ExMC/709/R
August 2011

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

Title: Re-assessment Report for the continued acceptance of *Sira Certification Service* as an Accepted as an Accepted Certification Body (ExCB)

To: Members of the IECEx Management Committee, ExMC

Introduction

In accordance with the 5 year re-assessment plan for the surveillance and monitoring of bodies within the IECEx System, the following document contains the IECEx Re-assessment Report for *Sira Certification Service* as a continuing Accepted Certification Body (ExCB).

We are pleased to advise that this assessment was conducted as a Joint IECEx / UKAS assessment in accordance with the IEC/ILAC/IAF Memorandum of Understanding.

This Report is presented in the following two Sections:

Section 1: Assessment report for the IECEx Equipment Scheme

Section 2: Assessment report for the IECEx Services Scheme

This report is issued for endorsement during the 2012 ExMC Calgary Meeting.

Chris Agius

IECEx Secretariat

IECEx Secretariat
Standards Australia Building
286 Sussex Street
Sydney NSW 2000
Australia

Tel: +61 2 8206 6940
Fax: +61 2 8206 6272
Email: chris.agius@iecex.com

Section 1: IECEx Equipment Scheme
IECEx ASSESSMENT REPORT FOR SIRA CERTIFICATION SERVICE
(IECEx Certification Body ExCB)

Type of Assessment: (please mark)

Initial Assessment for Candidate ExCB

Re-Assessment of ExCB **X**

Scope Extension of ExCB

1. OBJECT AND FIELD OF APPLICATION

1.1. Country:
United Kingdom

1.2. Name of Candidate ExCB
Sira Certification Service

1.3. Members of the Assessment Team
Mr C. Bestwick – UKAS Lead Assessor
Mr J. Munro – IECEx, Team Leader
Dr A. Zalogin – IECEx Assessor
Ms A. Canning – UKAS Assessor (only involved in UKAS assessment)

1.4. Place and Date of Assessment
Rake Lane, Eccleston, Chester, CH4 9JN
Date: 21-23 June 2010

1.5. Assessment References

i) IECEx 02 Third Edition 2006-11 IECEx Scheme rules of procedure
ii) IECEx OD 003 IECEx Assessment procedures
iii) IECEx OD 005V2 Quality System requirements for manufacturers
iv) IECEx OD 009 Issuing of CoCs, ExTRs and QARs
v) IECEx Document OD 025 V1 (ExMC/161/CD) Management of assessment and surveillance programs for manufacturers (includes QAR forms)
vi) ISO/IEC Guide 65:1996
vii) IECEx Document OD 17 Drawing and documentation guidance

1.6. *Scope of Application (to be selected)*

Number	Title
60079-0 Edition 5	Explosive atmospheres - Part 0: Equipment - General requirements

Number	Title
60079-1 Edition 6	Explosive atmospheres - Part 1: Equipment protection by flameproof enclosures “d”
60079-2 Edition 5	Explosive atmospheres - Part 2: Equipment protection by pressurized enclosure «p»
60079-5 Edition 3	Explosive atmospheres - Part 5: Equipment protection by powder filling «q»
60079-6 Edition 3	Explosive atmospheres - Part 6: Equipment protection by oil immersion «o»
60079-7 Edition 4	Explosive atmospheres - Part 7: Equipment protection by increased safety "e"
60079-11 Edition 5	Explosive atmospheres - Part 11: Equipment protection by intrinsic safety “i”
60079-13 Edition 1	Equipment protection by pressurized room "p"
60079-15 Edition 4	Electrical apparatus for explosive gas atmospheres - Part 15: Construction, test and marking of type of protection "n" electrical apparatus
60079-18 Edition 3	Electrical apparatus for explosive gas atmospheres - Part 18: Construction, test and marking of type of protection encapsulation "m" electrical apparatus
60079-25 Edition 2	Electrical apparatus for explosive gas atmospheres - Part 25: Intrinsically safe systems
60079-26 Edition 2	Explosive atmospheres - Part 26: Equipment with equipment protection level (EPL) Ga
60079-27 Edition 2	Explosive atmospheres – Part 27: Fieldbus intrinsically safe concept (FISCO)
60079-28 Edition 1	Explosive atmospheres - Part 28: Protection of equipment and transmission systems using optical radiation
60079-29-1 Edition 1	Explosive atmospheres - Part 29-1: Gas detectors – Performance requirements of detectors for flammable gases
60079-30-1 Edition 1	Explosive atmospheres – Part 30-1: Electrical resistance trace heating – General and testing requirements
60079-31 Edition 1	Explosive atmospheres – Part 31: Equipment dust ignition protection by enclosure "t"

