



# IECEX PUBLICATION

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

**IECEX Certification under the IECEX Certified Equipment Scheme – Guidance for  
Manufacturers and Applicants for Certification**



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# **IECEX PUBLICATION**

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

**Guidance for Applicants seeking IECEx Certification under the IECEx Certified  
Equipment Scheme, IECEx 02**

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## CONTENTS

1	Overview .....	4
1.1	IECEX Certificate of Conformity (CoC).....	4
1.2	How to apply .....	4
1.3	Preparing an application.....	5
1.4	Making the application.....	5
2	Manufacturing Quality Management System (QMS) Requirements .....	6
3	QMS Standards .....	6
4	Product Documentation .....	6
5	Equipment Type Testing .....	6
5.1	ExCB and ExTL Relationship.....	7
5.2	Test process .....	7
5.3	ExCB Scope .....	7
5.4	IECEX Unit Verification Certificate .....	7
6	Graphical Illustration of the Application and Certification Process.....	8
6.1	TABLE 1: General guide to steps to obtain IECEX Equipment Certification .....	9
6.2	TABLE 2: Specific steps to obtain IECEX Unit Verification Certification, according to IECEX OD 033.....	14
7	Certification Maintenance .....	19

## INTERNATIONAL ELECTROTECHNICAL COMMISSION

**IECEX Certification under the IECEX Certified Equipment Scheme – Guidance for  
Manufacturers and Applicants for Certification**

## INTRODUCTION

This document provides guidance on the process for applicants seeking IECEX certification of Ex products. It outlines the steps and processes (more details are provided in IECEX Rules and Operational Documents) required for manufacturers to have an IECEX Certificate of Conformity or IECEX Unit Verification Certificate issued by an IECEX Certification Body.

NOTE The details of the process are given on other IECEX documents. These will be referred to in the text.

**Document History**

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## IECEX Certification under the IECEX Certified Equipment Scheme – Guidance for Manufacturers and Applicants for Certification

### 1 Overview

#### 1.1 IECEX Certificate of Conformity (CoC)

This guide has been prepared to assist manufacturers to understand the process of achieving an IECEX Certificate of Conformity, the benefits of it and how to maintain certification.

Achieving an IECEX Certificate of Conformity for equipment provides a manufacturer with proof that:

- The equipment specified on the certificate is manufactured to meet the listed International IEC Standards; and
- the manufacturer is operating a dedicated quality management system (QMS) that satisfies IECEX requirements; and
- the manufacturer is under on-going surveillance by an Internationally assessed and accepted IECEX Certification Body; and

and the proof of this achievement is on public display via the IECEX website <http://www.iecex.com> on the IECEX Online Certificate System (IECEX OCS). All IECEX Certificates of Current, Suspended and Cancelled status are available for searching, viewing and download as PDF files on the IECEX OCS – therefore if claims of certification cannot be verified by an IECEX Certificate on the IECEX OCS it must be concluded that the claim is false.

In addition to the basic information provided in this Guide, Manufactures and Applicants should also familiarise themselves with IECEX Operational Document, IECEX OD 009 which defines the processes and procedures for ExCBs for the issuing and maintaining of:

- IECEX Certificate of Conformity (CoC)
- IECEX Test and Assessment Report (ExTR) Summaries
- IECEX Quality Assessment Report (QAR) Summaries

#### 1.2 How to apply ....

Applications for an IECEX Certificate of Conformity or IECEX Unit Verification Certificate, under the IECEX Certified Equipment Scheme, are lodged directly with the manufacturer's choice IECEX Certification Bodies (ExCBs)

A full and up to date listing of accepted ExCBs approved to operate under the IECEX Certified Equipment Scheme is maintained on the IECEX website. Simply click the link below and by selecting the ExCB in blue text, the information panel on the right will be populated with the ExCBs contact information and approved IECEX Scope. Refer to example below.

<https://www.iecex.com/information/excbs/httpwww-iecex-comdirectorybodiesbodies1-aspid5/>

International Electrotechnical Commission System for Certification to Standards Relating to Equipment for Use in Explosive Atmospheres (IECEX System)

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ExCBs  
RTPs  
TC 31 Meeting Schedule  
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ins dictionary as the state

the detection of...  
throughout the world to

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## Approved IECEX Certification Bodies (ExCBs) Certified Equipment Scheme

The following organisations have successfully completed the IECEX assessment process and are approved to operate within the IECEX Certified Equipment Scheme and to issue IECEX Test Reports (ExTRs), IECEX Quality Assessment Reports (QARs) and the Online Certificate of Conformity.

