

IECEX OPERATIONAL DOCUMENT

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

IECEX - Participation and System Fees





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IECEx OPERATIONAL DOCUMENT

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

IECEx Certified Equipment Scheme –

IECEx System - Participation and System Fees

**INTERNATIONAL
ELECTROTECHNICAL
COMMISSION**

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEX Operational Document 019

IECEX Certified Equipment Scheme –

IECEX System - Participation and System Fees

INTRODUCTION

This Operational Document, OD 019, sets out the general fees for participation within the IECEx System by Countries and their Ex Certification Bodies and Ex Testing Laboratories. Fees associated with manufacturers or service facilities use of the Schemes are included in as much as they relate to the operation of the Schemes. These costs DO NOT cover the actual testing, assessment and certification costs of the individual Test Laboratory and/or Certification Body. Each ExCB and ExTL is free to impose their own costs in a competitive environment.

Document History

Date	Summary
2005 02	Original Issue (Version 1)
2006 07	Version 2 (New Item 6)
2007 06	Version 3 (New Item 7) and New Annex A
2008 02	Version 4 (Amended Clauses 1, 4.1, 4.2 and 5 and deletion of Annex A)
2009 07	Edition 5 following ExMC 2008 Paris Decisions:
2009 11	Edition 6 Adjustment in daily rate of Assessor's fees
2011 02	Edition 7 Clause 4.1.3 IECEx Conformity Mark Fees
2013 11	Edition 7.1 Clause 2.5 added, addition of text to Clauses 3 and 4.1.2 and edits to Clauses 4.2.2, 5.1.2 and 5.1.3 (Reference = ExMC/882A/CD) plus insertion of 4.3 to replace 4.1.3
2015 09	Edition 7.2 <ul style="list-style-type: none">• Clauses 2.6 and 3.2 added to expand content of OD 521• Clauses 4.1 and 4.2 regarding Annual Service Fees• Clause 4.3 regarding fees for Conformity Marks• Clause 4.4.2, 1) revised as per Decision 2014/67• Section 6 revised to reflect OD 003-2, Ed 2.0, CI 4.4

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1. Operational Fees

The “Operational Fees” referred to within this document are those fees that provide an income whereby a fully functional International Certification System for the Ex community can be maintained. The method or means by which IECEX Member Bodies recover the annual fees is a matter determined at the National Level.

2. Application Fees for New Countries, ExCBs, ExTLs and RTPs

Application Fees are applied to Countries and candidate ExCBs, candidate ExTLs and candidate Recognised Training Providers (RTPs) seeking to join the IECEX System.

- 2.1 Application Fee for new IECEX Member Bodies (Countries) **CHF 4,000**
- 2.2 Application Fee for Certification Bodies from new Countries **CHF 3,000**
- 2.3 Application Fees for Testing Laboratories from new Countries **CHF 3,000**
- 2.4 Application Fees for Certification Bodies and Testing Laboratories from Existing Member Countries. Application fees for new Bodies from existing member countries shall pay the application fee applicable to the year their country joined the IECEX System (as detailed below) or CHF 1,000 whichever is the greater. Thereby giving recognition of investments made by existing IECEX Member Countries who have been funding the development of the IECEX System over the past years by way of annual fees and also by way of other contributions, e.g. participation in developmental work of the System.

	Year Country Joined IECEX					
	Up to and including 1999	2000	2001	2002	2003	2004 + Later
ExCB Application Fee (CHF)	1,000	1,000	2,000	2,000	2,000	3,000
ExTL Application Fee (CHF)	1,000	1,000	2,000	2,000	2,000	3,000

2.5 **Application Fees for new Testing Laboratories residing in a different country to their associated Certification Body.**

Application fees for new Testing Laboratories servicing a Certification Body residing in a different country shall be the responsibility of the associated Certification Body or the Member Body of the country in which the Certification Body resides where such arrangements have been notified to the IECEX Secretariat.

