and design of Ex installations Assessment procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities providing selection of Ex equipment and design of Ex installations related services
3. IECEx OD 316-3 IECEx Certified Service Facilities Scheme – Part 3: Ex installation and initial inspection Assessment procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities providing Ex installation and initial inspection service IECEx
4. IECEx OD 316-4 IECEx Certified Service Facilities Scheme – Part 4: Ex inspection and maintenance Assessment procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities providing Ex installations related services
5. IECEx OD 316-5 IECEx Certified Service Facilities Scheme – Part 5: Repair, overhaul and reclamation of Ex equipment. Assessment procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities involved in the repair, overhaul and reclamation of Ex equipment
6. ISO/IEC 17065 General requirements for bodies operating product certification systems Conformity assessment — Requirements for bodies certifying products, processes and services
7. IECEx TCD 60079-19, Technical Capability Document IEC 60079 -19: 2010, Explosive atmospheres - Parts 19: Equipment repair, overhaul and reclamation
8. IECEx OD 060 IECEx Guide for Business Continuity – Management of Extraordinary Circumstances or Events Affecting IECEx Certification Schemes and Activities
9. IEC 60079-17 Explosive atmospheres - Part 17: Electrical installations inspection and maintenance
10. IEC 60079-19 Explosive atmospheres – Part 19: Equipment repair, overhaul and reclamation
11. ExSFC Decision Sheets

NOTE The latest editions of the above documents were applied

### Additional references applied for this assessment

NOTE To be added by assessment team if applicable. For example, OD 060 if done as a remote assessment.

## ExCB persons interviewed

|  |  |
| --- | --- |
| Name | Position |
| FauziahF Fadzil | Senior General Manager Product certification and Inspection |
| Muhamad Kamal Bin Sabran | Section Head of ECIS 2 |
| Ts. Ariza Binti Mohd Samsi | Section Head of TECS |
| Muhammed Azhar Bin Md Aris | QAS Principal Auditor |
| Mohd Hamizi Bin Mohd Samsi | Senior Auditor |
| Rezaussin Hafiz Bin Zainal | Auditor |
| Norsuhaili Binti Mohd Noor | QAS Senior Executive |
| Miswah Binti Ahmad | QAS Consultant |
| Zahari Bin Abdul Gani | QAS Auditor |
| Mohamad Afiq Bin Azmain | QAS Auditor |

SIRIM certificate number for the scope of accreditation is ACB 001.

## Standards accepted

See clause 1.6 of this report

## National differences to IEC standards

Not applicable to the IECEx 03 Scheme.

## Organisation

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| Fadhilah Muhammad | Chief Executive Officer | >20 years |
| Fauziah Fadzil | Senior General Manager | >20 years |

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| Fauziah Ahmad | Head of Quality, Occupational Safety, Health & Environment Section (QOSHE) | >20 |
| Ts. Ariza Mohd Yusof | Head, Technical Section | >20 |

### Name and title of signatories for certification

|  |  |  |
| --- | --- | --- |
| Name | Title | Comments (years) |
| Muhammad Azhar Md Aris | Group Leader and auditor | >10 years in Ex |
| Mohd Hamizi Mohd Samsi | Group Leader and auditor | >10 years in Ex |

### Other employees in ExCB activity

|  |  |  |
| --- | --- | --- |
| Name | Title/responsibility | Experience in Ex (years) |
| Muhamad Kamal Sabran | Auditor | >20 years |
| Noriza Mohamed Sufian | Auditor | >5 years |
| Mohamad Afiq Azman | Auditor | >5 years |
| Zahari Abdul Gani | Auditor | >5 years |
| Muhammad Nazif Zakaria | Contracted Auditor | >20 years |

## Organizational Structure

Annex B shows the overall structure of SIRIM. The ExCB operation falls within the Product Certification and Inspection Department (PCID), and specifically under the Electrical & Electronic Certification and Inspection Section 2 (ECIS 2) as detailed in Annex B and C.

## Indemnity insurance

SIRIM has taken an indemnity insurance to cover liabilities arising from the operation of Certified Service Facilities Scheme. SIRIM holds professional indemnity insurance for RM 17,000,000 which is valid until 30 November 2023, and public liability insurance for RM 10,000,000 which is valid until 31 August 2024.

## Resources

SIRIM QAS possesses a well-equipped staff with the necessary competencies, procedures and facilities to conduct IECEx 03 Service Facility Scheme.

