



IECEX Operational Document

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

**Operational Document - Procedures for the Processing of
Applications for Extension of Scope from ExCBs, ExTLs and ATFs**





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IECEX OPERATIONAL DOCUMENT

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

**Procedures for the Processing of Applications for Extension of Scope from ExCBs,
ExTLs and ATFs**

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

INTERNATIONAL ELECTROTECHNICAL COMMISSION**IECEx OPERATIONAL DOCUMENT OD 212****Procedures for the Processing of Applications for Extension of Scope from IECEx Accepted Certification Bodies, ExCBs, IECEx Accepted Testing Laboratories, ExTLs and Additional Testing Facilities, ATFs**

INTRODUCTION

This document outlines the procedure for processing applications for extensions of scope from Accepted ExCBs, ExTLs and ATFs. These procedures were previously covered in document ExMC/271D/INF, which is now converted and revised in this OD 212.

The maintenance of IECEx OD 212 is the responsibility of the Secretariat.

This document is aligned with OD 003-2.

Document History

Date	Summary
2026 – 10	OD 212 Original issue – Approved ExMC Decision 2026/11

Address:

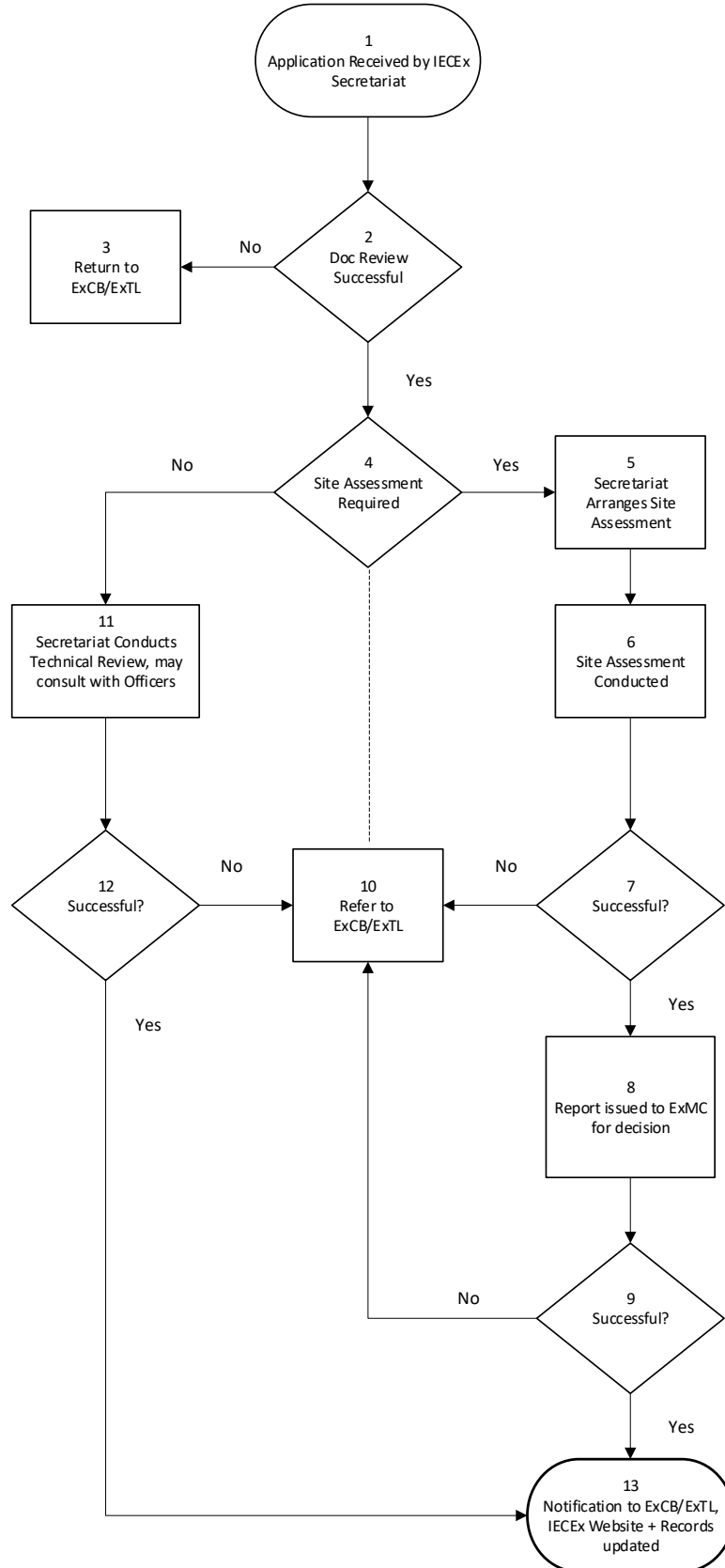
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Procedure for the Processing of Applications for Extension of Scope from ExCBs, ExTLs and ATFs