2.6 **Application & Evaluation Fees for new Recognised Training Providers (RTPs).**

A fee of CHF 1,000 is applied to new Recognised Training Provider (RTPs) Program applicants to cover the costs associated with processing and evaluating the application.

3 Annual Fees

3.1 IECEx Certification Bodies and Testing Laboratories

Annual fees apply to countries and their Ex Certification Bodies and Ex Testing Laboratories as a means of contributing to the financing of the System. These are set out in the annual IECEx Budget and posted to the IECEx Website, under ExMC Documents. The formula for calculation of annual fees is set out below:

- | | |
|--|-----------|
| a) Country Contribution (covering 1 ExCB + 1 ExTL for 1 Scheme) | CHF 5,250 |
| ➤ Member Body component (CHF 3,000) | |
| ➤ ExCB component (CHF 1,250) | |
| ➤ ExTL Component (CHF 1,000) | |
| b) Additional ExCB per Scheme | CHF 1,250 |
| c) Additional ExTL (applicable to the IECEx 02 Equipment Scheme) | CHF 1,000 |

The above annual fees applies to both approved ExCBs / ExTLs and those at the application stage, noting that applicant ExCBs and ExTLs have membership and voting rights of the EXTAG.

Item a) applies as a minimum contribution to countries even where there is no ExCB or ExTL.

Annual fees for Testing Laboratories servicing a Certification Body residing in a different country shall be the responsibility of the associated Certification Body or Member Body of the country in which the Certification Body resides where such arrangements have been notified to the IECEx Secretariat.

3.2 IECEx Recognised Training Provider s (RTPs)

An annual servicing fee of CHF 500 applies to organisations or individuals accepted as IECEx Recognised Training Providers (RTPs) address costs associated with:

- Maintaining the IECEx website listing
- Promotional activities, promoting the TRP Program and all RTPs
- Surveillance activities undertaken by the Scheme and its Secretariat
- Review and analysis of RTP reports and KPIs

4 IECEx Certificate Fees

4.1 IECEx Equipment Certification Scheme (IECEX 02)

4.1.1 Background

As a means of addressing the costs of operating an International Certification System and securing the long term financing of the IECEx System, the IECEx Management Committee agreed during its 2004 Brdo Meeting to introduce a “one-off” fee for the issuing of an IECEx Equipment Certificate of Conformity. A fee will also apply should any changes be made to an existing IECEx Equipment Certificate of Conformity. This fee is set out as follows: -

4.1.2 Certificate Fee Level

The level set by the IECEx Management Committee is currently set at:

- CHF 350 for issuing of new IECEx Equipment Certificates of Conformity

- CHF 125 for issuing of IECEX Equipment Certificates of Conformity covering changes. (NOTE: the restoration of a Certificate with the same Issue number following the resolution of the reasons for a previous suspension of the Certificate attracts a CHF125 fee)

NOTE: The CHF 350 for newly issued certificates is a decision from the 2008 Paris ExMC meeting and applies to all new Certificates issued from 1 January 2010 irrespective when the application was made

Where changes to, or within, an Organisation result in the need to change multiple (more than ten) IECEX Certificates of Conformity at the same time, to accommodate changes such as and not limited to the following examples:

- a name or address change
- a change in ExCB for QAR

the ExCB responsible for the changes may apply to the IECEX Executive Secretary for a discount to the CHF 125 per certificate fee in recognition of number of certificates affected by the change. The IECEX Executive Secretary in consultation with the IECEX Chairman and the IECEX Executive shall determine the applicable reduction in fees.

