



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

**Title: Draft Rules of Procedure IECEx 05 - IECEx Scheme for Certification of
Personnel Competencies for Explosive Atmospheres**

Circulated to: IECEx Management Committee, ExMC

INTRODUCTION

Draft Document *ExMC/515/CD - Draft Rules and Procedures - IECEx Program for Certification of Personnel Competencies for Explosive Atmospheres (Draft IECEx 05)* was prepared by ExMC WG12 during its February 2009 meeting and submitted to ExMC members for comment in March 2009. Comments received from members were collated and circulated as document ExMC/527A/CC.

ExMC WG12 held a further 3 day meeting in Singapore during 23 – 25 June 2009 to consider the comments and necessary changes to the document.

This document, ExMC/515A/DV incorporates the changes determined during the Singapore WG12 meeting and sets out the proposed Rules and Procedures, IECEx 05. Refer to ExMC/527B/CC for WG12 response to the comments and the Preface of this document for an indication of main changes included in the document.

This document is issued to ExMC for final approval. Please submit your vote to the IECEx Secretariat by **21st August 2009** using the following voting form.

The results of the voting will be reported during ExMC Melbourne 2009 September Meeting. Therefore we seek your assistance for return of the vote by the due date.

On behalf of members the secretariat wishes to thank the WG 12 for their extensive work during the past 3 years.

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IECEx Scheme for Certification of Personnel Competencies for Explosive Atmospheres

IECEx 05 – Rules and Procedures



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PREFACE

During the 2005 ExMC meeting in Buxton, the IECEx Management Committee agreed to commence work on the preparation of documents to enable the introduction of Certification of Personnel Competencies for Explosive Atmospheres into the IECEx System. This work is assigned to IECEx Working Group WG12.

Following the 2006 WG 12 meeting in Amsterdam, it was agreed to prepare draft rules and procedure documents for comment and discussion during the 2006 Shanghai IECEx meetings.

At the Shanghai meeting of IEC ExMC, the WG12 proposal was presented and the WG requested to advance to the next stage and prepare the draft rules, as an extension to IECEx 01 Rules, covering the Explosive Atmosphere Competencies.

A draft was discussed at the meeting of WG12 held in Birmingham on 14th / 15th / 16th April, 2008 and issued to National Committees as a CD to allow consideration of the overall direction of the proposed Personnel Competencies Scheme.

Draft document ExMC/465/CD was considered during the Paris 2008 ExMC meeting with WG12 holding a further meeting in Frankfurt, Germany on 4th / 5th / 6th February, 2009 to update ExMC/465/CD in light of discussions and decisions from the Paris ExMC meeting. Following the Frankfurt WG12 meeting, document ExMC/515/CD was issued to ExMC during March 2009 for further consideration and comments collated in document ExMC/527/CC.

Document ExMC/515/CD was further considered during a meeting of WG12 held in Singapore on 23rd – 25th June 2009, in light of comments received (ExMC/527/CC).

This latest document ExMC/515A/DV, updated in light of ExMC comments (ExMC/527CC) is now submitted for voting by ExMC as the new IECEx 05 – Rules of procedures for the IECEx Certificate of Personal Competency Scheme.

The main areas of change to ExMC/515/CD, included in this latest version are as follows:

- a) New Clause 6.1 to describe the CoPC Scheme
- b) Clarification of Surveillance and re-certification requirements in Clause 8.6, with inclusion of an 18 month surveillance period
- c) Inclusion of failure to comply with surveillance requirements in Clause 8.11
- d) Reference to IAF GD 24 – Guide to the application of ISO/IEC 17024 in the Bibliography at end of document.

Draft documents OD 501, OD 502, OD 503, OD 504 as referred to herein have also been submitted for ExMC voting as follows and should be considered in light of this draft:

- ExMC/516A/DV, Draft OD 501
- ExMC/517A/DV, Draft OD 502
- ExMC/518A/DV, Draft OD 503
- ExMC/519A/DV, Draft OD 504

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEx Certification System**IECEx Scheme for Certification of Personnel Competencies
for Explosive Atmospheres****IECEx 05 – Rules and Procedures**

FOREWORD

The IECEx Management Committee (ExMC) has prepared this publication.

