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January 2015

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

**Title: Publication of IECEx Operational Document, OD 521, IECEx Recognised
Training Provider Program**

To: Members of the IECEx Management Committee, ExMC

Introduction

A draft of ***IECEx OD 521, IECEx Recognised Training Provider Program*** was tabled for discussion at the 2014 ExMC meeting in The Hague as **ExMC/937/CD**.

It was agreed, via Decision 2014/38, that a final version of OD 521 be prepared to incorporate comments from the 2014 ExMC Meeting and that the updated OD 521 be submitted for formal approval by ExMC via correspondence.

This following version of OD 521 includes comments from the 2014 ExMC meeting and is now issued to ExMC for final approval for publication.

Please submit your vote to the IECEx Secretariat by **22 February 2015** using the voting form.

Your speedy response to the voting process will be very much appreciated.

Chris Agius
IECEx Secretary

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| Address: Level 33, Australia Square 264 George Street Sydney NSW 2000 Australia | Contact Details: Tel: +61 2 4628 4690 Fax: +61 2 4627 5285 e-mail: chris.agius@iecex.com http://www.iecex.com |
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IECEX OD 521

Edition 1.0, 2015-02

IECEX OPERATIONAL DOCUMENT

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

IECEX Recognised Training Provider Program



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

Tel.: +41 22 919 02 11
Fax: +41 22 919 03 00
info@iec.ch
www.iec.ch

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IECEX Recognised Training Provider Program

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEX Operational Document 521**IECEX Scheme for Certification of
Personnel Competence for Explosive Atmospheres –****IECEX Recognised Training Provider Program**

This IECEx Operational Document provides the background to the establishment of an ***IECEX Recognised Training Provider Program*** (IECEX RTPP) and defines the Rules applicable to applicant organisations (who may be individuals) and the recognition process.

It also provides the requirements, application and assessment procedures for applicant Recognised Training Providers (RTPs).

Document History

| Date | Summary |
|---------------|------------------------------|
| February 2015 | Original issue (Edition 1.0) |

Address:

IECEX Secretariat
Level 33, Australia Square
264 George Street
Sydney NSW 2000
Australia

Contact Details:

Tel: +61 2 4628 4690
e-mail: info@iecex.com
<http://www.iecex.com>

INTRODUCTION

The goal of the **IECEX Recognised Training Provider Program** (IECEX RTPP) is to provide an opportunity for “Ex training bodies” to benchmark their current operations to the IECEx 05 competencies requirements as defined in OD 504 and other aspects of the IECEx System such as the personnel requirements of the **IECEX Certified Service Facilities Scheme**.

The IECEx RTPP is intended to provide the international market with confidence that such organizations have implemented processes to manage and provide training services related to the selection, design, inspection, installation, maintenance, repair, overhaul and reclamation of equipment of equipment operating in explosive (Ex) atmospheres.

It is acknowledged that “the market” expects that an IECEx recognised training provider (IECEX RTP) will provide sound training that covers the selection, design, inspection, installation, maintenance, repair, overhaul and reclamation of equipment of explosion proof equipment and can provide a pathway to the **IECEX Scheme for Certification of Personnel Competence**.

Many organizations offer training in Ex technologies and however not all of these offer training aligned with the structure and requirements of IECEx OD 503 and IECEx OD 504. In an effort to avoid consumer misunderstanding and distrust of the value of **IECEX Scheme for Certification of Personnel Competence** (“IECEX CoPC Scheme”), IECEx has, through the IECEx ExPCC (IECEX Certificate of Personnel Competence Certification Committee), taken steps to ensure the credibility of the IECEx CoPC Scheme. Awarding RTP status to an organisation provides an indicator of the ongoing capability of the RTP to provide relevant training services on the basis that these have been reviewed and confirmed as complying with this IECEx Operational Document OD 521.