4.2 IECEX Certified Service Facility Scheme (IECEX 03)

4.2.1 Background

The IECEX Management Committee, during its 2007 Denver Meeting, agreed to the introduction of fees for the issuing of an IECEX Certified Service Facility Certificate of Conformity. A fee will also apply should any changes be made to an existing IECEX Certified Service Facility Certificate. These fees defined below address costs associated with:

- Maintaining the IECEX On-Line Certificate system, listing ALL Certificates of Conformity
- Promotional activities, promoting the IECEX Scheme and all IECEX Certified Service Facilities, eg brochures, IECEX Conferences
- Inclusion of IECEX Certified Service Facilities on the IECEX “Smart Phone” and PAD Application
- Allowing the right for IECEX Certified Service Facilities to use the IECEX Logo and Brand
- Surveillance activities undertaken by the Scheme and its Secretariat to maintain the credibility of the Scheme
- Administration of the Facilities Audit Report
- Dealing with inquiries
- Others as they arise

4.2.2 Certificate Fee

Fees applicable to IECEx Certificates issued under the IECEx Certified Service Facility program (IECEX 03) shall apply as follows:

- 1) Newly Issued Certificate:
 - CHF 1,000 upon first Issue (Issue 0) of the Certificate covering the first year
 - An Annual Service Fee (to address the on-going costs of operating the Scheme) of CHF 500 applied from 1 January of the year following the date of a certificate being issued as "Current" and in each subsequent year (ie. the Annual Fee is not applied in the calendar year of New Issue)

NOTES:

1. The application of an Annual Service fee is due to the likelihood that a Service Facility would normally only hold one certificate and that the single certificate covers all Servicing work undertaken by that Facility.
2. The Annual Service fee applies from the 1st January of the year following the date of a certificate being issued as "Current".

- 2) Where more than 1 IECEx Service Facility Certificate is held:
In situations where a Service Facility organisation holds more than 1 IECEx Certificate under the IECEx 03 Scheme, the second and subsequent Certificates attract a fee of 50% of the fee shown in 1) above.
- 3) Changes to existing Certificates (including Status change from suspension to current):

• Changes of a Technical Nature (eg. scope or location)	CHF 500
• Changes of an Administrative Nature	CHF 250

4.3 IECEx Conformity Mark Licensing System (IECEX 04)

In recognition that the IECEx Conformity Mark License System is an integral part of the IECEx Certified Equipment Scheme, there are no IECEx fees associated with the issuing of an IECEx Mark License.

4.4 IECEx Certificate of Personal Competency Scheme (IECEX 05)

4.4.1 Background

At the 2008 Sao Paulo meeting the IEC Conformity Assessment Board, CAB approved introduction of the new IECEx Certified Persons Scheme, following the IECEx Management Committee, decisions of its 2008 Paris Meeting. In line with the discussions and decisions of the ExMC Paris 2008 meeting the following Certificate Fees apply as agreed during the 2009 ExMC meeting, to the issuing of IECEx Certificates of Personal Competencies.

4.4.2 Certificate Fee per certificate

- 1) Newly Issued Certificates:

• Upon Issue of new Certificate for Ex 000 Unit	CHF 100
• Upon Issue of a new Certificate for other than Ex 000	CHF 250
• 3 yearly re-assessment & Certificate renewal fee for all Units	CHF 100

NOTE: There is no annual certificate fee applicable to this Scheme.

- 2) Changes to existing Certificates:

• Changes (e.g. scope)	CHF 100
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4.5 Collection of Certificate Fee

Each IECEX Certification Body (ExCB) is required to collect the Certificate Fee (this may be done by inclusion of the fee in their client's costs).

On no more than a quarterly basis, the IECEX Secretariat will generate an invoice to recover these fees, for the System. Slight variations to this procedure may be made available by the ExCB making arrangements, in advance, with the IECEX Secretary, e.g. a decision may be taken at the national level to have the IECEX Secretariat issue a single invoice to the IECEX Member Body who in turn collects the Certificate Fee from the ExCBs (usually where there is more than one ExCB in a country).

