



ExMC/2281/DV
July 2026

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

Circulated to: IECEx Management Committee members and ExTAG Members

Title: Revision of IECEx OD 035, Edition 3.3 (Proposed edition 4.0)

Introduction

The following proposal (shown as Track Changes) for a revision of IECEx OD 035, Edition 3.3 prepared by the Secretariat and ExTAG Officers is now submitted for review by ExTAG during their 2026 ExTAG Beijing meeting. If accepted it will subsequently be submitted for ExMC member consideration during the 2026 ExMC Beijing meeting.

This draft is being submitted to both ExTAG and ExMC ahead of their respective meetings.

This draft is issued as a redline version to identify changes from the current edition.

IECEX Executive Secretary

Address:
Level 17, Angel Place
123 Pitt Street
Sydney NSW 2000
Australia

Contact Details:
Tel: +61 2 46 28 4690
e-mail: info@iecex.com
<http://www.iecex.com>



IECEX OPERATIONAL DOCUMENT

IEC System for Certification to Standards Relating to Equipment for Use in Explosive Atmospheres (IECEX System)

**IECEX certified equipment scheme –
A procedure to generate, discuss, report, and publish ExTAG decision sheets**



THIS PUBLICATION IS COPYRIGHT PROTECTED

Copyright © 2026 IEC, Geneva, Switzerland

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either IEC or IEC's member National Committee in the country of the requester. If you have any questions about IEC copyright or have an enquiry about obtaining additional rights to this publication, please contact the address below or your local IEC member National Committee for further information.

IEC Secretariat
3, rue de Varembe
CH-1211 Geneva 20
Switzerland

Tel.: +41 22 919 02 11
info@iec.ch
www.iec.ch

About the IEC

The International Electrotechnical Commission (IEC) is the leading global organization that prepares and publishes International Standards for all electrical, electronic and related technologies.

About IEC publications

The technical content of IEC publications is kept under constant review by the IEC. Please make sure that you have the latest edition, a corrigendum or an amendment might have been published.

IEC publications search - webstore.iec.ch/advsearchform

The advanced search enables to find IEC publications by a variety of criteria (reference number, text, technical committee, ...). It also gives information on projects, replaced and withdrawn publications.

IEC Just Published - webstore.iec.ch/justpublished

Stay up to date on all new IEC publications. Just Published details all new publications released. Available online and once a month by email.

IEC Customer Service Centre - webstore.iec.ch/csc

If you wish to give us your feedback on this publication or need further assistance, please contact the Customer Service Centre: sales@iec.ch.

IEC Products & Services Portal - products.iec.ch

Discover our powerful search engine and read freely all the publications previews. With a subscription you will always have access to up to date content tailored to your needs.

Electropedia - www.electropedia.org

The world's leading online dictionary on electrotechnology, containing more than 22 300 terminological entries in English and French, with equivalent terms in 19 additional languages. Also known as the International Electrotechnical Vocabulary (IEV) online.



IECEx OPERATIONAL DOCUMENT

IEC System for Certification to Standards Relating to Equipment for Use in Explosive Atmospheres (IECEx System)

**IECEx certified equipment scheme –
A procedure to generate, discuss, report, and publish ExTAG decision
sheets**

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

CONTENTS

1. Introduction	4
2. Procedure steps	4
3. Application of accepted DS	<u>8</u> 7
4. Maintenance of accepted DS	<u>8</u> 7
Annex A	9
A.1 Description of the Online Draft Decision Sheet (DS) Review System	9
A.2 Procedure for use of IECEX Online Draft DS Review System	9

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEx operational document OD 035

IECEx ~~certified~~ Certified equipment Equipment ~~scheme~~ Scheme –
A procedure to generate, discuss, report, and publish
ExTAG decision sheets

FOREWORD

This Operational Document IECEx OD 035 has been prepared to detail the procedure for the development and adoption of decision sheets within the IECEx ~~02 System~~ Certified Equipment Scheme.

The maintenance of this Operational Document is the responsibility of the ExTAG officers and the document's owner is the IECEx Management Committee (ExMC).