Number	Title
61779-1 Edition 1	Electrical apparatus for the detection and measurement of flammable gases - Part 1: General requirements and test methods
61779-2 Edition 1	Performance requirements for group I apparatus indicating a volume fraction up to 5% methane in air
61779-3 Edition 1	Performance requirements for group I apparatus indicating a volume fraction up to 100% methane in air
61779-4 Edition 1	Performance requirements for group II apparatus indicating a volume fraction up to 100% lower explosive limit
61779-5 Edition 1	Performance requirements for group II apparatus indicating a volume fraction up to 100% gas
61241-0 Edition 1	Electrical apparatus for use in the presence of combustible dust - Part 0: General requirements
61241-1 Edition 1	Electrical apparatus for use in the presence of combustible dust Part 1: Protection by enclosures "tD" plus -1
61241-1-1 Edition 2	Part 1-1: Electrical apparatus protected by enclosures and surface temperature limitation - Specification for apparatus
61241-4 Edition 1	Electrical apparatus for use in the presence of combustible dust Part 4: Protection by pressurisation "pD"
61241-11 Edition 1	Electrical apparatus for use in the presence of combustible dust – Part 11: Protection by intrinsic safety 'iD'
61241-18 Edition 1	Electrical apparatus for use in the presence of combustible dust Part 18: Protection by encapsulation "mD"
62013-1 Edition 2	Caplights for use in mines susceptible to firedamp Part 1: General requirements - Construction and testing in relation to the risk of explosion
62086-1 Edition 1	Electrical apparatus for explosive gas atmospheres - Electrical resistance trace heating - Part 1: General and testing requirements

1.7. *Candidate ExCB Persons Interviewed*

Name	Position
Mr B. Howard	Quality Manager
Mr D. Stubbings	Certification Manager Ex Products
Mr W. Thomas	Certification Manager Ex Quality assurance Management systems

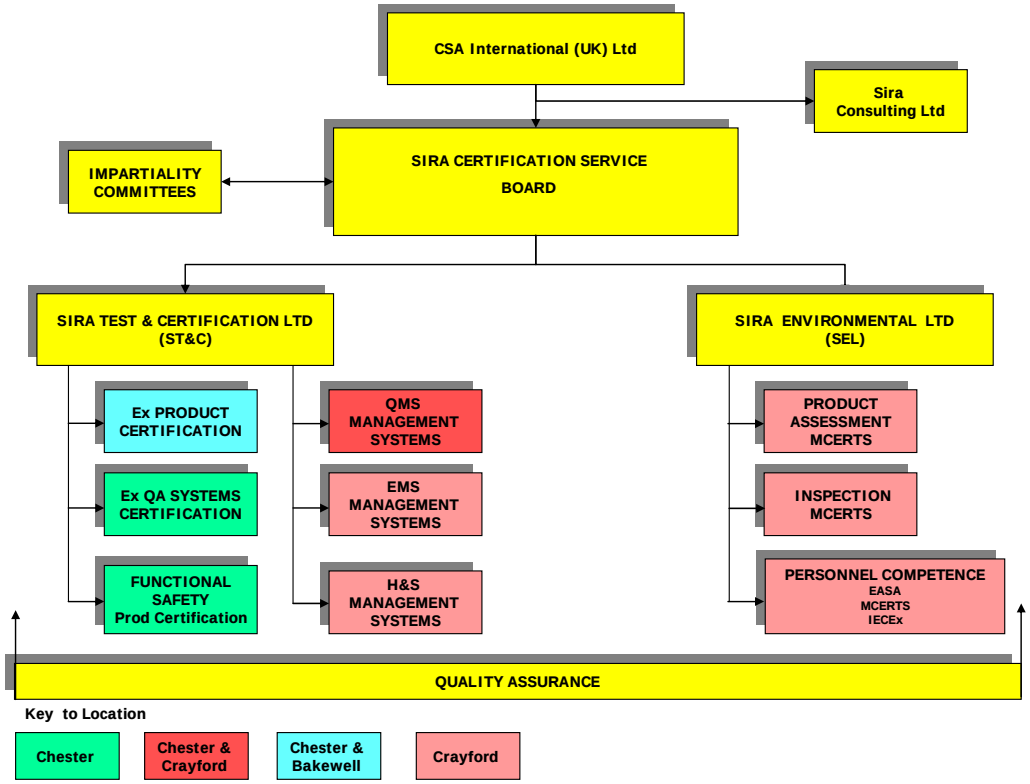
1.8. *Legal Entity of the Candidate ExCB*

Sira Certification Service is a private limited company, limited by guarantee.