Notes:

- for IECEX bodies approved to operate under the IECEX Certified Facility Scheme (Ex Repair) click here
- for IECEX bodies approved to operate under the IECEX Scheme for Certification of Personnel Competencies (CoPC) click here
- for IECEX bodies approved to operate under the IECEX Conformity Mark licensing System click here

Country	Identifier
AUSTRALIA	TestSafe
AUSTRALIA	EXTC
AUSTRALIA	MSTC
AUSTRALIA	SIMTARS
AUSTRALIA	NCC
AUSTRALIA	UL do Brasil
AUSTRALIA	Labtest
AUSTRALIA	QPS
AUSTRALIA	CSA
AUSTRALIA	Fiditas
AUSTRALIA	FTZU
AUSTRALIA	UL/Demko
AUSTRALIA	EESF
AUSTRALIA	INERG
AUSTRALIA	LCIE
AUSTRALIA	IBEXU
AUSTRALIA	PTB
AUSTRALIA	TELECOM

Country: FRANCE  
Name: Laboratoire Central des Industries Electriques - Bureau Veritas  
Identifier: LCIE  
Logo:  
Contact:  
Ms. Marie-Elisabeth d'Omano  
33 avenue du Général Leclerc BP 8  
F 92266 FONTENAY-AUX-ROSES  
+33 1 40 95 55 19

### 1.3 Preparing an application

The manufacturer must be able to satisfy the following general requirements. When the manufacturer is confident that the requirements have been met, then application can be made for certification. In readiness for the application, a manufacturer may decide to apply for a “pre-assessment” review with an IECEX Certification Body, prior to the formal application being lodged.

In preparing an application to be submitted to an ExCB, the manufacturer needs to be confident that the following is in place:

- Confidence that the product design will meet the specified IEC Ex Standard
- Development of QA system covering manufacture of the product according to ISO 9001 and ISO/IEC 80079-34. (except in the case of IECEX Unit Verification Certificates, see IECEX Operational Document IECEX OD 033)
- Product documentation that meets IECEX Operational Document IECEX OD 017 requirements
- The relevant application form from the ExCB duly completed with acceptance of the ExCBs Terms and Conditions and an agreement

### 1.4 Making the application

The application for IECEX certification begins with contacting the ExCB, as required by the IECEX Rules, IECEX 02. A special form may not necessary, but the following information will generally be required by the ExCB:

- Letter requesting IECEX Certificate of Conformity or Ex Test Report (ExTR)
- Exact details of the product and its manufacturing location(s)
- Whether the manufacturer has an established quality management system
- List of design Standards

The ExCB will estimate the time and cost to complete the certification project.

Refer to the flowchart in this document. It covers the process from the manufacturer's viewpoint, and shows the typical activities needed to obtain a Certificate of Conformity.

## **2 Manufacturing Quality Management System (QMS) Requirements**

The IECEX QMS requirements are modelled on the International Standard ISO 9001, with additional QMS requirements detailed in Item 3 below. This standard needs to be met by a manufacturer applying for IECEX certification of a product. While IECEX does NOT require that a manufacturer separately holds ISO 9001 Certification, this may be beneficial as this can reduce the frequency of ongoing audits by ExCBs – IECEX OD 025 explains more about audits process, frequency and duration.

Where ISO 9001 Certification is not held, the ExCB will assess compliance to ISO 9001 as part of their assessment to ISO/IEC 80079-34.

## **3 QMS Standards**

With introduction of ISO/IEC 80079-34 in April 2011, previous requirements of IECEX Operational Document OD 005 for manufacturers' Quality Management Systems (QMS) have now been replaced by this Standard.

QMS requirements (ISO 9001, ISO/IEC 80079-34) are focussed on assuring that the product is always produced to certification. The QMS system is expected to prevent any deviations in the process which may affect certification of the product. The requirements of ISO 9001 are generic in nature and apply to any organisation whether manufacturer or service provider. In the IECEX system ISO/IEC 80079-34 defines additional requirements for the QMS of manufacturers of Ex equipment that are seeking IECEX Certification. The additional requirements focus on the need to carefully control traceability of material and to ensure that the competence of personnel working on Ex production can be proven.

For ease of use, ISO/IEC 80079-34 has been written using the same Clause numbering and headings as the generic ISO 9001 Standard, thereby making it easy to clearly identify the additional and more specific QMS requirements for Ex manufacturing. Annex A of ISO/IEC 80079-34 provides assistance regarding critical areas of the QMS in relation to the various Ex Types of Protection.

NOTE: Evaluation and assessment of a manufacturer's quality management system to ISO 9001, ISO/IEC 80079-34 is NOT required for where manufacturers make application for an IECEX Unit Verification Certificate (refer to 5.4 of this document and also IECEX OD 033), as IECEX Unit Verification Certificates covers the specific items assessed by the ExTL and ExCB and are identified on the IECEX Unit Verification Certificate by serial number or other unique identifier.