The IECEx ExPCC Working Group 4 is responsible for the development, implementation and maintenance of this OD 521 that originated from an initial proposal by the US National Committee on the development of a framework based on the following key elements:

- a proposition that an independent and voluntary IECEx assessment program for Ex Training Centres will enable employers in the petroleum and mining industries to evaluate the merits of their employees’ training and education.
- A suggestion that Ex installations’ safety records can be improved with the assistance of the extra tools and greater awareness that could be provided by the existence of ‘qualified IECEx Training Centres’
- A suggestion that IECEx assessment and qualification of training centres will ensure adequacy and consistency of Ex training at national and international levels.
- A suggestion of the value of a certifying training centres scheme in providing assurance to employers and individuals that training is being provided with linkages to the latest versions of relevant Ex Rules and Standards.
- A suggestion that an IECEx Scheme for certifying training centres will provide an additional ‘resource’ for the IECEx Scheme for Certification of Personnel Competence.
- An observation that “Training is specified for individuals in most National regulations for most industries, in particular for industries involved with electrical equipment. However, training of individuals involved with the installation, maintenance, inspection and operation of facilities utilizing Ex equipment is for the most part not well regulated or specified at National levels.”

FOREWORD

The objectives of the IECEx RTPP are to provide a framework that formalises international recognition of acceptable providers of training in skills and knowledge in the field of the selection, design, inspection, installation, maintenance, repair, overhaul and reclamation of explosion proof equipment by the IECEx System with consequent benefits including but not limited to the training providers via:

- access to the participants in the Ex sector
- credibility, through IECEx ‘recognition’, of their training services
- establishing closer links with other participants and stakeholders in the *International Electrotechnical Commission System for Certification to Standards Relating to Equipment for Use in Explosive Atmospheres* (“IECEX System”)

and can provide to ‘the market for trainees’:

- assistance in making an informed choice among training providers when selecting training for their personnel
- an input to risk management practices
- the basis for compliance with workplace health and safety regulatory requirements related to personnel qualifications and guidance on determining minimum, suitable and reasonably practicable levels of required training and assessment.

1 Principles of the RTPP

- a) The overriding interest of the IECEx System, particularly the IECEx CoPC Scheme is **COMPETENCE**.
- b) Participation in a training course provided by a training provider is ONE of several paths to achieving competence.
- c) The IECEx RTPP pertains to organisations (that may be individuals) providing training services relevant to Ex technologies. The IECEx CoPC Scheme will continue to certify the competence of individuals through the issue of IECEx Certificates of Personnel Competence.
- d) The scope of the IECEx RTPP may be broader than IECEx CoPC Units of Competence (as defined in IECEx OD 504) and shall be supportive of the scope of the IECEx System.
- e) Participation in the IECEx RTPP is voluntary.
- f) It is not necessary to attend formal training before applying as a candidate for assessment against the requirements of the IECEx Certified Persons Scheme.
- g) The recognition of a training provider is not a certification or recognition of the content of the training material used by the training provider.
- h) The recognition of a training provider does not imply that the training they provide guarantees a successful outcome following assessment of competence for candidates for certification under the IECEx CoPC Scheme.
- i) The recognition of a training provider shall support and not devalue the IECEx CoPC Scheme.

2 Normative references

The following publications contain provisions, which, through reference in this text, constitute provisions of this Operational Document. At the time of publication, the editions indicated were valid. The Ex Management Committee shall decide the timetable for the introduction of revised editions of the publications.

ISO 9001:2008, *Quality Management System*

ISO / IEC 17024, *Conformity assessment -- General requirements for bodies operating certification of persons*

IECEX 02, *IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEX System)IECEX Certified Equipment Scheme covering equipment for use in explosive atmospheres – Rules of Procedure*

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*

IECEX OD 504, *IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres – Specification for Units of Competence Assessment Outcomes*

IECEX OD 019, IECEx Participation and Scheme Fees

IECEX Guide 01B, Guidance for the use of the IECEx Logo

3 Terms and definitions

For the purposes of this document, the following definitions and explanatory information applies.

For the definitions of any other terms, particularly those of a more general nature, reference should be made to IEC 60050-426 or other appropriate parts of the IEV (International Electrotechnical Vocabulary).