All of the annexes to this publication are normative.

These requirements are not intended to change national regulations but offer a practical and workable option to Regulators especially where national regulations do not exist.

This publication is directly related to Publication IECEx 01 containing the Basic Rules of the IECEx Certification System.

This edition of IECEx 05 takes effect immediately upon publication.

The text of this publication is based on the following documents:

Document	Report on Voting
ExMC/515A/DV	ExMC/...../RV

Full information on the voting for the approval of this publication can be found in the report on voting indicated in the above table.

INTRODUCTION

IECEx Certification of Personnel Competencies Scheme [CoPC]

While certification of Ex equipment is covered by the IECEx Certified Equipment Scheme and the IECEx Service Facilities, as detailed in IECEx 02 and IECEx 03 respectively, the objective of the IECEx CoPC Scheme is to provide cross-industry competencies needed for work associated with equipment for hazardous areas. These competencies are intended for use by any industry sector or enterprise with regards to explosion-protection related to the relevant functional areas.

There are several documents that provide the basis for the CoPC:

IECEx 05	IECEx Scheme for Certification of Personnel Competencies for Explosive Atmospheres – Rules and Procedures
OD 501	Assessment Procedures for IECEx acceptance of Certification Bodies (ExCBs) for the purpose of issuing and maintaining IECEx Certificates of Personnel Competencies
OD 502	Application for Personnel Competencies documentation and information requirements
OD 503	ExCB Procedures for issuing and maintaining IECEx Certificates of Personnel Competencies.
OD 504	Specification for Units of Competency Assessment Outcomes
Handbook	Guidance for Certification of personnel Competencies

This certification scheme is intended only to ascertain the competency of personnel as it relates to working with equipment for use in or associated with explosive atmospheres.

Where is Ex equipment commonly found?

Flammable gases, vapours and mists, as well as combustible dusts create potentially explosive atmospheres.

Industries include but are not limited to:

- Automotive refuelling stations or petrol stations
- Oil refineries, rigs and processing plants located Onshore or Offshore
- Oil and gas tankers, drilling ships and FPSO (Floating Production Storage Offloading vessels)
- Chemical processing plants
- Printing industries, paper and textiles
- Hospital operating theatres
- Aircraft refuelling and hangars
- Surface coating industries
- Underground coalmines
- Sewerage treatment plants
- Gas pipelines and distribution centres

- Grain handling and storage and processing (flour-milling industry)
- Woodworking areas
- Sugar refineries
- Light metal working, where metal dust and fine particles can appear

Competency application

The competencies are intended to be applied as it relates to the specific work function of an individual person and includes (but not limited to) management awareness, area classification, design of installations, selection, installation, inspection, maintenance and repair/overhaul. The scheme does not detail any training requirements and a Certificate is issued on the basis of an assessment undertaken by an ExCB. Evidence of qualification or trade credentials for similar work in non-hazardous areas will need to be presented and verified prior to being assessed for work in hazardous areas and this will include any regulatory requirements for certificates or licenses etc., within each country for which the person is making application for the Certification to be valid.

A Certificate of Personnel Competencies can only be issued when the ExCB is satisfied compliance with the scheme requirements has been achieved and the person is competent according to the Units of Competencies in the scope of the application.

More Information

Further information, including free downloads of the IECEx Rules and Procedures, is available from the IECEx Website: www.iecex.com

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEx Certification System**IECEx Scheme for Certification of Personnel Competencies
for Explosive Atmospheres****IECEx 05 – Rules and Procedures**

1 Scope

This publication contains the Rules of Procedure of the Scheme of the IEC, hereinafter referred to as the "Rules", for the Certification of Personnel Competencies [CoPC] involved in activities such as but not limited to:

- apply basic principles related to managing, producing, processing or servicing functions in explosive atmospheres
- perform classification of Hazardous Areas
- install explosion-protected equipment and wiring systems
- maintain equipment in explosive atmospheres
- overhaul and repair of explosion-protected equipment
- test electrical installations in or associated with explosive atmospheres
- perform visual & close Inspection of electrical installations in or associated with explosive atmospheres
- perform detailed Inspection of electrical installations in or associated with explosive atmospheres
- design electrical installations in or associated with explosive atmospheres.
- perform audit inspection of electrical installations in or associated with explosive atmospheres

all for use in or associated with explosive atmospheres.