## **4 Product Documentation**

To obtain IECEX Certification, the documentation supporting the product must be submitted for review. Product documentation requirements are given in IECEX Operational Document IECEX OD 017. Documentation to be provided by the manufacturer covers the life cycle of the product (installation and use instructions, service information, overhaul and repair data and test data for some items).

## **5 Equipment Type Testing**

Type testing of sample(s) representative of equipment from actual production is conducted by accepted IECEX Testing Laboratories (ExTLs), operating under the control of one or more ExCBs via formal agreements of association. The manufacturer arranges for the product to be tested to the applicable IEC Standard or Standards by first contacting the ExCB to whom

application is made. The ExCB then assigns the project to an associated ExTLs with the details of required testing in the form of a Test Program for testing.

A product may be covered by one or more IEC Standards. The ExCB will determine the correct standard(s) which apply to a product and will suggest a ExTL that has these Standards in their Scope of Acceptance. This process is explained in IECEX OD 009.

### **5.1 ExCB and ExTL Relationship**

ExCBs have one or more of formally associated ExTL

When testing is complete, an ExTR (IECEX Test Report) will be prepared and issued by the ExTLs associated ExCB. IECEX OD 009 describes the process of issuing and approving ExTRs.

### **5.2 Test process**

Samples must be prepared by the manufacturer in consultation with the ExTL who will specify any special requirements for samples. These samples may include special modifications to enable tests to be completed.

NOTE As some materials require conditioning prior to test, early consultation with the ExCB and ExTL is helpful.

### **5.3 ExCB Scope**

The ExCB can only certify product covered in their IECEX Scope of Acceptance. The Scope of Acceptance is a list of Standards in which both the ExCB and their associated ExTLs have been assessed by an IECEX Assessment Team as having the competence and correct equipment to test and certify to that Standard in accordance with all relevant IECEX Rules and Operational Documents. The Scope of Acceptance is defined in terms of specific Editions or Amendments of specific Editions.

### **5.4 IECEX Unit Verification Certificate**

In addition to an IECEX Certificate of Conformity (CoC), an IECEX Unit Verification Certificate covers a defined number of products/items that are produced under a single production run.

The principles of an IECEX Unit Verification Certificate:

- An IECEX Certificate covering Unit Verification can be issued for a Defined number of items under a single production run. IECEX Unit Verification Certificates do not cover “future” production runs
- No limit to the number of Units permitted to be covered, BUT all serial numbers or other individual identifications SHALL be listed or referenced on page 1 of the IECEX Certificate
- New issues of Issued Unit Verification CoC’s are NOT permitted
- Unit verification may cover repaired items but does not address the repair process

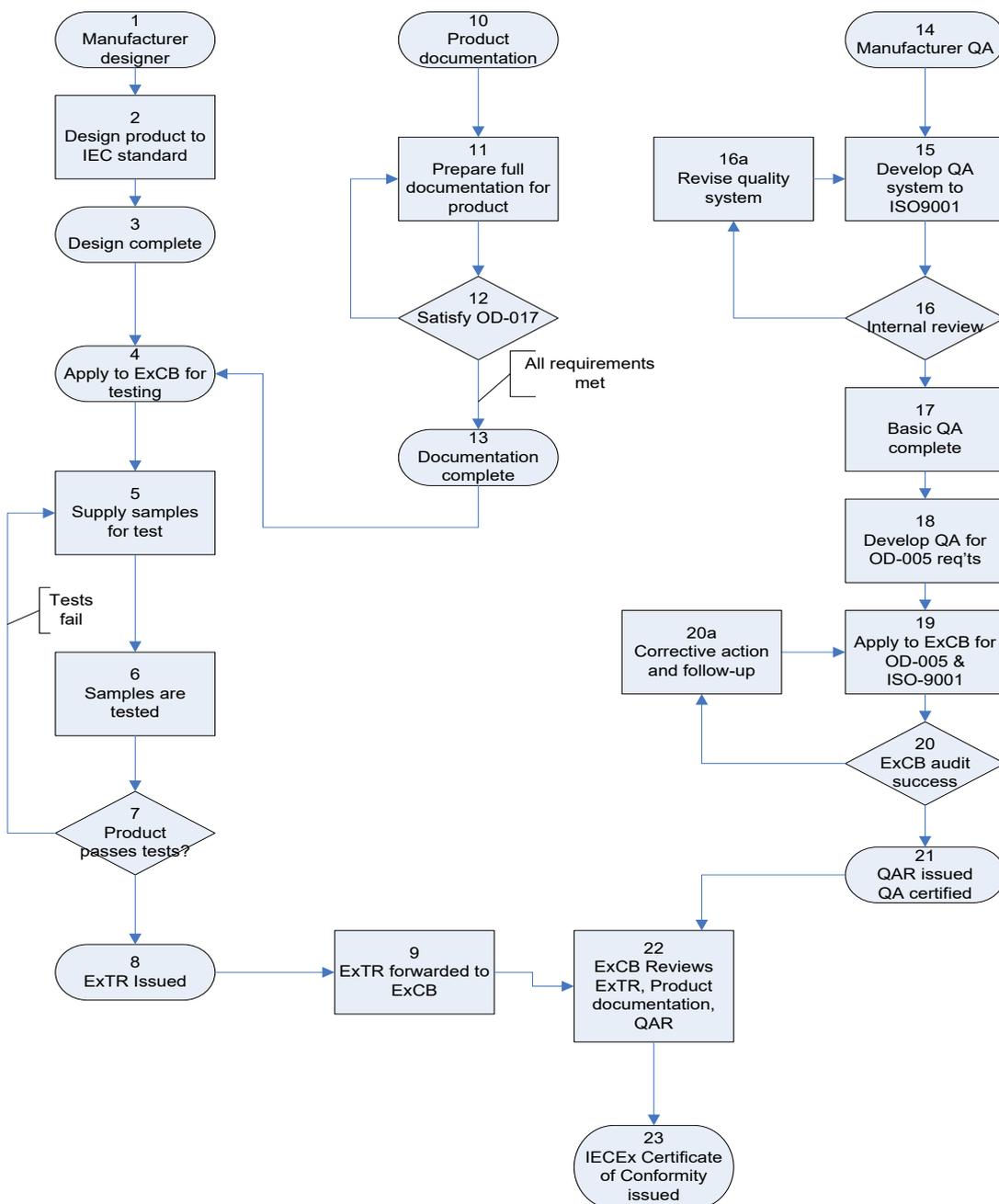
For further information concerning IECEX Unit Verification Certification please refer to IECEX Operational Document OD 033.