3.1

Competency

The ability to apply knowledge and skills to achieve intended results and can be expressed in terms of:

- a) what a person is required to do (performance)
- b) under what conditions it is to be done (conditions)
- c) how well it is to be done (standards)
- d) evidence required from assessment(s) to prove competence

3.2

Recognition

Acknowledgement of the existence of a training provider organisation relevant to the Ex sector and their validity with respect to ExMC approved criteria.

4 Design Elements

4.1 Quality Management

Provide evidence of the effective implementation of a documented management system relevant to, and suitable for their Ex related training services and maintenance thereof. Such a management system need not be formally certified but shall include treatment of the elements of ISO 9001:2008 and additional requirements specified below:

Control of documents

Subclause 4.2.3 of ISO 9001:2008 applies, with the following additions:

- a) training course materials and related documents (e.g. leaflets, webpages) shall be controlled,
- b) documented procedures shall ensure that information contained within the RTP's documentation is current and compatible with the IECEx 05 rules and procedures and the scope of the RTPP.

Control of records

Subclause 4.2.4 of ISO 9001:2008 applies, with the following addition:

The RTP shall retain adequate records to satisfy the requirements of this IECEx OD 521. As a minimum, the list of materials requiring control and retention, as far as applicable, shall be:

- a) documents related to the RTPP status
- b) training records of both candidates (including details of name, training content and name of trainer) participating in training courses and trainers themselves;
- c) inspection data of practical training courses' simulated workplaces;

Quality management system planning

Subclause 5.4.2 of ISO 9001:2008 applies, with the following addition:

All the elements, requirements and provisions adopted by the RTP in order to ensure compliance with the requirements of IECEx OD 521, shall be documented in a systematic and orderly manner in the form of written policies, procedures and instructions.

Responsibility and authority

Subclause 5.5.1 of ISO 9001:2008 applies, with the following addition:

Responsibilities and authority for the following shall be defined:

- a) the effective coordination of training activities,
- b) the liaison with the IECEx ExPCC with respect to any proposed change to the scope of the RTP,
- c) the customers' information of any applicable specific conditions for the training course (e.g. required PPE for the practical training) and any limitations
- d) the review and maintenance of training course materials.

Competence, training and awareness

The RTP shall ensure that all persons having an impact on IECEx OD 521 compliance receive appropriate training. The RTP procedures shall provide details of how training staff are qualified.

NOTE - People having impact may include those concerned with training, maintenance of training course materials, sales, marketing, supply management, calibration and

control services and other services.

Control of monitoring and measuring equipment

Subclause 7.6 of ISO 9001:2008 applies, with the following addition:

Test and measuring instruments used for practical training courses only may be excluded from the requirements of Subclause 7.6 of ISO 9001:2008 except for situations where out of calibration instruments may impact on the confidence of results (for example IEC 60079-19 requires demonstrated ability to use measuring equipment competently).

Test and measuring equipment not subject to the requirements of Subclause 7.6 of ISO 9001:2008 shall be marked as *“Not Calibrated. For training purposes only”* and listed as such in records retained in accordance with Subclause 4.2.4 of ISO 9001:2008.

4.2 Knowledge

Demonstrate capability and history of providing training to technically oriented persons in Ex technologies and related fields.

4.3 Trainers

Employ training specialists with

- a) demonstrated knowledge of Ex technologies and relevant Ex standards (IEC, ISO and others)
- b) an understanding of the application of standards, directives, specifications and regulations pertaining to the Ex sector.
- c) some form of evidence of (a) and (b) above as relevant to the training material being provided. An IECEX Certificate of Personnel Competence (or commitment to complete this) may be sufficient evidence.
- d) access to the Ex sector and relevant Ex standards as the basis for ensuring the currency and relevance of training materials and methods.