Document history

Date	Summary
2009-07	Original issue (Edition 1)
2016-05	Second edition (Edition 2)
2016-09	Edition 2.1 published as approved by the 2016 ExMC meeting (refer ExMC Decision 2016/58 and ExTAG Decision 2016/32) and incorporating 2016 ExTAG meeting comments on ExTAG/424/CD
2018-10	Edition 2.2 published as approved via ExMC Decision 2018/32 regarding ExTAG/490B/CD as discussed at the 2018 ExTAG meeting
2019-11	Edition 2.3: Changes to include provision of cooperation between IECEx and IEC TC 31 via the TC 31 Liaison Officer
2023-05	Edition 3.0: Changes to clarify initial drafting stages and the 5-year maintenance process
2024-05	Edition 3.1: Changes to include form F-014 and put eight-week time limit on originators response to comments.
2024-10	Edition 3.2 Changes requested in ExMC/2059/RV and editorial changes to improve clarity
2026-03	Edition 3.3 Editorial Update to include the Addition of table of comments and foreword., Addition of Draft DS Review system on website and instructions in Annex A.
<u>2026-x</u>	<u>Edition 4.0 Changes to formalise a pathway for ExTAG meeting-based development and finalisation of Decision Sheets. addition of clause numbering</u>

Address:

IECEx Secretariat
Level 17 Angel Place
123 Pitt St
Sydney, NSW 2000
Australia

Contact details:

Tel: +61 2 4628 4690
info@iecex.com
www.iecex.com

A procedure to generate, discuss, report, and publish ExTAG decision sheets

1. Introduction

The uniform application of the IEC Standards used in the IECEx System is one of the basic elements to ensure that certificates are based on identical requirements. To improve uniform application, ExTAG decision sheets (DS) are a method to minimize different applications at IECEx test laboratories (ExTLs) and IECEx certification bodies (ExCBs). Under no circumstances can an ExTAG decision sheet be used to modify or correct requirements specified in IEC or ISO/IEC Standards.

The recommendations for uniform application are published as ExTAG decision sheets on the IECEx website. If it is suggested that an amendment or change to a standard(s) may be required as an alternative to the preparation of an ExTAG decision sheet, the matter shall be forwarded to the relevant IEC Technical Committee(s) responsible for the standard(s). The purpose of ExTAG decision sheets is not to modify or "interpret" standards, however once an ExTAG decision sheet is published it is a mandatory requirement of the IECEx System's Certified Equipment Scheme.

In addition to the online consultation process, this procedure allows for decision sheets to be created, developed and finalised during ExTAG meetings when supported by the IECEx Secretariat and ExTAG officers.

2. Development of ExTAG decision sheets ~~Procedure steps~~

2.1 ~~Step 1~~ – Drafting of decision sheets ~~First draft~~

ExCBs, ExTLs or members of the IECEx Executive may propose a draft ExTAG decision sheet, using form F-014, *Collection of IECEx/ExTAG Decision Form*. (Available on the IECEx Website <https://www.iecex.com/certified-equipment-scheme/forms/>).

2.1.1 Consultation with ~~Step 1.1 – Originator to contact the IEC~~ TC 31 IECEx Liaison Officer

~~First, the~~ the originator shall contact the ~~IEC~~ TC 31 IECEX Liaison Officer to determine if there is any work currently underway for this matter that needs to be considered.

The TC 31 IECEx Liaison Officer provides input but cannot prevent the originator proceeding to issue a proposed draft decision sheet to the IECEx Secretariat. For matters that TC31 consider to be complex, the TC31 IECEx Liaison Officer may make a request to the ExTAG Chair that the online circulation time (Clause 2.2) be extended.

As part of the draft, the originator shall suggest how the proposed draft decision sheet affects existing certified products and whether the DS shall be applicable to:

- IECEx certification projects commenced prior to publication of the DS; and all certifications issued after its publication; or
- only for the new certifications (Issue No. 0) and their subsequent revisions.

2.1.2 ~~Step 1.2 – Review of draft by ExTAG officers to edit the first draft~~

The IECEx Secretariat, in consultation with the ExTAG officers (ExTAG Chair and ExTAG Deputy Chair), shall edit the ~~first~~ draft, if necessary, via correspondence with the originator. Once a draft ExTAG decision sheet has been approved for circulation by the ExTAG officers, the IECEx Secretariat will prepare the draft ExTAG decision sheet as an ExTAG document for circulation.

2.1.3 Submission to ExTAG Meeting (alternative pathway)

At any stage after the drafting process, a draft decision sheet may, subject to agreement of the IECEx Secretariat and ExTAG officers be submitted to an ExTAG meeting for discussion, development and finalisation, bypassing some or all of Clauses 2.2 to 2.5.

