

**IECEX Scheme  
Braunschweig Meeting of ExTAG  
4<sup>th</sup> and 5<sup>th</sup> of September**

**Draft Minutes and decision list**

**Attendance List** : see ExTAG(Braunschweig)01

**1 Opening and Welcome**

- 1.1 Welcome of Dr Goebel President of PTB, who presented PTB institution and its role in Germany.  
Warm thanks of Ian Cleare, Chairman of ExMC, for PTB hosting the IECEX Scheme meetings
- 1.2 Welcome of W Dill Chairman of ExTAG

Thanks to PTB hosting the meeting of IECEX Scheme, which is steadily growing as the number of participants show.

**2 Approval of the Agenda**

**Decision** : Agenda is approved as such.

**3 Approval of the unconfirmed minutes of the third meeting of the ExTAG Sydney 14/09/1999**

On page 4 within table it should be read: INSEMEX

The Chairman mentioned few words to the memory of our appreciated colleague, Ion Caprar. On this occasion he expressed the sympathy of the whole Group to the Romanian Delegation.

**Decision** : Minutes are approved.

**5 New applicant status review**

See document n° OD 001/V3 of June 2000.  
This document will be discussed in detail in ExMC.

For accepted Certification Bodies See OD 0002/V3

**5.1 Information on actual process**

*Discussion*

It is requested to the ExTAG Group to report any experience, e.g. differences between peer assessment and national accreditation.

National accreditation is found to be useful for helping entering the IECEX Scheme although it is not requested by it.

It is found useful when the formal aspect is concerned.

The feeling is that Peer assessment is more concerned by the technical aspects.

**Decision** : the group considered that national accreditation is a basis for preparing the peer assessment but also reminded this is not mandatory in the Scheme.

## 5.2 Status review.

See ExMC agenda

- 5.3 Observations and suggestions possibly to be made to ExMC  
No proposal

## 6 Working group status review

- 6.1 Report from WG 1  
IECEX Assessment and Test report check list is made by (P.Smith)  
This raised points of discussion.

### *Discussion*

Different issues related to ATRs forms are to be discussed.

- a) usage of the forms (extent and format of data to be included in the report?)

It is understood that the actual content is a minimum

The problem of identification of either the ExTL or the Certification body is brought up.

The group agreed to use basically the forms.

The question is : is it mandatory to use it as such or modifications are allowed?

Experience of CB Scheme is reminded by the ExTAG Secretary where format are common and downloaded from the IECEE secretariat.

Recall of the IECEX rules is made by the ExMC secretary : it is possible to provide and accept a document which may be different from official ATR models. But of course these models should be used preferably.

**Decision :** Complementary to the actual job on ATRs, the WG 1 shall develop a guide to allow properly use of ATRs.

The amount of information that should be transferred to a receiving body is considered as a key issue.

The use of e-mail exchange is encouraged.

The experience indicates that an issuing body wishes to transmit the minimum of information and that a receiving body would normally ask the maximum information.

Only relevant information of a standard for a specific equipment should be considered.

### **Decision:**

In general to avoid problems of acceptance the use of the official IECEX ATR format is preferred especially for new applications.

In the starting phase of IECEX scheme use of these official ATR format is left to the discretion of the issuing body, but when not used, it is left to the receiving body to accept the submitted document or to request supplementary information.

The ExMC secretariat has these ATR forms available to the members.

### **Decision :**

It is mandatory to use at least the official ATR cover page and the section 1, in any case.

- b) new edition of IEC that need to be covered by ATR forms.

The group discussed problems to create easy usable ATR forms, because standards are not written in view of such a use. In this context reference was made to the need to meet more closely the requirements of ISO/IEC Guide 7. TC 31 Chairman, J.Munro and ExMC Chairman, I.Cleare agreed on the approach to inform TC 31 and sub-committees about this discussion.

### **Decision :**

It has been found necessary to put the Chairpersons of TC 31 and Sub-committees on the mailing list of ExTAG. This will be achieved with the cooperation of ExMC secretariat.

*Discussion :*

Formal acceptance of IEC standards issued by TC31 or its subcommittee to be accepted by the scheme?

**Decision :**

The scheme accepts the new edition of standards. A formal record of applicable standards should be made available officially to members and manufacturers.

What about having two editions in parallel?

*Discussion :*

It is believed that the last state edition should be applied with a reasonable transition period (it is felt that 6 months would be an acceptable transition).

Legal advice should be sought at IEC level to fix the date of withdrawal and of start of application of a new standard edition.

**Decision :** For ATRs preferably the latest edition of standard should be used especially for a new application. Nonetheless it is reminded that Article 10.4 of IECEx 02 also applies.

**Decisions :**

Canada agrees to issue the cover and section 1 of 79-11. BVS would do the same for 79-2.