5 Rules

- a) Any organization (that may be an individual) that creates and administers continuing education and/or training activities, courses or programs may apply (via a declaration on the elements detailed in Annex A of this document) for IECEX RTPP status provided it:
 - is a government department or agency, or is incorporated, chartered, or otherwise legally-recognized as a business entity, and
 - has been in business for at least three (3) years and operating under the conditions described in the application for at least one (1) year, and
 - has a well-defined organizational structure in which the authority and responsibility for administering continuing education and/or training activities, courses, or programs is assigned to a particular unit, and
 - has its educational activities, courses, or programs administered by an individual or group that can ensure that this IECEX OD521 is met, and
 - has written policies and processes that are compliant with this IECEX OD521, and define the organizational unit that seeks RTP status. Applicants may apply on behalf of the entire organization, or a specific unit, or department within the organization. An RTP shall operate under a single set of policies and processes, with authority, responsibility, and administrative control over the learning events offered under its auspices. Large, complex organizations and organizations with multiple geographic units may encompass several distinct RTPs, each of which may need to apply separately for IECEX RTPP status.

NOTE – In situations where the management of ongoing compliance with this IECEX

Operational Document for multiple training provider sites is conducted by a Head Office or similar it is expected that this 'office' would apply and maintain RTPP status on behalf of the sites that need to be listed. It is also expected that the 'office' will conduct internal audits of the listed sites.

- b) Any recognition granted to an organization will be on the basis of a review of evidence of:
- the organization's management systems
 - levels of expertise in Ex of the organization and staff employed or contracted to provide Ex training services
 - levels of training / education expertise, qualifications and experience of staff employed or contracted to provide Ex training
 - their processes for selecting, maintaining and developing staff or contractors providing Ex training services
 - their capability to provide or access suitable training material.
- c) Whilst the RTPP does not apply to the content of training material it is expected that, for relevance, the RTP's training material shall reflect the requirements of IEC TC 31 publications as a minimum. Similarly, the scope and content of training material need not be aligned with nor guided by IECEx OD 504 but shall not be in conflict with OD 504.
- d) An RTP may issue, in addition to other documents unique to their organization or other parties, some form of a 'record of attendance'. The content and format should be established by IECEx Management Committee (ExMC) to ensure consistency in any disclaimer or limitation statements and determination concerning use or not of the IECEx logo.
- e) The subcontracting of training provision services by RTPs is not permitted. The use of contracted resources under the full control of the recognised organisation is however permitted where the same policies and processes for selecting, monitoring, and evaluating employee instructors are also used for non-employee instructors.
- f) The requirements of ISO / IEC 17024 with respect to the separation of training provision and competency assessment functions apply to all RTPP applicants.

6 Recognition Process

Organisations providing training services related to the scope of the IECEx System may apply for recognition as an IECEx RTP.

Applications shall be submitted to the IECEx Secretariat in the form of a declaration (refer Annex A) accompanied by a once only Application Fee of value defined in IECEx OD 019 and made payable to the International Electrotechnical Commission (bank details for direct transfer are available on request to the IECEx Secretariat) with the first declaration.

Current RTPs will pay an Annual Fee, also defined in IECEx OD 019 as invoiced by the IECEx Secretariat in January of each calendar year.

Applications for recognition are reviewed for adequacy of information by the IECEx Secretariat and then by a panel appointed by the IECEx ExPCC. This panel will include representatives from the IECEx Assessor Panels for the IECEx 02 and IECEx 05 Schemes and from ExPCC Working Groups 2 and 4.

The panel will make recommendations to the IECEx Executive whether the applicant should be accepted as an IECEx Recognised Training Provider.

Upon advice from the IECEx Executive of acceptance and on confirmation of payment of the applicable fees, IECEx Recognised Training Providers:

- a) shall be permitted to use the IECEx logo in accordance with IECEx 01B as appropriate
- b) shall be listed on the IECEx website for the period of validity of their recognition. This listing may include details of their services as they relate to the IECEx Units of competence as detailed in IECEx OD 504 and also include a link to the RTP's website.
- c) are permitted to issue statements to trainees that the training completed serves as preparation for assessment according to the requirements of the IECEx CoPC Scheme Competency Units as defined in IECEx OD 504.