Where this occurs:

- Comments and decisions shall be recorded in the meeting report.
- The decision-making process shall follow ExTAG meeting rules

In exceptional circumstances, where an urgent issue cannot reasonably await the normal consultation process, an ExTAG meeting may create and issue a decision sheet

2.2 Step 2 – Circulation for online consultation~~Circulation of the first draft via online ExTAG draft DS Review System~~

The IECEx Secretariat will circulate the draft ExTAG decision sheet for comment to ExTAG member representatives and the TC31 IECEx Liaison via the online ExTAG Draft DS Review System. ~~except – Chairs and secretaries of IEC-TC 31 and subcommittees (SCs) are excluded.~~

-The IECEx Secretariat will also issue an email circular advising the members of ExTAG and IECEx management committee (ExMC) (for information only) that the draft decision sheet is available on the IECEx website.

The comment period is six weeks unless justified and agreed by ExTAG Chair. The comment period will be identified on the cover sheet for the draft ExTAG DS as well as in the online Draft DS Review system.

2.3 ~~Step 3 – Handling of draft ExTAG DS comments~~Consideration of comments ~~ExTAG members and TC 31 IECEx Liaison, except for chairs and secretaries of IEC TC 31 and subcommittees (SCs), are to contribute to the development of ExTAG decision sheets according to the following process:~~

2.3.1 Submission of ~~Step 3.1 – Comments~~

ExTAG member representatives and the TC31 IECEx Liaison submit comments directly through the online ExTAG Draft DS System.

Comments from the **IEC-TC 31 experts** will be considered within the relevant **IEC-TC 31** groups as determined by the TC 31 IECEx Liaison prior to the Liaison submitting a single set of comments via the online ExTAG Draft DS Review System. –

Comments will be editable by the submitting representative during the review period.

Submitted comments shall be labelled as either of the following:

- general
- technical
- editorial

2.3.2 ~~Step 3.2~~—Originator's response to comments ~~statement~~

After circulation of the draft DS, all comments are collected and sent to the originator for completion of the observation column within no more than eight weeks and their recommendation as to the next step.

If there is no response from the originator within eight weeks, then the ExTAG Officers shall decide the course of action.

Classification of comments by the originator

For consistency, the originator shall allocate each comment into one of the following classifications. (the use of acronyms for the following are not permitted):

a) Accepted

The comment was acceptable as presented.

b) Not accepted

This classification indicates that the comment has been rejected and will not be incorporated into the document. All rejections shall have the justification for rejection, whether technical or editorial, documented as part of this classification.

c) Accepted in part

This classification indicates that some parts of the comment will be accepted and incorporated into the document and that other parts have been rejected. An explanation of how the accepted part is to be incorporated into the document shall be given. The parts that have been rejected shall have the justification for doing so, whether technical or editorial, documented as part of this classification.

d) Accepted in principle

This classification indicates that the principle of the comment was accepted but was incorporated into the document in a manner modified from that suggested by the commenter. Explanation of how this was incorporated into the document shall be included, along with the justification for the decision.

e) Noted

This is used where there is no action required on the comment.

In cases b), c), and d) above, the justification provided should clearly specify the reasons why the comment was rejected or included with modifications. This will allow the commenter the opportunity to provide additional information and justification at the next stage of review for those cases where, perhaps because of language barriers or interpretation difficulties, the commenter believes that the originator did not fully understand the proposal or comments.

The originator shall send the completed review of the compilation of comments and a revised version of the draft DS (if required) to the Secretariat.

The Secretariat will then consult with the ExTAG officers to determine the next step as per Clauses 2.4 & 2.5 ~~Step 4 or Step 5~~ below.

The Secretariat will send, for information only, the final compilation of comments to the ExTAG members and the ~~IEC~~-TC 31 IECEx Liaison.

2.4 ~~Step 4 – Handling of an accepted draft DS~~ Approval and publication

A draft ExTAG DS is considered approved to proceed to publication when there is no opposition to it proceeding to publication and it is also in agreement from the ExTAG officers.

A draft ExTAG DS which has received comments classified as ‘Not accepted’ shall be handled according to ~~Step~~ Clause 2.5 below.

Once a draft ExTAG DS has been approved to proceed to publication it is posted on the IECEx website as an ExTAG decision sheet. ExTAG members and ~~IEC~~-TC 31 IECEx Liaison are again notified by an email circular.

A new ExTAG DS shall be noted on the agenda of the next ExTAG meeting following their acceptance.

2.5 ~~Step 5 – Handling of a draft DS that has ‘Not Accepted’ comments~~ Resolution of unresolved comments

In this case the originator may decide to withdraw the DS, revise it, or reject the comments.