It is not intended that the IECEx CoPC scheme be applied to personnel who are:

- involved in the design or manufacture of product where the output of their work is verified through test, assessment or equipment certification
- involved with testing and certification bodies where their competency is verified through the accreditation of a Test Laboratory or a Certifying Body

This IECEx CoPC Scheme operates as a complimentary Scheme to the IECEx Schemes covering Certification of Equipment for use in explosive atmospheres covered by IECEx 02 and the Certification of Service Facilities covered by IECEx 03.

These Rules relate to and must be read in conjunction with the Basic Rules of the IECEx System, as given in Publication IECEx 01.

2 Normative references

The following publications contain provisions, which, through reference in this text, constitute provisions of these Rules. The Ex Management Committee shall decide the timetable for the introduction of revised editions of the publications.

IECEx 01 - *Basic Rules of the IECEx System.*

IECEx 02 – *Equipment Certification Program covering equipment for use in explosive atmospheres – Rules of Procedure.*

ISO/IEC Guide 2 - *Standardization and related activities - General vocabulary.*

ISO/IEC 17000 - *Conformity Assessment – Vocabulary and general principles*

ISO/IEC 17024 - *Conformity Assessment – General requirements for bodies operating certification of persons*

IEC 60079 Series - *Explosive Atmospheres*

3 Definitions

ISO/IEC Guide 2 gives the basic definitions.

For the purpose of the IECEx CoPC Scheme, the definitions contained in ISO/IEC 17024, IECEx 02 and those below apply:

3.1

IECEx Certification of Personnel Competencies [CoPC] Scheme

Scheme of the IECEx Certification System for the certification of personnel competencies for persons engaged in work and services related to explosive atmospheres.

3.2

IECEx Certificate of Personnel Competencies [CoPC]

Document issued under these Rules indicating that adequate confidence is provided that a duly identified Person has been found to operate procedures that provide confidence that the work undertaken complies with IECEx requirements and is under the surveillance of an IECEx Certification Body (ExCB).

3.3

IECEx Personnel Competency Assessment Report [PCAR]

A document that presents the results of an assessment of a person's competencies, to the requirements of the IECEx CoPC Scheme.

3.4

Applicant

A person who applies to an Ex Certification Body for an IECEx Certificate of Personnel Competencies.

3.5

Competency

The acquired specific knowledge and skills and the application of that knowledge and skill to the standards of performance required in the workplace.

NOTE: The concept of competency focuses on what is expected of an employee in the workplace rather than on the learning process, and embodies the ability to transfer and apply skills and knowledge to new situations and environments.

3.6

Ex Competent Person

A person who can demonstrate a combination of knowledge and skills to effectively, efficiently and safely carry out activities in hazardous areas, covered by this specification.

Note: Competencies are specified by activity (e.g. classification, selection, installation, maintenance, testing and inspection, etc.) and may be limited by types of protection, product types, groups etc as detailed in OD 502.

4 Governing of the IECEx System

This IECEx System is governed by the Ex Management Committee (ExMC). The responsibilities of the ExMC, in this respect, are defined in the Basic Rules of the IECEx System, Publication IECEx 01.

This publication, IECEx 05, sets out the general rules and procedures of the IECEx Certification of Personnel Competencies Scheme. These general rules are supplemented by the Scheme's Operational Documents (ODs).

5 Obtaining IECEx Certification of Personnel Competencies [CoPC]

The IECEx CoPC Scheme provides the means for Persons to obtain an IECEx certificate that is intended to provide the international Ex community with confidence that such Persons undertake work or provide services in accordance with the technical and quality system requirements of the IECEx CoPC Scheme. The aim of the IECEx CoPC Scheme is that IECEx Certified Personnel:

- Establish and maintain competencies in the Ex field as administered by the ExCB
- Establish and implement scheme procedures
- Ensure necessary test and measuring equipment is adequate and under calibration control.