1 Flowchart



2. Procedure

Step	Description	Related Docs	By Whom	Notes
1	Applications for extension of scope are submitted to the IECEX Secretariat,. The application should consist of: - Completed Declaration form F-011 - Supporting information such as - Copies of accreditation information, where relevant - Updated organisation chart if relevant - Details for National Differences (where applicable)	F-011 IECEX 02	ExCB/ExTL	The application should be signed or endorsed by the Official IECEX representative of the ExCB/ExTL
2	The IECEX Secretariat will review the application for completeness to ensure that the Declaration form has been filled in and any necessary supporting documentation is attached. The IECEX Secretariat will go back to the ExCB/ExTL should additional information be required	F-011 IECEX02	Secretariat	ExTLs are responsible for their associated ATFs.
3	Where unsuccessful or additional information required, the Secretariat will go back to the ExCB/ExTL		Secretariat	
4	The Secretariat will determine whether a site assessment is required of the ExCB or ExTL and/or ATF. This decision is taken after careful consideration and may also involve consultation with the ExAG Convenor, ExAG Deputy Convenor and IECEX Executive as well as the Previous IECEX Assessment or Re-assessment Team considering varying factors such as:- Where the extension of scope covers a new edition or amendment to the Standard and a check is done to determine the level of technical changes included in the new edition	IECEX 02 F-011 Application information Past Assessment results + site visit reports/ TCDs ecetera	Secretariat in consultation with ExAG Convenor, ExAG Deputy Convenor, IECEX Executive and Assessment Team Members	

Step	Description	Related Docs	By Whom	Notes
	- Where the extension of scope covers a new Standard that relates to Ex protection concepts already under the existing scope of the ExTL and ExCB, for example Intrinsic Safety - The due date of the next re-assessment or surveillance visit - Others			
5	Site assessment arranged with Assessor(s) selected from ExMC approved panel of Assessors with appropriate knowledge and competence, noting the ExMC policy to ensure international confidence by not allowing IECEX Assessors to assess bodies within their own country.		Secretariat	Assessment by assigned IECEX Assessors maybe planned to coincide with a routine assessment of the ExCB/ExTL concerned, for example re-assessment or mid-term assessment
6	Site assessment conducted by IECEX Assessment Team.	F-004 F-003 TCD as relevant	IECEX Assessors	
7	At conclusion of the Site assessment a site assessment report will be issued to the ExCB/ExTL and copy to the Secretariat to show final result. Reports for ATFs are provided to both the responsible ExTL and ATF.	F-004 F-003	IECEX Assessment Team Leader	
8	A report shall be prepared by the IECEX Assessment Team Leader and passed to the IECEX Secretary for final review. Where the report from the Assessment Team is positive, the Secretary will then prepare a report for voting to the ExMC via the Electronic Ballot Voting system or a decision to be taken at the next ExMC Meeting where determined by the Secretary in consultation with the Chair.	OD 003-2 OD 050	IECEX Team Leader in consultation with the Secretary IECEX Executive	ExMC decisions on scope extensions are normally taken by voting via the electronic ballot voting system. IECEX 02 allows for the ExMC Secretary in consultation with the

Step	Description	Related Docs	By Whom	Notes
				IECEX Executive to decide on the granting of scope extensions where site assessments are required.
9	The decision to grant the scope extension is successful it shall be reported at the next ExMC meeting for information and endorsement. Where the decision to grant the scope extension is unsuccessful the matter is referred to the ExCB/ExTL according to step 10.	OD 003-2	ExMC	
10	Where either the site assessment or the technical document review (step 11) are unsuccessful, then the Secretary informs the ExCB/ExTL. The ExCB/ExTL decides what action to take, for example address issues raised and agree to re-submit or withdraw scope extension application.		ExCB/ExTL	
11	Where it has been determined that a site assessment is not necessary, the Secretary shall conduct a technical review of the application for scope extension and may consult with ExAG Convenor, ExAG Deputy Convenor, IECEX Executive, and Assessors	Application information	Secretary in consultation with ExAG Convenor, ExAG Deputy Convenor IECEX Executive and Assessors	
12	The findings for the technical review in step 11 shall be communicated to the ExCB/ExTL		Secretary	
13	Upon completion of Technical Document Review (step 11) or voting by ExMC (step 8), the Secretary shall notify the ExCB/ExTL and update all IECEX records including: • Scope of acceptance on IECEX Website • Permissions under the IECEX "On-Line" Certificate System		Secretary	