Note: Refer to Table 2 of this document for specific steps to obtain IECEX Unit Verification Certification to cover “one off” or limited numbered item

## 6 Graphical Illustration of the Application and Certification Process

The following Flowchart and Tables of explanatory notes provide more details of the Application and Certification Process.

### Guide to applicants of IECEX product certification



Note: With introduction of ISO/IEC 80079-34 in April 2011, previous requirements of IECEX Operational Document OD 005 for manufacturers' Quality Management Systems (QMS) have now been replaced by this Standard.

**6.1 TABLE 1: General guide to steps to obtain IECEx Equipment Certification**

Step	Manufacturer's activities for obtaining an IECEx Certificate of Conformity	Related documents	By whom	Applicable to IECEx Unit Verification	Notes/Comments
1	The design project is started.	Manufacturer's design control procedure.	Manufacturer	Yes	Manufacturer set the goals for the design.
2	Design Standards are decided. This step will influence design due to need consider testing and what Standards will be referenced on IECEx certificate of Conformity.	IEC or ISO Standards Legislation in target markets	Manufacturer	Yes, and note that Unit verification Certificates may be issued to ANY edition of an IEC or ISO Standard.	New (Issue 0) IECEx CoCs (other than Unit Verification Type) may ONLY be issued according to the latest edition of Standards or one edition prior.
3	Design complete		Manufacturer	Yes	Design review and validation should be clearly documented for review by certification team.
4	Apply to ExCB for testing. The ExCB has associated ExTL (test laboratories). The ExCB will suggest an ExTL. ExTL agreed between manufacturer and ExCB.	IECEX 02 IECEX OD 033 for Unit Verification Certificate	Manufacturer	Yes	
5	Supply Test Samples.		ExCB and ExTL	Yes Noting that the actual items tested/assessed are those covered by Certification.	Samples may need special preparation for testing. Discussions with the ExCB will resolve test and certification issues.
6	Testing	IECEX 02 IECEX OD 010-1 and OD 010-2	ExTL	Yes Additional requirements of IECEx OD 033 apply.	The ExTL should check the list of ExTAG Decision Sheets to see if there are any that relate to the product under test.
7	Product passes test.		ExTL	Yes	Certification data and supporting documents must be available for ExCB prior to issue of certificate.