The operational documents OD 501; OD 502; OD 503; OD 504 and relevant requirements of IEC 60079 series of standards, together with these rules IECEx 05, form the basis of the IECEx CoPC Scheme requirements.

An IECEx CoPC may be issued for a specific area of operation, for example to cover "Area Classification to IEC 60079-10 only".

Ex Competent Persons that have attained and maintain IECEx Certification for the services they provide shall affix the IECEx CoPC Certificate Number adjacent to the signature, to reports and stationery providing that there is no misrepresentation of the scope of certification.

6 Principles of the IECEx CoPC Scheme

6.1 IECEx Certificate of Personnel Competency (Ex CoPC)

The IECEx Certificate of Personnel Competency Scheme provides the means for an individual working within Hazardous Areas to obtain a Certificate of Personnel Competency that is intended to be accepted in all participating countries as equivalent to their national certification. An IECEx CoPC shall only be issued by any ExCB accepted into the Scheme. An IECEx CoPC may also be accepted in other non-participating countries. The certificate will

attest that the individual person conforms to the relevant criteria and that he meets the requirements of this Scheme and are under the surveillance of an ExCB.

6.2 IECEx Certificate Issuing Countries

In order for a country to participate in the IECEx CoPC Scheme the country must first be a member of the IECEx System, as required by IECEx 01 and comply with the requirements for IECEx Membership as detailed in IECEx 01. Countries that are existing members of the IECEx System shall be considered members of the IECEx CoPC Scheme.

6.3 Method of Application

An ExCB approved by the ExMC, in accordance with these rules and associated IECEx Operational Documents, may issue IECEx CoPC. Applications for acceptance for the purpose of issuing IECEx CoPC can be accepted from Bodies that reside in an IECEx Participating Member Country. An application for a country to participate in the IECEx System is made by the candidate Member Body of the IECEx System for that country. (see IECEx 01). The application is made to the Secretary of the ExMC.

6.4 Acceptance

Certification bodies are accepted into the IECEx CoPC Scheme following satisfactory assessment of their competence by assessors appointed by the ExMC as providing adequate confidence to regulatory authority, user, manufacturer and certification body interests. Competence is judged by reference to ISO/IEC 17024 and IECEx System requirements.

6.5 Permissions

Only ExCBs that have been accepted for the purpose of issuing IECEx CoPC and reside in an IECEx participating country are permitted to issue IECEx Certificates of Personnel Competencies.

6.6 Confidentiality

All those participating in the IECEx System shall respect the confidentiality of any information that they obtain and take all reasonable steps to bind their staff and those working under contract to preserve that confidentiality. The effectiveness of such steps taken shall be evaluated as part of the IECEx assessment of the ExCB.

7 IECEx instruments

7.1 IECEx Certificate of Personnel Competencies [CoPC]

7.1.1 Issue

An ExCB, on the basis of a satisfactory IECEx Personnel Competency Assessment Report (PCAR), issues an IECEx Certificate of Personnel Competencies certifying that the Ex Competent Person identified on the Certificate has been independently assessed and verified as competent in the specific competencies listed on the certificate and conforms in all relevant respects with the IECEx requirements concerning CoPC procedures.

7.1.2 Format

The IECEx System Secretariat, in conjunction with the CoPC Working Group, shall decide on the format, layout and content of IECEx Personnel Competencies Certificates.

7.1.3 Contents

The IECEx Personnel Competencies Certificate shall contain at least the following information:

- Date of Issue
- Date of Expiry
- clear personal description of the Ex Competent Person including photographic evidence
- the name of the Ex Competent Person
- the number and title of the Unit of Competencies including any limitations which have been independently assessed and verified
- the reference number of the original PCAR that enabled IECEx CoPC to be issued
- Indication of changes to Certification and amendment issue
- Name of the issuing ExCB

7.2 IECEx Personnel Competency Assessment Report (PCAR)

7.2.1 Content

A PCAR is prepared and issued by an ExCB recording the independent assessment and verification of an Ex Competent Person's Competencies for compliance with the IECEx CoPC Scheme requirements.