We have 3 qualified auditor for IECEx 03 Part 4 :

**Auditor**

Muhamad Kamal bin Sabran

Muhammad Azhar bin Md. Aris

Mohd Hamizi bin Mohd Samsi

For IECEx 03 Part 5, the list of auditors as follows :

**Auditor**

Muhamad Kamal bin Sabran

Muhammad Azhar bin Md. Aris

Mohd Hamizi bin Mohd Samsi

Noriza binti Mohamed Sufian

Mohamad Afiq bin Azman

Zahari bin Abdul Gani

**Contracted Auditor**

Muhammad Nazif bin Zakaria

Detailed information regarding the qualifications, training, experience of the personnel responsible for hazardous area activities, monitoring and evaluating the performance of auditor and external contractors can be found in Ex/PRO/08. Records of their certifications or competency assessments, as required by the scheme are maintained in their personal files.

## Committees (such as governing or advisory boards)

SIRIM QAS International Sdn. Bhd has established the Certification Advisory Committee (CAC)

to safeguard the impartiality of our services. The Certification Advisory Committee (CAC) membership is approved by the Board of Directors of SIRIM QAS International Sdn. Bhd. This Committee has a balanced membership comprising representatives of industry associations, government (including regulatory bodies), consumers and users of certification services, professional bodies and a conformity assessment expert. The main function of the Committee is to ensure impartiality of the certification services of SIRIM QAS International and its associate company by assisting in developing of policies relating to impartiality, and monitoring, reviewing and commenting on the impartiality of the audit, certification and decision making processes of SIRIM QAS International.

## Certification operations

### National approval/certification Methods

As noted elsewhere, there are currently no systems for issuing Ex certificates or approvals in Malaysia.

### Certification policy

There is a quality policy with associated quality objectives both of which make reference to certification. The policy and objectives are included in the Corporate Quality Manual.

### Application for certification

The application process for service facility is addressed in the Procedure for Handling Enquiries, Applications and Contract Review, Ex/PRO/01.

Application form Ex/FOR/01-1 is used for applicants seeking IECEx 03 certification. The form includes appropriate information to enable a contract review to be performed.

### Certification decision

The Certification decision process is defined in the Ex/PRO/04 Procedure for Review and Registration of Facility Assessment Report (FAR) and Certificate of Conformity (COC).

The Certification Panel Approved Signatory shall conduct a certification review, in accordance with the requirements of the certification system, ensuring among other things that any major Non-Conformances have been successfully closed and all stages of the certification process have been documented and followed.

### Suspension and cancellation of certificates

The SIRIM Quality Manual refers to “termination, reduction, suspension or withdrawal of certification” in 7.11 and notes that it will take actions in accordance with certification scheme.

The process for “Cancellation, Suspension and Withdrawal of Certification” for IECEx Certified Service Facilities is addressed in procedure Ex/PRO/05 Procedure for Maintaining IECEx Certificate of Conformity. It addresses the need to recommend on suspension/ cancellation/ reinstatement to IECEx to update the status on the website.

## Statistics

Detail experience in assessment and certification of Ex related Service Facilities for the Ex Protection under this application during the past 2 years:

Approximately 21 certificates have been issued for IECEx 03.

|  |  |  |
| --- | --- | --- |
| Types of protection | ID | Comments |
| Flameproof Enclosure "d" | d | 21 |
| Increased Safety "e" | e | 21 |
| Type of Protection "n" | n | 21 |
| Intrinsic Safety "i" | I | 3 |
| Oil Filled "o" | o | 1 |
| Pressurisation "p" | p | 3 |
| Dusts to IEC 60079-31 "t" | T | 0 |
| Dusts to IEC 61241-1 "tD" | tD | 0 |
| Dusts to IEC 61241-1-1 "DIP" | DIP | 0 |
| Other (eg non-electrical) | Ot | 0 |

## National accreditation

SIRIM QAS International has received accreditation for the Certified Service Facilities Scheme from Standards Malaysia which includes the following scope.

* IECEx 03-4: IECEx Certified Service Facilities Scheme – Part 4: Ex inspection and maintenance
* IECEx 03-5: IECEx Certified Service Facilities Scheme – Part 5: Repair, overhaul, and reclamation of Ex equipment.

The accreditation number for ISO/IEC 17065 is ACB 001 as shown in Annex D.

## Assessment of service facilities and issue of FARs

The detailed process on assessment of service facilities and issuance of FAR are addressed in Ex/PRO/03 Procedure for On-Site Audit and Ex/PRO/04 Procedure for Review and Registration of Facility Assessment Report (FAR) and Certificate of Conformity (COC).