If the originator agrees that a revised draft ExTAG DS is required then the originator shall provide the IECEx Secretariat with a revised draft ExTAG DS for re-issuing through the online ExTAG Draft DS Review System according to Clause 2.2 ~~Step 2~~ above, (unless the revision is considered minor, because it does not change the overall intent of the draft DS).

Where the originator has rejected any ‘not accepted’ comments in the first instance or, after revision and reposting for comment the parties commenting still do not accept the draft, the ExTAG officers shall decide on the course of action which shall be any of the following:

- a) Draft ExTAG DS with a compilation of comments **shall be put on the agenda** of the next ExTAG meeting for discussion and may be rejected, revised, developed further and finalised during the meeting. ~~to discuss whether there is a need for the DS or not~~
- b) Draft ExTAG DS with a compilation of comments **shall proceed to publication and be listed for noting** at the next ExTAG meeting
- c) Draft ExTAG DS **shall not proceed and may be referred to the ~~IEC~~-TC 31 IECEx Liaison** (for example, if the consensus is that the draft ExTAG DS introduces new requirements). This action will also be noted on the agenda of the next ExTAG meeting.
- d) Draft ExTAG DS **shall not proceed and may be referred to the appropriate ExTAG or ExMC working group**. This action will also be noted on the agenda of the next ExTAG meeting.

3. Application of accepted DS

Immediately an ExTAG decision sheet has been approved and published on the IECEx website, all ExCBs and ExTLs operating within the IECEx System shall apply this ExTAG decision sheet as a mandatory part of the IECEx ~~certified~~ Certified equipment ~~Equipment scheme~~ Scheme for the projects opened following the publication. The DS shall contain a statement defining its applicability as outlined in ~~Step 1.1 of~~ Clause 2.1.14. The ExTAG WG 1 Convenor shall be informed ~~of newly issued~~ as soon as a new or revised ExTAG decision sheets ~~was~~ is published.

4. Maintenance of accepted DS

An accepted DS applies to a specific edition or editions of one or more standards, and therefore an accepted DS normally remains applicable indefinitely. However, an accepted DS shall be reviewed to determine the following:

- a) Confirm that the accepted DS has been incorporated into new editions of any referenced standards published after the DS was accepted. If not, the TC 31 IECEx Liaison ~~to IEC TC 31~~ shall contact the MT/WG responsible for the involved standard for feedback regarding plans to address the matter covered by the DS; and
- b) Confirm that a link to the accepted DS has been inserted into the blank ExTRs for any standards referenced by the DS. If not, the IECEx Secretariat shall address.

The first review for an accepted DS shall be performed five years after publication. The IECEx Secretariat shall add each accepted DS that is due for review to the agenda of the next ExTAG meeting so that a review can be held in accordance with the above.

Subsequent reviews of accepted DS may be performed as determined by the ExTAG Chair.

In addition, any ExCB or ExTL may question an accepted ExTAG DS by proposing a revision following the procedure outlined in this document ~~new wording in line with Step 1 above in this document~~.

Annex A

(Normative)

A.1 Description of the Online Draft Decision Sheet (DS) Review System

The ExTAG **Draft DS Review System** is designed to automate the review process for proposed or draft decision sheets. Nominated representatives from ExTAG members (Certifying Bodies or Test Laboratories) provide **comments and suggested changes** to the draft dDecision sheet using an online form.

Each ExTAG member can have two representatives with access to the system. Each nominated representative will have a unique login. ~~Only one response will be allowed per organisation – the first representative to respond shall lockout the other representative.~~ The system only allows one response per organisation.

Automated emails will be sent by the system notifying representatives when a draft decision sheet is available for review.

Representatives can submit comments under any or all of the following categories: general, technical and/or editorial.

Automated reminders will be sent prior to the review closing date to those organisations that have not commented.