7.2.2 Format

The IECEx System Secretariat, in conjunction with the CoPC Working Group, shall prepare a document detailing competency requirements for the Scheme and the format, layout and content of PCARs.

7.2.3 Restrictions

The PCARs are documents used in the preparation of IECEx Certificate of Personnel Competencies and basis for on-going surveillance of the Ex Competent Person. The PCAR is issued to the applicant on the basis of being a confidential document and shall not be used in any form of advertising or sales promotion in a way that the information may be misrepresented.

8 Certification procedure

8.1 Applicant

An individual person may make an application for an IECEx Certificate of Personnel Competencies to any ExCB, which has been accepted for this purpose by ExMC. At the time of acceptance of the application there shall be a declaration that an application has not been accepted by another ExCB.

8.2 Application Documentation

The documentation shall accurately identify the specific scope of Competencies for certification as detailed in OD504, and shall include the personal details of the applicant as required by OD 502.

Note. Further information for the applicant is available in the Handbook - Guidance for Certification of Personnel Competencies

8.3 Evaluation of Applicant Documentation

The ExCB shall conduct an evaluation of the application documentation to verify that the application for Certificate of Personnel Competencies is in conformity with IECEx requirements and notify the applicant of the result.

8.4 Assessment of Ex Personnel Competencies

The ExCB shall assess the competencies for compliance with specified requirements as detailed in OD503 . The ExCB shall issue an IECEx PCAR only when full conformity with IECEx CoPC Scheme requirements has been established or issued as a PCAR (failed) where full compliance has not been achieved.

8.5 Certificate issue

Upon satisfactory completion of the work, the ExCB shall review the PCAR to ensure it covers the Ex Competent Person's details and the competencies which have been independently assessed and verified. If the review is satisfactory the ExCB shall issue the PCAR together with an IECEx Certificate of Personnel Competencies to the applicant, with a copy of each being retained by the ExCB. The Ex Competent Person and the ExCB shall each retain a set of the Applicant Documentation referred to in the PCAR. The ExCB shall send a copy of the Certificate to the Secretary of the ExMC along with details of the PCAR.

The IECEx Certificate of Personnel Competencies shall remain valid only while a valid PCAR exists.

8.6 Surveillance and re-certification

The Ex Competent Person shall sign an agreement to enable the ExCB to carry out, or arrange for another body to carry out on its behalf, periodic surveillance of the Ex Competent Person's continuity of practice. The frequency of such surveillance, inspection, assessment and testing shall be determined by the ExCB in accordance with the IECEx CoPC Scheme requirements and the Competencies being assessed.

As a minimum an ExCB shall receive evidence from an applicant as to their continuing application of skills in their area of competency every 18 months. This may lead to a review of the certificate.

Re-certification shall result in the PCAR being withdrawn or re-validated, and the IECEx Certificate of Personnel Competencies adjusted accordingly.

After three (3) years from the original issue of the PCAR a reassessment of the competencies included in the PCAR and certificate shall be undertaken for the purpose of re-certification.

Note: The requirements for surveillance and re-certification is subject to further consideration by wg12

8.7 Changes

If the Competent Person wishes to make any changes that may alter the scope of the Competencies listed on the Certificate, he shall apply to the ExCB which granted the IECEx Certificate of Personnel Competencies. The Competent Person is required to describe the changes and the measures adopted to ensure continuing conformity with IECEx requirements. The ExCB shall arrange for such work as is necessary to be carried out to verify that the Competent Person incorporating the change will still conform to the Scheme requirements. The ExCB shall issue a new Certificate authorizing the change. The ExMC shall specify the layout and content of the addendum. An ExCB may determine that a major change(s) requires a new Certificate to be issued.

8.8 Ensuring conformity

The Competent Person has the responsibility to ensure that all work or services provided is in accordance with IECEx requirements for this scheme.

8.9 Documentation retained

In placing an application with an ExCB, the applicant authorises the ExCB to keep, for future reference, photographs and technical documentation of the Assessment of Competencies. Such reference material shall be confidential.