**6.1 TABLE 1: General guide to steps to obtain IECEx Equipment Certification**

Step	Manufacturer's activities for obtaining an IECEx Certificate of Conformity	Related documents	By whom	Applicable to IECEx Unit Verification	Notes/Comments
<b>8</b>	IECEx Test Report (ExTR) is prepared using the appropriate blank report form.  An ExTR shall also be compiled when utilising previously obtained test data.	See IECEx website <a href="http://www.iecex.com">http://www.iecex.com</a>	ExTL	Yes	ExTL may transfer information from previous reports if required.
<b>9</b>	ExTR to be reviewed by the ExCB prior to being issued by the ExCB.  The endorsement of this ExTR is shown by the ExCB issuing an ExTR Cover Sheet or their own cover page but shall not use the word CERTIFICATE anywhere on the document, as this may give the impression that the endorsement page is a certificate thereby detracting from the real IECEx Certificate of Conformity.		ExCB	Yes	When ExCBs and ExTLs are within the one organisation, the ExTR review shall be conducted by a staff member not involved or responsible for the tests/ assessments.
<b>10 to 13</b>	Product documentation.  The document package can be prepared in parallel with the design activity.  Documentation must be reviewed in order to issue a Certificate of Conformity.	IECEx OD 017	Manufacturer	Yes	The manufacturer should discuss the product documentation requirements with the ExCB as early as possible.
<b>14</b>	Preparation for the IECEx Quality Assessment  The work on quality assurance can be done in parallel with the design and product documentation work.	ISO 9001 ISO/IEC 80079-34 IECEx OD 033 for Unit Verification Certification	Manufacturer	No  QA Assessment does not apply – refer to IECEx OD 033.	

**6.1 TABLE 1: General guide to steps to obtain IECEx Equipment Certification**

Step	Manufacturer's activities for obtaining an IECEx Certificate of Conformity	Related documents	By whom	Applicable to IECEx Unit Verification	Notes/Comments
<b>15 to 18</b>	<p>QA system development</p> <p>The QA system requires ISO 9001, plus the additional requirements of the IECEx System ISO/IEC 80079-34</p> <p>Relevant manufacturer's quality system documentation is to be reviewed to verify that documentation complies with the requirements of IECEx System ISO/IEC 80079-34 and</p>	<p>ISO 9001</p> <p>ISO/IEC 80079-34</p> <p>IECEX OD 025</p>	ExCB or by another ExCB working under direction by the ExCB to which the original application was made, for manufacturers located in different countries	No	IECEX OD 025 includes a checklist of
<b>19 to 20</b>	<p>Application for QA assessment of the manufacturer</p> <p>An application from the manufacturer to the ExCB will result in an audit being scheduled, and the findings collated as a QAR.</p> <p>The ExCB conducts the on-site audit.</p>	<p>ISO/IEC 80079-34</p> <p>IECEX OD 025</p>	See above.	No	Where the Ex product is manufactured in different locations, especially different countries each location shall be audited, prior to the issuing of the IECEx Certificate of Conformity.
<b>21</b>	<p>To issue a Quality Assessment Report (QAR) the following are required:</p> <ul style="list-style-type: none"> <li>• Auditor's assessment/audit report of the manufacturer's quality system, including site audit.</li> <li>• Endorsement by the ExCB to whom the original application was made, once any outstanding matters are dealt with.</li> </ul>	<p>ISO/IEC 80079-34</p> <p>IECEX OD 025</p>	ExCB conducting the audit/assessment	No	Generally the ExCB to whom the application has been made will conduct the audit and issue the QAR.

**6.1 TABLE 1: General guide to steps to obtain IECEx Equipment Certification**

Step	Manufacturer's activities for obtaining an IECEx Certificate of Conformity	Related documents	By whom	Applicable to IECEx Unit Verification	Notes/Comments
22	<p>The ExCB to which the application for an IECEx CoC will need to review the following for the certificate to be issued:</p> <ul style="list-style-type: none"> <li>• Manufacturer complies with IECEx Rules and Operational Documents</li> <li>• Manufacturer's quality system complies with ISO/IEC 80079-34</li> <li>• ExCBs own quality management system requirements are met and ExTR and QAR relate to the same product(s)</li> <li>• Audit NCRs are closed so that the QAR can be issued</li> <li>• The ExTR clearly shows that the products covered by the ExTR(s), comply with Standards listed on the application.</li> <li>• The documentation package complies with IECEx OD 017. This ensures that service (repairs and maintenance) to the equipment product has sufficient information to keep the product within certification limits.</li> <li>• Manufacturer has signed an agreement with the ExCB to maintain the QA system through surveillance audits</li> <li>• The ExCBs comply with IECEx OD 250 which provides guidance of the management of IECEx Quality Assessments Reports (QARs) by the ExCB ensuring that the manufacturer complies with the requirements of IECEx OD 009</li> </ul>	<p>IECEX 02 ISO/IEC 80079-34</p> <p>IECEX OD 025 IECEX OD 017</p> <p>ExCBs own quality management system</p>	<p>Final decision being taken by the ExCB to which the original application has been made</p>	<p>Yes</p> <p>No QAR is required for Unit Verification Certification.</p>	<p>The review should also ensure that the principles and guidelines of IECEx OD 025 have been followed.</p>

**6.1 TABLE 1: General guide to steps to obtain IECEx Equipment Certification**

Step	Manufacturer's activities for obtaining an IECEx Certificate of Conformity	Related documents	By whom	Applicable to IECEx Unit Verification	Notes/Comments
<b>23</b>	<p>IECEX Certificate of Conformity shall be compiled using the IECEx "on-line" system via the password protected system.</p> <p>Certificate is issued via the IECEx "on-line" registration system with the applicant being informed in writing by the ExCB, via letter, fax or E-mail.</p>	Refer to IECEx website <a href="http://www.iecex.com">http://www.iecex.com</a>	ExCB personnel authorized to issue IECEx Certificates of Conformity (must be ExCB who received the original application)	<p>Yes</p> <p>The On-Line certificate system provides for the entering of product serial numbers to identify the actual items covered. Refer to IECEx OD 033.</p>	Contact the IECEx Secretariat for any questions or concerns.