5 Surcharges

5.1 Surcharges for applications from manufacturers from non-IECEX Member Countries

5.1.1 Background

Surcharges from manufacturers, applicants or service facilities from non-IECEX Member Countries have been a part of the rules for the IECEX System from the beginning. It is obvious that manufacturers or service facilities from countries that are not Members of the IECEX System may stand to benefit by use of the Scheme's deliverables in the same manner as manufacturers from IECEX Member countries. A surcharge is seen as a way in which such manufacturers or service facilities provide a contribution towards the operating costs of the System.

Surcharges applicable to the IECEX Certified Service Facilities and Certified Persons Schemes relating to applications from non-IECEX member countries currently do not apply and are under future consideration by ExMC.

5.1.2 Level of Surcharge for the IECEX Certified Equipment Scheme

The current level of the IECEX surcharge applied to each and every manufacturer (including the specified manufacturer and all additional manufacturing locations) located in non-IECEX Member Countries the first time that they appear on a Certificate (this may be on Issue 0 or on subsequent issues, for example, where they are added as an additional manufacturing location) is currently set as follows:

- CHF 500 per issue of a Certificate of Conformity CoC (No ExTR or QAR fee applies in this situation)
- CHF 300 per ExTR or QAR issued without a CoC being linked and issued.
- CHF 300 where both an ExTR and a QAR are issued without a CoC being issued

5.1.3 Application of Surcharge

The surcharges in 5.1.2 shall apply to applications where any of the following reside in a non-IECEX member country:

1. the applicant
2. the manufacturer
3. additional manufacturing locations
4. The Surcharge applies to each location that is not within an existing IECEX Member Country. For example, in the case where an IECEX CoC shows 'n' manufacturing locations in countries that are not an IECEX Member Country then the surcharge shall be applied as *Total Surcharge = 'Surcharge fee' x 'n'*

5.1.4 Collection of Surcharge Fees

As required by IECEX Operations Manual, OD 009, the ExCB to which the manufacturer has applied, shall inform the manufacturer of the surcharges and shall collect these on behalf of the System and advise the IECEX Secretariat accordingly.

The IECEX Secretariat shall arrange for an invoice to be issued to the ExCB, collecting the surcharge fees. The ExCB will then pay the surcharges fees direct to the IECEX Account operated by the IEC Central Office in Geneva.

The ExCB has the option to seek individual invoices from the IECEX Secretariat with each application received by the ExCB or, alternatively, may receive a single invoice, following 31 December, to cover all Surcharge Fees received during the year. The ExCB shall inform the IECEX Secretariat of their preferred method of collection.

5.2 Surcharges for Late Payment

The IECEX Management Committee, ExMC, introduced a penalty for late payments with the introduction of a CHF 1,000 surcharge fee. This fee will be added to any outstanding dues. In such situations, the IECEX Secretariat shall issue an invoice to cover this surcharge payment.

Where there are questions concerning the application of the Late Fee Surcharge, for example, where the Member Body has made efforts to pay the annual fees but the fees have been received shortly after the deadline for payment, the IECEX Secretary in conjunction with the IECEX Chairman and Treasurer shall decide on their application.

6 Fees for Assessments

The Assessor fee rates for initial assessments, re-assessments, annual surveillance visits Assessor fees, payable by the ExCB and ExTL are currently set at:

- CHF 1,500 per day or part thereof (plus expenses) for Lead Assessors (only when acting as an Assessment Team Leader) and for Mid-term Assessment Assessors
- CHF 1,250 per day or part thereof (plus expenses) for Assessors that form part of an assessment team.

As agreed by ExMC, the IECEX Secretariat will issue all invoices to ExCB and ExTL applicants and to accepted ExCBs and ExTLs concerning assessments based on Assessment Team cost estimates previously confirmed by the organisation being assessed.

The IECEX Secretariat will remunerate the assessors according to the Assessor Internal Remuneration Procedure.

7 Fees for Observers attending Meetings

A fee of CHF 1,000 per delegate applies for Delegates from Observer countries who have attended beyond two meetings.