NOTE Include information about how the ExCB applies the provisions of OD 060 if applicable

## Comments (including issues found during assessment)

During the assessment a number of items were raised that during both the assessment and follow up reviews the Assessment Team were able to successfully close all items raised. Items raised included the following:

* Issues of impartiality
* Updating of Work Instructions
* Document Control
* Audit report formatting and concluding statements
* A review of the use of the IECEx logo according to rules

# 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

None

## Candidate ExCB persons interviewed

|  |  |
| --- | --- |
| Name | Position |
| FauziahF Fadzil | Senior General Manager Product certification and Inspection |
| Muhamad Kamal Bin Sabran | Section Head of ECIS 2 |
| Ts. Ariza Binti Mohd Samsi | Section Head of TECS |
| Muhammed Azhar Bin Md Aris | QAS Principal Auditor |
| Mohd Hamizi Bin Mohd Samsi | Senior Auditor |
| Rezaussin Hafiz Bin Zainal | Auditor |
| Norsuhaili Binti Mohd Noor | QAS Senior Executive |
| Miswah Binti Ahmad | QAS Consultant |
| Zahari Bin Abdul Gani | QAS Auditor |
| Mohamad Afiq Bin Azmain | QAS Auditor |

## National certificates

National certificates refer to certifications issued by our national authorities or bodies which is Standards Malaysia to indicate compliance with specific national regulations and standards.

SIRIM certificate number for the scope of accreditation is ACB 001.

## Organisation

Annex B shows the overall structure of SIRIM. The ExCB operation falls within the Product Certification and Inspection Department (PCID), and specifically under the Electrical & Electronic Certification and Inspection Section 2 (ECIS 2) as detailed in Annex B and C.

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| Fadhilah Muhammad | Chief Executive Officer | >20 years |
| Fauziah Fadzil | Senior General Manager | >20 years |

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| Fauziah Ahmad | Head of Quality, Occupational Safety, Health & Environment Section (QOSHE) | >20 |
| Ts. Ariza Mohd Yusof | Head, Technical Section | >20 |

### Name and title of signatories for certification

|  |  |  |
| --- | --- | --- |
| Name | Title | Comments |
| Muhammad Azhar Md. Aris | Group Leader and examiner | >10 years in Ex |
| Mohd Hamizi Mohd Samsi | Group Leader and examiner | >10 years in Ex |

### Other employees in ExCB activity

|  |  |  |
| --- | --- | --- |
| Name | Title/responsibility | Experience in Ex (years) |
| Muhamad Kamal Sabran | Head of ECIS 2 | >25 |
| Muhammad Nazif Zakaria | Contracted Examiner | >25 |
| Ir. Aimi Yusri Abdul Kudus | Contracted Examiner | >20 |
| Ir. Yusoff Siraj | Contracted Examiner | >20 |
| Ir. Abdul Wahid Jaafar | Contracted Examiner | >20 |
| Rezauddin Hafiz Bin Zainal | SIRIM QAS Examiner | >5 |

## Organizational Structure

Annex B shows the overall structure of SIRIM. The ExCB operation falls within the Product Certification and Inspection Department (PCID), and specifically under the Electrical & Electronic Certification and Inspection Section 2 (ECIS 2) as detailed in Annex B and C.

## Indemnity insurance

SIRIM has taken an indemnity insurance to cover liabilities arising from the operation of Personnel Competence Scheme. SIRIM holds professional indemnity insurance for RM 17,000,000 which is valid until 30 November 2023, and public liability insurance for RM 10,000,000 which is valid until 31 August 2024.

## Resources

SIRIM QAS possesses a well-equipped staff with the necessary competencies and procedures to conduct IECEx 05 Certification of Personnel Competence Scheme.

SIRIM have 9 qualified IECEx 05 examiners, 5 of whom are contracted.

**Internal Examiner**

Muhamad Kamal bin Sabran

Muhammad Azhar bin Md. Aris

Mohd Hamizi bin Mohd Samsi

Rezauddin Hafiz bin Zainal

**Contracted Examiner**

Muhammad Nazif bin Zakaria

Ir. Aimi Yusri bin Abdul Kudus

Ir. Yusoff Siraj

Ir. Abdul Wahid bin Jaafar

Syed Mohamed Nasir bin S.A Rahman

Detailed information regarding the qualifications, training, experience of the personnel responsible for hazardous area activities, monitoring and evaluating the performance of auditor and external contractors can be found in CoPC/PRO/08. Records of their certifications or competency assessments, as required by the scheme are maintained in their personal files.

