



ExMC/566/R
August, 2009

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

Title: IEC ExMC WG12 Personnel Competencies Convenor's Report

Circulation: Ex Management Committee, ExMC

INTRODUCTION

Report of the Activities of WG12 since the Paris 2008 Meeting of IEC ExMC for consideration and discussion at the ExMC meeting in Melbourne on 3rd & 4th August, 2009

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IEC ExMC WG12
REPORT

WG12 has held 2 meetings during the last 12 months. On 4th, 5th, & 6th February 2009 arranged by DKE and held at Allianz, Frankfurt followed by a meeting on 23rd, 24th & 25th June 2009 at IEC Asia-Pacific Regional Centre (IEC-APRC) SPRING Singapore, No. 2, Bukit Merah Central, Singapore.

The Frankfurt meeting was attended by 13 members with 2 IECEx Officers and 9 apologies. The Singapore meeting was attended by 9 members with 4 IECEx Officers and 12 apologies.

Frankfurt Meeting

Members discussed the Business Development Plan Report to the IEC ExMC meeting in Paris and the subsequent submission for the introduction of this System to CAB and noted the Approval from CAB for the introduction of the IECEx System for Certification of personnel Competencies.

Task Groups had been established for preparation of each of the documents for the Scheme and their work and reports were discussed. This resulted in the completion of draft documents:

IECEx05	Rules for Personnel Competencies
OD501	Assessment Procedures for IECEx acceptance of Certification Bodies (ExCBs) for the purpose of issuing and maintaining IECEx Certificates of Personnel Competencies.
OD502	Application for Personnel Competencies documentation and information requirements
OD503	ExCB Procedures for issuing and maintaining IECEx Certificates of Personnel Competencies
OD504	Specification for Units of Competency Assessment Outcomes.

Specific items introduced to the documents include:

- The concept of limitations of scope was introduced that can, for example, relate to:
 - Types of products / equipment
 - Ex protection types
 - Groups I, II or III.
- It was confirmed that the Units of Competency for the first release would include:
 - Unit Ex 001 - Apply basic principles of protection in explosive atmospheres
 - Unit Ex 002 - Perform classification of hazardous areas
 - Unit Ex 003 - Install explosion-protected equipment and wiring systems
 - Unit Ex 004 - Maintain equipment in explosive atmospheres
 - Unit Ex 005 - Overhaul and repair of explosion-protected equipment
 - Unit Ex 006 - Test electrical installations in or associated with explosive atmospheres
 - Unit Ex 007 - Perform visual & close inspection of electrical installations in or associated with explosive atmospheres
 - Unit Ex 008 - Perform detailed inspection of electrical installations in or associated with explosive atmospheres
 - Unit Ex 009 - Design electrical installations in or associated with explosive atmospheres

- Unit Ex 010— Perform audit inspection of electrical installations in or associated with explosive atmospheres

The documents were passed to the IECEx Secretariat and issued to member Bodies on 20th March for comment.

Additional items discussed:

- The Scope of WG12 was discussed and agreed that it should be as follows:
Working Group: *ExMCWG12*
Title: *Certification of Personnel Competencies*
Description: *To establish and maintain the rules and requirements for the operation of a Certification of Personnel Competencies Scheme within the framework of the IECEx Certification System*

Once the Scheme is established consideration will need to be given to the ongoing structure and operation of this group. This will be important as constant surveillance of the scheme, particularly security will be important. It was agreed this matter could be addressed at a future stage.

Recommendation to ExMC to alter the scope of the working group as shown.

- Commenced development of a database with assessment question.
- The IECEx Secretariat agreed to develop the certificate style & content plus ID Card and develop the website certificate requirements similar to the Equipment Scheme and Service Facility Scheme.
- A publicly available document is being developed. It may be a handbook or guide, in general language providing information about the scheme targeted at applicants/ users not ExCB s giving benefits and how to use the scheme.

Singapore Meeting

The major work undertaken at this meeting of the Working Group was to consider the comments submitted by Member Bodies to the 5 documents as circulated in March 2009.

Of the comments received the only major change was identified from within the group and that was the oversight in not including the practical assessment requirements in the Units of Competency. These had been inadvertently removed from earlier circulated drafts. Some restructure of the documents took place to ensure the requirements were placed in the correct location and only appeared once.

Specific items introduced or altered based on comments are:

- Following discussion re the intent of 'facilities' it was agreed that the requirements for both practical and theoretical test facilities requirements should be included in OD 501
- As a minimum an ExCB seeking acceptance to be visited by an assessor prior to the issue of the accreditation.
- The indemnity clause is removed from the Application form
- ExCBs may have their own individual application form but are encouraged to use a 'common' form which as a minimum must contain the information required on the reference document in OD 502
- Each successful candidate will be issued a Passport Card (Credit card size) with a picture of the candidate
- The requirement for re assessment of existing competency to be 18 month intervals and followed by a full re-assessment at 3 years. This is to be further discussed at the next meeting.

The documents were approved by the Working Group and were circulated to Member Bodies for acceptance in July.

Additional items discussed:

- The IECEx Secretariat demonstrated the web based requirements for the Competency Certificate Scheme and agreed to update based on information and advice from this meeting. It will be finalized ready for operation to commence
- The ExMC will prepare a list of proposed assessors and WG12 request that they can review this list prior to acceptance.
- The Guide to Personnel Competencies is still in development and is intended to contain relevant information from the Rules and Operational Documents for use primarily by those seeking Personnel Competencies and those needing competent persons. A draft of this Guide should be available during September.
- A databank of questions for use with the assessments is being prepared. This is intended to remain as a 'confidential work' within the Working Group. Collation of material is already underway and additional questions will be a requirement for any ExCB being accepted into the Scheme.
- Proposed at this time to maintain the Certification of Personnel Competencies Working Group in the current format.
- Applications from ExCBs to become members of the Scheme could be accepted from October 2009 given a positive vote from ExMC member Bodies.
- The WG12 recommended scheme costs were re-considered and confirmed as an initial fee of 250CHF followed by a renewal fee of 100CHF at re-assessment.

Recommendation to WG13 & ExMC to accept the proposed fees.

- The assessment team should comprise two members, one from the WG who does not necessarily be a current assessor under IEC Ex. Given that the initial audits of the first ExCBs may take longer than in future it is recommended that some compensation be considered for any additional fees that may result during these early audits.

Recommendation to ExMC to accept WG12 review of proposed
auditors and to monitor audit times and activities.

- It was noted that there are members of the WG12 who have not attended any meetings and not contributed in any way to the work. Suggest the criteria is established that non attendance at 3 meetings coupled with lack of participation in the way of comments etc., disqualify as members.

Recommendation to ExMC for members identified as not
contributing to be removed from the Working Group.

The proposed next meeting of the Working Group will be around March/April 2010. In the meantime items such as the Guidance document and Databank of questions will be processed via correspondence.

Ralph Wigg
Convenor IEC ExMC-WG12
24th August, 2009