8.10 Surcharges

An Ex Competent Person who is not in an IECEx participating country and an applicant acting on behalf of an Ex operating organisation in such a country shall pay a contribution to the costs of the IECEx System in the form of a surcharge for each application, the amount to be decided by the ExMC. The surcharge is to be collected by the ExCB handling the application, and remitted to the IECEx account.

8.11 Suspension or withdrawal

An IECEx Certificate of Personnel Competencies may be suspended or cancelled by the issuing ExCB for the following:

- non payment of outstanding fees
- failure to comply with the surveillance requirements
- the certificate or PCAR has been issued in error,
- the holder requests cancellation,
- it is used in a misleading way, or
- the Ex Competent Person no longer complies with the IECEx requirements.

The ExCB shall give due notice to the Ex Competent Person of such suspension or cancellation and shall give the reason(s).

When an IECEx Certificate of Personnel Competencies is suspended or when it has been cancelled, the Ex Competent Person shall no longer describe themselves as "IECEx certified", nor shall he use the IECEx Certificate. Work or services provided prior to the cancellation of the Certificate is not affected, except that the Ex Competent Person is responsible for determining the necessary action, if any, for previous work or services provided as a result of the suspension or cancellation.

8.12 Compliance with rules

The applicant shall follow the rules of procedure of the ExCB and shall confirm readiness to comply with all the relevant provisions regarding, for example, surveillance and payment of fees.

8.13 Appeals

Should a Ex Competent Person or applicant be refused the issuing of an IECEx PCAR or IECEx Certificate of Personnel Competencies or be the subject of suspension or cancellation of an IECEx Certificate of personnel Competencies and disagree with this decision the person may lodge an appeal to the IECEx Board of Appeal.

8.14 Reporting

The ExCB shall provide a summary of the performance and results of assessments, including the performance and results of examinations, to the CoPC Working Group according to 17024.

9 Acceptance of certification bodies (new ExCBs)

9.1 Conditions for acceptance

A certification body shall be accepted as an ExCB by the ExMC and given the right to issue IECEx Certificates of Personnel Competencies and PCARs, under the following conditions:

- a) the certification body shall be located in a participating country;
- b) the certification body shall be recognised at national level for operating Ex certification or approval Systems;
- c) the competence of the certification body to comply with these Rules shall be demonstrated by assessment. The general competence, efficiency, experience, familiarity with the relevant standards and the types of protection and competence to carry out assessments of the Competencies included in those standards, as well as compliance with ISO/IEC 17024 and this IECEx Scheme, shall be assessed.

9.2 Application

The candidate certification body shall make an application for the acceptance of a certification body for the issuing of IECEx Certificates of Personnel Competencies as detailed in Annex B.

This application shall be endorsed and submitted by the national Member Body of the IECEx System, in accordance with the requirements of IECEx 01, to the Secretary of the ExMC and shall be accompanied by a declaration as detailed in Annex A.

9.3 Assessment

The candidate certification body shall be assessed according to the IECEx Assessment procedures to determine that the conditions according to 9.1 are fulfilled.

Assessors appointed by ExMC shall carry out the assessment. The candidate shall be given the names and current appointments of the assessors proposed. The team of IECEx Assessors proposed will have a working knowledge of assessment of personnel competencies, an understanding of the assessment techniques used for assessment of personal competency and specific hazardous area requirements. Candidates may object "for cause" (reasons to be stated) to the appointment of the assessors.

The candidate to be assessed shall express its willingness to pay the professional fees of the assessors. The amount will be decided by the ExMC, and will include reasonable travelling and living expenses arising from the assessment. An estimate of these expenses shall be provided to the candidate in advance and agreed by the candidate.

IECEx Assessment Teams shall report to the Secretary of the ExMC who shall manage all assessments, including the appointment of assessors, to ensure assessments are carried out in a timely manner and in accordance with the requirements of the Scheme.

9.4 Resolution of differences

During the assessment, the assessors shall prepare a draft report that shall be discussed with the management of the candidate certification body. Efforts should be made to resolve any differences of opinion between the assessors and the candidate during this discussion.