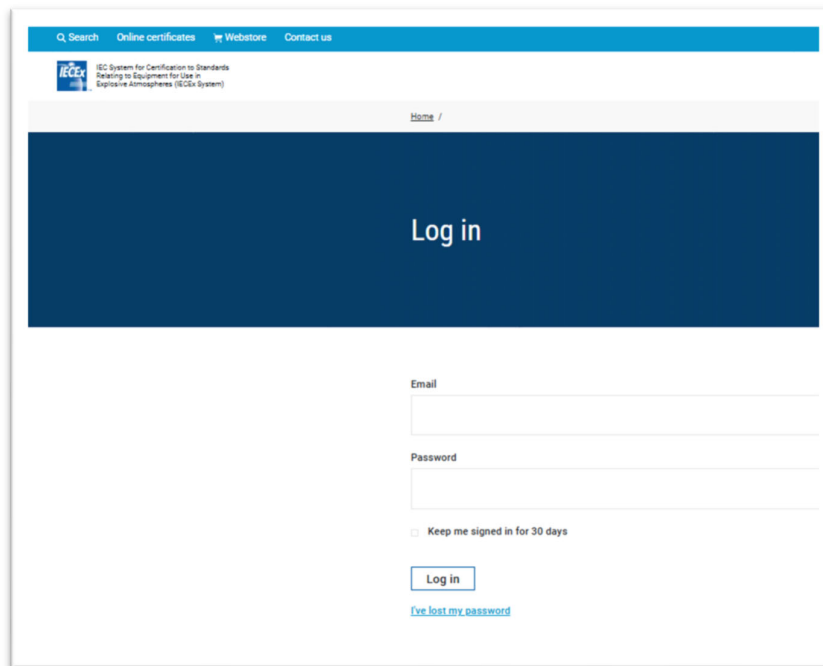
Comments will be editable by the representative that submitted them.

A.2 Procedure for use of IECEx Online Draft DS Review System

- The Secretariat will initiate the Draft DS Review through the IECEx Website.
- All authorised ExTAG member representatives and the TC 31 IECEx Liaison will receive an automated email from the website Draft DS Review system – dsreview@iecex.com. The email will contain a brief description of the draft decision sheet, the commenting close date and the link to the IECEx Online Draft DS Review System webpage, which will then take the recipient to the website login site.
- Alternatively, representatives shall be able to login to the website using the 'My IECEx' button on the top right of the page.



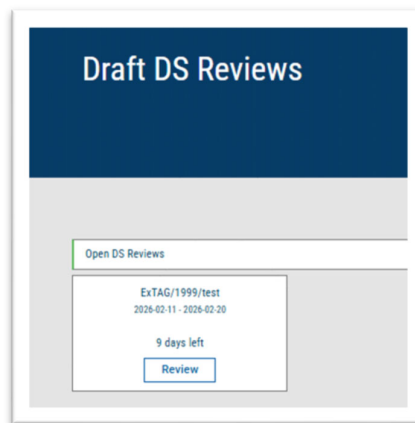
- The website login page appears as below:



- e) The IECEX online Draft DS Review System can be accessed by using the link in the email notification to comment with subject line of “IECEX Documents – Title – Review Opens YYYY-MM-DD, or at any time by logging into the website (as shown above) and then clicking on the Draft DS Review page button on the top left hand banner.



- f) The Draft DS Reviews available will then be shown on the following page as below – click on the review you wish to comment on.



- g) In the image of the review page below it shows details of the review and also the DS Review form to be completed

 A screenshot of a web application for reviewing a test document. The main header is "ExTAG/1999/test" with the subtext "Created by Geoff Slater". Below this is a "Review Dates" section with "Open" (2026-02-11) and "Close" (2026-02-20 23:59 AEST (UTC+10)). The page is divided into two columns. The left column has a "Description" section with the text "Review of test document 1" and a "Review Document" section with a "Download" button. The right column has a "DS Review Form" section. It includes a light blue bar for "Responding as XYZ Testing Inc". Below this is a "Review Items" section with instructions: "Add one or more review items below. Each item should specify a comment type, your comment, and any suggested changes." There is a form for "Item 1" with a "Comment Type *" dropdown menu currently set to "General".

- h) The image below shows a completed DS Review form – the system automatically enters the organisation name that you are responding on behalf of.
- The Comment Type (General, Technical or Editorial) is selected from a drop-down menu.
 - The Comment and Suggested Change fields are free text.
 - At the bottom of the form there is a button so that a comment can be added under a different comment type
 - Below that is a submit review button

DS Review Form

Responding as XYZ Testing Inc

Review Items

Add one or more review items below. Each item should specify a comment type, your comment, and any suggested changes.

Item 1

Comment Type *

General

Comment

Comment Comment Comment

Suggested Change

Suggested Change etc etc

+ Add another comment type

Submit Review

- i) Completed reviews can be edited by the submitter before the closing date and updated by clicking on the Update Review button at the bottom of the form. Completed reviews can also be seen by the other representative of the same organization, but not edited by them.

DS Review Form

Responding as XYZ Testing Inc

Previous response added by Jill Hill

Review Items

Add one or more review items below. Each item should specify a comment type, your comment, and any suggested changes.

Item 1

Comment Type *

General



Comment

test



Suggested Change

comment



+ Add another comment type

Update Review