Nonetheless volunteers to reinforce the present WG 1 are sought for producing the complete set of ATRs

**Decision :**

ATR for intrinsic safety related to the latest edition shall be developed with the additional contribution of TestSafe (AU) and PTB (DE).

c) improving the forms

**Decision :**

Comments and suggestions should be sent by the members to WG1.

d) software suitable for global use

**Decision :**

In order to ensure the best compatibility among members, the use of word 97 is the choice of the group.

## **6.2 Other Issues**

### **6.3 IECEx TAG WG3 Documentation (J.Birch)**

The document prepared will be circulated for comment as soon as available.

### **6.4 IECExTAG WG4 Uncertainty of Measurement (R.Jacobi)**

Paper distributed during the meeting and tabled under n°ExTAG(Braunschweig/Sec)/02  
Clarifications on the issue are made by R.Jacobi.

*Discussion :*

Consideration on good testing practice should not be forgotten.

Is it necessary to measure temperature minus or plus 1 K when inflammation temperatures are known at minus or plus 20 K?

**Decision :**

The group is invited to react to the tabled document. Comments should be directed to R.Jacobi ,  
Convenor by end of March 2000.

**Decision :**

This document will be available via web-server of IECEx. It should be accompanied with a recall of  
term of reference of the WG and if possible an additional short explanation of the term uncertainty of  
measurement.

## **7 Technical discussion**

### **7.1 Discussion on draft document ExTAG/05/CD**

the aim is not to provide interpretation ( which is the role of standardization) but to give a way to  
provide guidance on how to apply in a common way the edited standards.

This to improve the use of the standards by proposing common testing procedure.

It is proposed to make them available public.

*Discussion :*

Do we need a structure which works towards uniformity?

**Decision :** ExTAG Group feeling is yes.

Is the presented form acceptable for technical decision ?

**Decision :** ExTAG group agrees.

*Discussion :*

Should the technical decision be filled in separately or be left in the minutes?

**Decision :** ExTAG Group feels that technical decisions should appear separately although a reference  
to it should be made in the minutes.

*Discussion :*

Should these decisions be sent to TC 31 for information and possible up date of the standards through  
the maintenance team?

**Decision :** General feeling of the ExTAG Group shows agreement to this proposal. It is also suggested  
that a more formal exchange procedure between ExTAG Group and TC 31 is set in common.

**Decision :** The decisions shall be made available public (ExTAG members, by the ExTAG secretariat  
in cooperation with the ExMC secretariat with the proper disclaim attached to the edited document.

*Discussion :*

How does the ExTAG Group accept technical decisions?

**Decision :** As a preferred way, consensus is the first route or according to the provision of IECEx  
rules, a vote of TLs by simple majority is an other route.

**Decision :** As an example of actual problem ExTAG/05/CD is submitted to the ExTAG group.  
Comments, suggestions are to be sent to the author.

Final draft will be presented next ExTAG meeting for approval by the group.

### **7.2 Discussion on draft document ExTAG/06/CD**

Document drafted by the Australian National Committee.

Article 1, 3<sup>rd</sup> line : is to be modified as follows :  
...to all relevant tests.specified in the Standards.

Article 2, 3<sup>rd</sup> and 4<sup>th</sup> lines replace “interpretation” by decision.

3<sup>rd</sup> line should be replaced by could

4<sup>th</sup> the receiving ACB *should discuss this with the issuing ACB and if after clarification the receiving NCB still has reasonable doubt the receiving ACB* has the right to either...is added.

article 6 : to be discussed in ExMC.

Article 7 : is modified as follows :

When a manufacturer applies directly to an ExTL the Ex TL must pass the evaluation record directly to the ACB for final issue of IECEX ATR.

Article 8 : no change

Article 9 : replace certificated by authenticated.

Article 10 : In case of reasonable doubt or in case of regulatory requirements is added color is removed

Article 11 **Recommendation** : the three first parts are mandatory , the sequential part is left free.

Article 12 In case of reasonable doubt is added

Article 13 In case of reasonable doubt is added  
6<sup>th</sup> line Replace testing of models compliance

article 14 no change

article 15 deleted. Some ACBs should check if general rules require forms for applications.  
and simplification on documentation request.

**Decision** : all these modifications should be brought to ExMC as the contribution of ExTAG on the subject

8 Contact with International and regional Bodies – Status review  
No special information at the moment.

## 9 Miscellaneous

### 9.1 Review of ISO 17025

It is known that a two years transition is recommended, thence the candidate should conform to this by the end of 2001 for their assessment or reassessment

In AU ,UK and FR accreditation bodies have informed already their accredited laboratories that they will have to comply with ISO 17025 in due time.

### 9.2 Review of ILAC/LLC

Noted, to be discussed to ExMC

## 10 Set up of new WG specific to ExTAG

No need expressed

## 11 Nomination of ExTAG Chairman for the term 2001-2003

W.Dill is re-elected unanimously by the delegations by applause.

## **12 Confirmation of next meeting**

See ExMC decision on the matter

## **13 Closure**

The Chairman thanks the delegates for their various contributions and for those that are going back home wishes a safe trip.