## Guide to IECEx Unit Verification Certification

Table 2 below provides specific steps to obtain IECEx Unit Verification Certification to cover “one off” or limited numbered items.

<b>6.2 TABLE 2: Specific steps to obtain IECEx Unit Verification Certification, according to IECEx OD 033</b>				
<b>Step</b>	<b>Procedures for the issuing of an IECEx Unit Verification Certificate of Conformity - Description of activity</b>	<b>Related documents</b>	<b>By whom</b>	<b>Notes/Comments</b>
<b>1</b>	Ex Manufacturer receives a contract to design and build a “one-off” or limited quantity/batch, usually for a special purpose or application.  Standards for design should be specified in the original contract.	IEC Standards	The Applicant (or agent)	
<b>2</b>	The design is approved by the Ex Manufacturer. The end user may review and approve the design before applying for IECEx certification.	All design documents	The Applicant (and their customer)	
<b>3</b>	Product design documents are defined as a “package”.	Design	The Applicant	
<b>4</b>	Documentation covering the design is prepared.	Design	The Applicant	
<b>5</b>	Ex Manufacturer reviews documents to requirements of IECEx OD 017.	IECEX OD 017	The Applicant	
<b>6</b>	Documentation package has been reviewed by the Applicant as being complete and now prepared for submission with the application to an ExCB.		The Applicant	The Manufacturer should contact the ExCB once documentation is complete.
<b>7</b>	Application is submitted to an ExCB.  Where the Ex Manufacturer is located in a non-IECEX participating country, the ExCB shall in conjunction with the ExMC Secretary, arrange for payment to the IECEx account of the surcharge, in accordance with OD 019.	IECEX 02 IECEX OD 019	The Applicant	Applications for an IECEx Unit Verification Certificate of Conformity will verify compliance with the requirements of the IECEx Scheme and relevant Operational Documents, e.g. OD 009 for the purposes of generating an ExTR.

<b>6.2 TABLE 2: Specific steps to obtain IECEx Unit Verification Certification, according to IECEx OD 033</b>				
<b>Step</b>	<b>Procedures for the issuing of an IECEx Unit Verification Certificate of Conformity - Description of activity</b>	<b>Related documents</b>	<b>By whom</b>	<b>Notes/Comments</b>
<b>8</b>	<p>Contract review is conducted by the ExCB receiving the application, in accordance with the ExCBs own Quality System and as required by ISO/IEC 17065. Contract review shall include:</p> <ul style="list-style-type: none"> <li>• A review to ensure that the application is within the scope of acceptance of the ExCB, eg protection techniques</li> <li>• The application package is complete</li> <li>• Whether a surcharge applies for applicants or Manufacturers from non-IECEX member countries</li> <li>• Estimated time and costs to complete project</li> <li>• Determination of any special requirements</li> <li>• Agreement on method and system of payment by applicant</li> </ul> <p>ExCB shall only proceed where the contract review has been successfully completed.</p> <p>Change of ExCBs may be required if the equipment to be certified is not covered by the ExCB scope of operation.</p>	ExCBs own Certification procedures as included in their Quality System and ISO/IEC 17065	ExCB	<p>The results of the contract review shall be documented and recorded.</p> <p>Annex A can be used as a summary of the documents supplied.</p>
<b>9</b>	<p>The product (unit) is prepared for testing.</p> <p>The ExCB and their associated ExTL will prepare a Test Plan as required.</p> <p>NOTE The Test Plan is a controlled document.</p> <p>Any Plastic components are thermally conditioned before testing, as required by the Standard.</p> <p>Test samples of critical items are submitted for destructive test.</p> <p>Some components which are not certified may need testing.</p>	Test Plan	ExCB ExTL conducts the testing.	<p>A Test Plan may not always be required. Testing may follow the headings given in the ExTR (test report form).</p> <p>Where destructive testing is required additional samples or materials, representative of the completed item(s), may be required to prevent destruction to the completed item(s).</p>