## Committees (such as governing or advisory boards)

SIRIM QAS International Sdn. Bhd has established the Certification Advisory Committee (CAC) to safeguard the impartiality of our services. The Certification Advisory Committee (CAC) membership is approved by the Board of Directors of SIRIM QAS International Sdn. Bhd. This Committee has a balanced membership comprising representatives of industry associations, government (including regulatory bodies), consumers and users of certification services, professional bodies and a conformity assessment expert. The main function of the Committee is to ensure impartiality of the certification services of SIRIM QAS International and its associate company by assisting in developing of policies relating to impartiality, and monitoring, reviewing and commenting on the impartiality of the audit, certification and decision making processes of SIRIM QAS International.

## Certification operations

### National approval/certification Methods

As noted elsewhere, there are currently no systems for issuing Ex certificates or approvals in Malaysia.

### Certification policy

SIRIM QAS International Quality Policy is stated in Appendix II of Corporate Quality Manual.

### Certification application, assessment and examination processes

The procedures for certification application, assessment and examination processes are outlined below.

* CoPC/PRO/01 : Procedure for Handling Enquiries, Applications and Contract Review
* CoPC/PRO/02 : Procedure for Documentation Review
* CoPC/PRO/03 : Procedure for Knowledge and Performance Assessment

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

The issuing of IECEx PCAR is accordance to procedures as follows:

* CoPC/PRO/04 : Procedure for Independent Review of Completed Assessment and Approving of personnel Competency Assessment Report (PCAR)
* CoPC/PRO/05 : Procedure for Issuance of Certificate of Personnel Competency and Wallet ID card

### Decision on Certification

The decision process for IECEx 05 is accordance to

* CoPC/PRO/04 : Procedure for Independent Review of Completed Assessment and Approving of personnel Competency Assessment Report (PCAR).
* CoPC/PRO/05 : Procedure for Issuance of Certificate of Personnel Competency and Wallet ID card

### Suspension and cancellation of certificates

The procedure for cancellation, suspension and withdrawal of certification shall be referred to CoPC/PRO/07.

## Statistics

Detail experience in certification of personal competence for past two years.

For IECEx 05, 438 certificates have been issued from 2021 to 2023.

|  |  |
| --- | --- |
| Unit | Experience |
| Unit Ex 000 – Basic knowledge and awareness | 234 |
| Unit Ex 001 – Apply basic principles of protection in explosive atmospheres | 204 |
| Unit Ex 002 – Perform classification of hazardous areas | 0 |
| Unit Ex 003 – Install explosion-protected equipment and wiring systems | 75 |
| Unit Ex 004 – Maintain equipment in explosive atmospheres | 12 |
| Unit Ex 005 – Overhaul and repair of explosion-protected equipment | 0 |
| Unit Ex 006 – Test electrical installations in or associated with explosive atmospheres | 0 |
| Unit Ex 007 – Perform visual & close inspection of electrical installations in or associated with explosive atmospheres | 141 |
| Unit Ex 008 – Perform detailed inspection of electrical installations in or associated with explosive atmospheres | 141 |
| Unit Ex 009 – Design electrical installations in or associated with explosive atmospheres | 1 |
| Unit Ex 010 – Perform audit inspection of electrical installations in or associated with explosive atmospheres | 0 |

## Question bank

The procedure for development of IECEx CoPC Question Paper could be refer to CoPC/PRO/09. This procedure describes the processes for selection of questions and the construction of question paper.

## National accreditation

SIRIM QAS International has received accreditation for the Personnel Competency Scheme from Standards Malaysia.

The scope of accreditation are Unit Ex 000, Unit Ex 001, Unit Ex 002, Unit Ex 003, Unit Ex 004, Unit Ex 005, Unit Ex 006, Unit Ex 007, Unit Ex 008, Unit Ex 009 and Unit Ex 010.

The accreditation number for ISO/IEC 17024 is ACB 001 as shown in Annex F.

## Comments (including issues found during assessment)

During the assessment a number of items were raised that during both the assessment and follow up reviews the Assessment Team were able to successfully close all items raised. Items raised included the following:

* Updating of personnel files
* Review of Practical test equipment to ensure ongoing compliance with IECEx requirements
* Provision of special needs according to ISO/IEC 17024

# Annexes

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

Outside the scope of this assessment. The scope of this assessment is limited to the IECEx 03 and IECEx 05 Schemes

* 1. Superseded standards

1. Overall Organisation Chart

A diagram of a group

Description automatically generated

1. Organisation Chart of ExCB

A chart with text and images

Description automatically generated with medium confidence

1. Accreditation Certificate for ISO/IEC 17065



1. Accreditation Certificate for ISO/IEC 17024