Unsuccessful RTPP applicants will be advised of this result by the IECEx Secretariat.

7 Withdrawal or resignation of recognition

The RTPP status of an organisation may be withdrawn by the IECEx Executive, in consultation with the organisation on:

1. a decision by the IECEx ExMC to abandon the IECEx Recognised Training Provider program, or
2. a recommendation from the IECEx ExPCC or IECEx Secretariat in response to:
 - a) Confirmed instances of misuse of the IECEx logo
 - b) Confirmed misrepresentation by the recognised organisation regarding the scope or basis of their IECEx recognition
 - c) Other instances of potential damage to the IECEx System arising from substantiated complaints or observations of activities contrary to this Operational Document.

Upon withdrawal or resignation of RTPP status all rights and listings of the training provider organisation will be removed.

An RTP may resign their RTPP status at any-time without penalty. Fees are not refunded in this situation.

8 Continuity of RTPP Status

Continued RTPP status is subject to a review of the organisation's activities, systems and processes with a frequency of not less than every three years by the IECEx ExPCC appointed panel.

It is expected that an RTP will have provided a minimum of four relevant training services per annum over the three year period as a demonstration of ongoing capability.

The renewal of RTPP status is conducted via the submission (at nil cost) and review of a new or updated declaration by the RTP before the expiry of the three period.

Renewal is subject to the decision of the IECEx Executive.

Annex A

RTPP Applicant Declaration Elements

Declaration by a training provider organisation applying to become an IECEx Recognised Training Provider in the IECEx System

The declaration by a training provider organisation (that may be an individual) applying to become an IECEx Recognised Training Provider shall be a self-contained document including the following information:

- a) A description of the body which gives, in addition to an organization chart, information about the legal status of the body:
 - the address(es) at which it carries out its operations (both administrative and for training activities);
 - any legal relationship between the training organization and IECEx accepted Certification Bodies (ExCBs) operating in the IECEx CoPC Scheme
 - documents available for providing supporting information, for example with regard to other relevant credentials or references as a training provider
- b) Evidence of implementation of a documented management system relevant to, and suitable for their Ex related training services and maintenance thereof.
- c) Evidence of an awareness of the operation of personnel certification systems (in particular the IECEx CoPC Scheme) and evidence of an awareness of the principles and requirements of ISO/IEC 17024.
- d) Statement of details of training staff with competence in Ex technologies
- e) Details of the scope of their training services to be provided as a recognized training provider. These may be outlined in terms of the IECEx Certified Persons Scheme competency units as defined in IECEx OD 504 OR a similar method.
- f) Acceptance that IECEx Secretariat reserves the right to:
 - request information on the RTP's training activities
 - request samples of training materials
 - request copies of the RTP's management system documentation
 - request permission to contact, via the RTP, trainees for the purposes of surveying them on the training services provided or to review the results of individuals' assessment activities conducted during or at the completion of training activities
- g) Agreement to advise the IECEx Secretariat of any changes to the organisation's systems or personnel where these may impact on the organisation's ability to continue to provide training services as originally defined and reviewed as part of the RTPP application process
- h) Agreement to respect the intellectual property rights of the International Electrotechnical Commission (IEC).
- i) Acknowledgement that their use of the IEC Ex logo will be monitored by the IECEx Secretariat and instances of misuse reported to the IECEx ExMarkCo.
- j) Agreement to participate in the activities of IECEx ExPCC Working Groups as requested.

Additionally applicants are also invited to provide information that training activities meet the following ten internationally recognized Key Performance Indicators (KPI) in support of their declaration.

| KPI | Subject |
|------------|--|
| 1 | Continuing Education and Training Organization |
| 2 | Responsibility and Control |
| 3 | Learning Environment and Support Systems |
| 4 | Learning Event Planning |
| 5 | Learning Outcomes |
| 6 | Planning and Instructional Personnel |
| 7 | Content and Instructional Methods |
| 8 | Assessment of Learning Outcomes |
| 9 | Program Evaluation |
| 10 | Customer satisfaction |

Annex B**Application Review and Recognition Process**