**6.2 TABLE 2: Specific steps to obtain IECEx Unit Verification Certification, according to IECEx OD 033**

Step	Procedures for the issuing of an IECEx Unit Verification Certificate of Conformity - Description of activity	Related documents	By whom	Notes/Comments
10	<p>The product is tested according to the Test Plan.</p> <p>Testing is be carried out by the ExTL associated with the ExCB.</p> <p>The Test Plan ensures that all tests are agreed and cover all certification issues. A record of all tests performed is kept in the Test Log.</p> <p>The tests performed are listed with pass/fail criteria and have provision for comments on the report.</p>	<p>Test Plan</p> <p>Test Log</p> <p>ExTR</p>	ExTL	
11	<p>The ExTR shall be prepared by the ExTL, using the standard IECEx ExTR blank templates.</p> <p>The ExTR is then reviewed by the ExCB for endorsement.</p> <p>Where the product fails tests listed in the Test Plan, the Ex Applicant/Manufacturer will be notified so that the product may be modified to pass the test which failed.</p> <p>For re-tested items, please refer to step 9 in this table. Failed tests which require correction or further action must be re-tested in full, to obtain a “pass” result in the ExTR.</p>	<p>Test Plan</p> <p>ExTR</p>	ExCB monitors all testing.	Standard ExTR blank templates are available from the IECEx website.
12	<p>A draft of the ExTR maybe issued to the Applicant/Manufacturer for their review prior to being formally issued.</p>	Draft ExTR		
13	<p>Upon review and endorsement by the ExCB the ExTR is issued.</p> <p>The ExCB endorsing the ExTR shall “Register” the ExTR on the IECEx “On-Line” Certificate of Conformity System.</p>	ExTR	<p>ExTL issues report</p> <p>ExCB registers the test report “on-line”.</p>	Guidance given in IECEx OD 011-2

<b>6.2 TABLE 2: Specific steps to obtain IECEx Unit Verification Certification, according to IECEx OD 033</b>				
<b>Step</b>	<b>Procedures for the issuing of an IECEx Unit Verification Certificate of Conformity - Description of activity</b>	<b>Related documents</b>	<b>By whom</b>	<b>Notes/Comments</b>
<b>14</b>	<p>The draft IECEx Unit Verification Certificate is prepared and may be issued as a draft to the applicant for a review for any errors.</p> <p>All test documents, design data and design drawings are filed.</p> <p>Once satisfied that the test data and the supporting documentation are adequate the Certificate shall be issued, by the ExCB with the original sent to the Applicant and a copy retained on the ExCB file.</p>	IECEX Unit Verification Certificate	ExCB certification panel reviews the draft certificate.	<p>ExCB shall be assigned a unique password to allow entry of the ExTR and certificate details. The data is entered "On-Line".</p> <p>Contact the IECEx Secretariat for any questions or concerns.</p> <p>IECEX OD 011-2 provides guidance to ExCBs on the registering of issued ExTR and also the compiling and issuing of On-Line Certificates of Conformity under the IECEx Unit Verification Program.</p>
<b>15</b>	<p>The ExCB to whom the application for an IECEx Unit Verification Certificate was made shall conduct a certification review, in accordance with their quality management system, ensuring among others that:</p> <ul style="list-style-type: none"> <li>• All stages of the certification process have been documented and followed</li> <li>• The ExCB have a signed commitment by the Applicant to abide by the rules of the IECEx Scheme and ExCBs certification conditions</li> <li>• The Applicant is aware of his/her obligations under the IECEx Scheme</li> </ul>	IECEX 02 ExCBs own quality management system	The person authorized to conduct such review within the ExCB to whom the original application was made	Contact the IECEx Secretariat for any questions or concerns.
<b>15a</b>	Where the review undertaken in step 15 is not successful, the ExCB management shall refer the matter to ExCB staff or Applicant personnel as appropriate.		Management of the ExCB to whom the original application was made	Contact the IECEx Secretariat for any questions or concerns.

**6.2 TABLE 2: Specific steps to obtain IECEx Unit Verification Certification, according to IECEx OD 033**

Step	Procedures for the issuing of an IECEx Unit Verification Certificate of Conformity - Description of activity	Related documents	By whom	Notes/Comments
16	IECEX Unit Verification Certificate shall be now be completed, taking account of any adjustments arising from the review in step 15 using the IECEx "On-Line" system via the password protected system.	Refer to IECEx website <a href="http://www.iecex.com">http://www.iecex.com</a> IECEX OD 011-2	The person authorized to issue IECEx Certificates of Conformity within the ExCB to whom the original application was made.	Contact the IECEx Secretariat for any questions or concerns.
17	Prior to issue a final draft of the IECEx Unit Verification Certificate is to be reviewed for errors.  While the Draft Certificate is created "On-Line" the ExCB may create a protected PDF copy and send this to the Applicant, refer to OD 011 Part 2 for guidance.	Original application form submitted by the Applicant IECEX OD 011-2	The person authorized to issue IECEx Certificates of Conformity within the ExCB to whom the original application was made  The Applicant	The Electronic version residing on the IECEx "On-Line" System remains the master version.  Any printing or copying is considered an "un-controlled" copy.  Contact the IECEx Secretariat for any questions or concerns.
18	Certificate is issued via the IECEx "On-Line" registration system with the Applicant being informed in writing by the ExCB, via letter, fax or E-mail.		The person authorized to issue IECEx Unit Verification Certificate within the ExCB to whom the original application was made	Contact the IECEx Secretariat for any questions or concerns.