9.5 Report to ExMC

The assessors shall submit to the ExMC, with a copy to the representatives of the candidate certification body, a confidential report containing their findings and recommendations, taking into account the declaration submitted together with the application. The candidate may attend an ExMC meeting or submit written comments in order to respond to enquiries regarding its application.

9.6 Acceptance

The ExMC shall decide upon the acceptance of the candidate certification body at a meeting or by correspondence. In the latter case, the decision shall be reported to the next meeting of the ExMC and recorded in the minutes.

9.7 Notification

If the decision of the ExMC is positive, the Secretary of the ExMC shall inform the candidate certification body in writing.

If the decision of the ExMC is negative, the Chairman of the ExMC may, depending on the findings, suggest to the candidate certification body

- a) to withdraw the application, or
- b) to accept a new assessment.

9.8 Changes

Each ExCB shall inform the Secretary of the ExMC about changes in the information given according to Annex A.

9.9 Change of scope

When an ExCB already participating in the Personnel Competencies scheme wishes to change its scope of acceptance an application shall be made to the Secretary of the ExMC. The members of the last Assessment Team who assessed the ExCB, should give their comments on the application to the ExMC. The ExMC shall decide whether the change can be accepted on the basis of the information made available or whether a full or limited assessment will be needed.

The matter shall either be submitted to a meeting of the ExMC for decision or handled according to 9.10.

9.10 Reporting of decisions

The ExMC may delegate the decisions according to 9.9 to the Chairman and Officers of the ExMC to be made by correspondence between meetings. Such a decision shall be reported to the next meeting of the ExMC and recorded in the minutes.

9.11 Re-assessment

By means of re assessment to the extent and frequency deemed necessary, the ExMC shall verify whether ExCBs are still fulfilling the conditions of 9.1.

9.12 Withdrawal

An ExCB wishing to withdraw from the IECEx CoPC shall notify the Secretary of the ExMC via the Member Body of the IECEx System. This notification to be at least one year in advance and shall indicate the reason for the withdrawal and the date from which the withdrawal will become effective.

9.13 Suspension

The acceptance of an ExCB may be suspended or withdrawn by the ExMC if the ExCB no longer fulfils the conditions of 9.1 or, if in the opinion of the ExMC, the ExCB hampers the aim, operation or development of the IECEx CoPC Scheme, fails to take action regarding misuse of IECEx Certificates of Personnel Competencies, or violates these Rules. Before such a decision is made, the ExCB shall be given the opportunity to take corrective action over a period of six months and state its own opinion on the matter.

A decision to suspend or withdraw the acceptance of an ExCB shall require agreement at a meeting of the ExMC by a majority of at least four fifths of the total number of members. Members not attending that meeting shall have the right to cast their vote in writing by registered mail to the Secretary of the ExMC prior to the meeting.

Where suspension or withdrawal has been advised, the certification body in question shall not be allowed to claim any relationship with the IECEx Personnel Competencies Scheme.

10 IECEx publications

10.1 Types of publications

The publications detailed in IECEx 02 shall be expanded to accommodate the relevant information regarding CoPC.

In addition, the ExMC through its Secretariat may issue Operational Documents to ensure the common application of these Rules of Procedure by all ExCBs.

10.2 Information to be available

The following information shall be made readily available, to the public.

- A current list of ExCBs participating in the IECEx Scheme for CoPC
- IECEx Certificates of Personnel Competencies by Certificate Number, Scope and validity period. Other than the name and photograph, no personal details are to be included.
- Handbook providing guidance of the Certificate of personnel Competencies scheme

This and other relevant information may be made available on the Official IECEx Website www.iecex.com

10.3 IECEx Bulletin

The Bulletin detailed in IECEx 02 shall be amended to accommodate the relevant information regarding the IECEx CoPC Scheme.

10.4 Source of information

The information published in the IECEx publications is based on information given by the Member Bodies of the IECEx System, ExCBs and ExTLs. Neither the IEC nor the Secretary of the ExMC is therefore liable for the accuracy of that information. Publication of commercial information is not permitted.