## 7 Certification Maintenance

After you have achieved IECEx certification via the process steps in *IECEX OD 009 – Procedures for the Issuing of IECEx Certificates of Conformity, IECEx Test Reports and IECEx Quality Assessment Reports*, there are ongoing considerations that your IECEx Certifications Body should make you aware of and may include in their terms and conditions of certification.

1. After you are issued with an IECEx Certificate, you are the '**holder**' of the certificate. The IECEx Certification Body (ExCB) that issued your certificate is the '**owner**' of the certificate and may choose to suspend or cancel this certificate following consultation with you.
2. IECEx Certificates of Conformity for Equipment do not expire. They remain visible as status = Current on the IECEx Online Certificate System whilst ever they are supported by a current and valid QAR Summary that shows that surveillance audits of the manufacturers quality management system have been satisfactorily completed on or before the due date (in accordance with IECEx OD 025 and using IECEx OD 208)
3. IECEx Certification Bodies that issue IECEx Certificates are required to operate in accordance with **IECEX 02, Rules of Procedure**.  
IECEX 02 specifies WHAT must be done and this publication is supported by IECEx Operational Documents ("IECEX ODs") that specify HOW things must be done.  
All IECEx Rules and Operational Documents are freely available for download to anyone @ <https://www.iecex.com/> under the *Publications* tab. Those most relevant to you are referenced below
4. You are welcome and encouraged to use the IECEx Online Certificate System to market your IECEx Certified Equipment. All validly issued IECEx Certificates are shown at all times on the IECEx Online Certificate System ("IECEX OCS") and the IECEx OCS has Search tools available to assist users. [IECEX OD 011-1](#) explains how to use the IECEx OCS.
5. The version of the IECEx Certificates shown on the IECEx OCS is the Master version. Signed PDF files or signed hard copies should be always be considered as Uncontrolled Copies and cannot be relied upon as being current and valid (for example, the Master version may have been cancelled or suspended after the uncontrolled copy was created and circulated. If you are in doubt about the validity of a certificate copy (signed or otherwise) that has been provided to you, please use the IECEx OCS to verify its validity.

Some common Situations and Scenarios	Requirement or appropriate action
You make some changes to the design of a certified product	You need to advise the ExCB that issued your certificate so that they can determine whether additional or different testing is needed. This may lead to an update of the ExTR Summary and the Certificate to reflect the design change
An audit of your management system concludes that there are some problems that require you to stop claiming IECEx Certification on certain products	The ExCB that issued the relevant certificates may decide to Suspend the certificates until the problems can be resolved.  <a href="#">IECEX OD 209</a> explains more about this

<p>You decide to change the IECEX Certification Body (ExCB) that conducts the audits of your management system (for example, to reduce costs or achieve other efficiencies)</p>	<p>You need to advise the ExCB that issued your certificate as they will need to update this to link to the QAR Summary issued by the new auditing ExCB.</p> <p><a href="#">IECEX OD 250</a>, Clause 1.2.2 explains more about this</p>
<p>The audit of your management system is not done by the ExCB that you have chosen to use for auditing before the Valid Until Date specified on the QAR Summary that supports your IECEX Certificate</p>	<p>You need to contact the auditing ExCB <b>URGENTLY</b> because you cannot claim IECEX Certification of the products listed on the Certificate linked to the expired QAR Summary after the Valid Until Date. The auditing ExCB should have systems in place that ensure that this situation does not arise and that they conduct audits well before the Valid Until Date on the QAR Summary – <i>you may wish to ask them how they will manage future audits and notify you well in advance of the expiry date.</i></p> <p><a href="#">IECEX OD 025</a> and <a href="#">IECEX OD 011-2</a> explain more about this</p>
<p>You decide to permanently cease production of equipment covered by an IECEX Certificate</p>	<p>You can request that the ExCB that issued your certificate asks the IECEX Secretariat to Cancel this certificate. This cancellation will not affect the certification status of equipment manufactured before the date of Cancellation.</p> <p><a href="#">IECEX OD 209</a> explains more about this</p>
<p>You want to add the IECEX Logo to your products</p>	<p>{MA suggests that we wait to sort out new Rules, OD and Guides re new IECEX Logo before we provide guidance on this ...}</p>