11 Complaints

If there are complaints concerning the actions of an ExCB that the ExMC cannot resolve, the ExMC or the complainant shall have the right to request the CAB to take appropriate action.

Annex A
Declaration by a certification body applying
to become an Ex Certification Body for the
IECEx Certification of Personnel Competencies Scheme

(normative)

The declaration by a certification body applying to become an Ex Certification Body (ExCB) under the IECEx CoPC Scheme shall include 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
- b) the means by which the body will demonstrate compliance with ISO/IEC Guide 62, IEC/ISO 17024 or other relevant ISO/IEC personnel guidelines
- c) the responsibilities at national level concerning certification, and the schemes operated
- d) the arrangements for appeal, the documents available for providing supporting information, for example with regard to existing accreditation
- e) details of Senior Management and Staff with their qualifications and experience in the validation of Ex CoPC
- f) a list of the type of Ex Personnel Competencies according to which the body wishes to issue IECEx Personnel Competencies Certificates
- g) a statement that the ExCB will abide by all the relevant Rules of the IECEx System
- h) Experience already gained in the field of Personnel Competencies (e.g. National certification)

Annex B
Application Form to become an Ex Certification Body
in the IECEx Certification of Personnel Competencies Scheme

(normative)

ExMC/.../Q IECEx Application to become an Ex Certification Body in the IECEx Certification of Personnel Competencies Scheme.

This form is to be completed by the IECEx Member Body

Date:

Reference:

For the attention of the Secretary of the IECEx Management Committee.

Application for a certification body to become an Ex Certification Body in the Scheme of the IECEx for Certification of Personnel Competencies Scheme.

The IECEx Member Body of (name of country)..... makes the following application in accordance with 9.1, 9.2 and Annex A of Publication IECEx 05

a) description of the certification body

.....
name of the body

.....
organisation chart (use a separate page or pages)

.....
the legal status of the body

.....
the address(es) at which it carries out its operations

.....
the means by which the body will demonstrate compliance with ISO/IEC 17024

.....
the responsibilities at national level concerning certification, and the schemes operated

.....
the arrangements for appeal

.....
the documents available for providing supporting information, for example with regard to existing accreditation

b) a list of the Ex Units of Competency accepted for use in the IECEx Certification of Personnel Competencies Scheme according to which the body wishes to issue IECEx Certificates of Personnel Competencies (tick one or more of the following):

Unit Ex 001 - Apply basic principles of protection in explosive atmospheres	<input type="checkbox"/>
Unit Ex 002 - Perform classification of hazardous areas	<input type="checkbox"/>
Unit Ex 003 - Install explosion-protected equipment and wiring systems	<input type="checkbox"/>
Unit Ex 004 - Maintain equipment in explosive atmospheres	<input type="checkbox"/>
Unit Ex 005— Overhaul and repair of explosion-protected equipment	<input type="checkbox"/>
Unit Ex 006 - Test electrical installations in or associated with explosive atmospheres	<input type="checkbox"/>
Unit Ex 007 - Perform visual & close inspection of electrical installations in or associated with explosive atmospheres	<input type="checkbox"/>
Unit Ex 008 - Perform detailed inspection of electrical installations in or associated with explosive atmospheres	<input type="checkbox"/>
Unit Ex 009 - Design electrical installations in or associated with explosive atmospheres	<input type="checkbox"/>
Unit Ex 010— Perform audit inspection of electrical installations in or associated with explosive atmospheres	<input type="checkbox"/>

Details of the facilities associated with Units of Competency Ex003 to Ex008 & Ex010:

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.....

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The Units of Competency may be varied by limitation according to OD 502. The usual limitations will relate to 1) types of protection; 2) product types; 3) groups, or 4) voltage. Limitations are shown by inclusion on the certificate and ID card.

In addition other scopes may be permitted provided the ExCB making application relates the scope to the IEC standards involved and provides full details of the associated outcomes.

The certification body undertakes to abide by the Rules and Procedures laid down in Publication IECEx 01 and IECEx 05

.....
(signature)

.....
(name)

.....
(role)

.....
(date)

Bibliography

IAF GD 24:2004 - *IAF Guidance on the Application of ISO/IEC 17024:2003*