The Certification operations of Sira Certification Services are split across two sites Crayford and Chester with the laboratory operation also divided across the two sites, see below for details.

There is an additional office at Bakewell, Derbyshire, for ATEX Engineers to use. However this just provides office facilities and has not been declared as a critical location, all activities and records being controlled from the Chester office

The general organisation is shown in Section 2.2 of the Sira Certification Services Quality Manual.



The legal status of the companies, as checked on Companies House Website is:-

> Sira Certification Service is a private company, limited by guarantee (company number 2266287). (In this report also referred to as SCS).
>
> Sira Test and Certification Ltd. is a private company, registered at company house as 5569145. (In this report also referred to as ST&C).
>
> Sira Environmental Ltd. is a private company, registered at company house as 5671254. (In this report also referred to as SEL).

As noted above within the Sira Group of companies there is Sira Consulting Limited, which offers a consultancy service within the ATEX / IECEx area. Sira have put a number of safeguards in place to ensure the operations of the consultancy business does not threaten the independence or integrity of the Certification Body and associated Testing activities. In summary these safeguards are:-

Sira Certification Service, Sira Test & Certification and Sira Consulting are separate legal entities.

Sira Consulting has been considered under a related bodies analysis. Sira also have a number of internal processes in place which are designed to protect the integrity of the work undertaken

1.9. *Associated Testing Laboratories*

1) Sira Test & Certification, Rake Lane, Eccleston, Chester CH4 9JN. UKAS accreditation number 0327 Testing.

2) Sira Environmental Ltd, 12 Acorn Industrial Park, Crayford Road, Crayford, Dartford, Kent, DA1 4AL UKAS accreditation number 0376 Testing.

3) GPTS, Inchinnan Estate, Renfrew, PA4 9RG (for 61779, 60079-29-1 gas detectors)

1.10. *Associated Certification Functions*

Product Certification
IECEx Service Facility Certification
IECEx Competent Person Certification – Applicant at time of assessment visit
IECEx Mark of Conformity

1.11. *National Marks and Certificates*

UKAS Accredited Product Certification, number 011 Certification
ATEX Directive: NB number 0518

1.12. *Financial Support*

Sira Certification Service is a wholly owned subsidiary of CSA Certification UK, a holding company owned by CSA Group.

The income of Sira Test & Certification Ltd is derived solely from its testing and certification activities. It does not receive any additional financial support.

The last audited accounts for the year ending December 2008 were seen during the visit.

1.13. *History*

Sira Certification Service started issuing nationally accredited certificates in 1982. Sira also issued Certificates of Conformity against European Standards. Recognition as a Notified Body under ATEX followed and Sira has been an IECEx CB since August 1999.

From 2005 up until the end of June 2009 the 4 Sira companies, Sira Certification Services, Sira Test and Certification, Sira Environmental Ltd, and Sira Consulting Ltd were owned by Volvere PLC who are a UK public limited company. In July 2009 the Sira group of companies was brought by CSA Certification UK Ltd which is registered in the UK as 06947589. In turn they are owned by CSA (CSA International of Canada).

1.14. *Standards Accepted*

See clause 1.6 of this report

1.15. *National Differences to IEC Standards*

National differences to IEC standards are listed in the latest version of the IECEx Scheme Bulletin.

2. ORGANISATION

Tables below to be initially completed by applicant or body being re-assessed

2.1. *Names, Titles and Experience of the Senior Executives*

Name	Title	Experience
M D Shearman	Managing Director	12 years
D R Stubbings	Certification Manager Ex Products	16 years
W Thomas	Certification Manager Ex quality assurance Management systems	11 years

2.2. *Name, Title and Experience of the Quality Management Representative*

Name	Title	Experience
B Howard	Quality Manager	21 years

2.3. *Name and Title of Nominated Principal Contact*

Name	Title	Comments
D R Stubbings	Certification Manager	

2.4. *Name and Title of Signatories for Certification*

Name	Title	Comments
D R Stubbings	Certification Manager	
C Ellaby	Certification Officer	
W Thomas	Certification Manager Ex Quality Assurance Management Systems	Ex / ATEX Quality systems, Ex Repair and IECEx licensing only
M D Shearman	Managing Director	

2.5. *Other Employees in ExCB activity*

Name	Title	Responsibility and Experience in Ex
P Harvey	Certification Officer	1 Year
R Craig	Certification Officer	11 years
+ 20 other people who are involved in EXTL related evaluation work		

2.6. *Organizational Structure*

See Annexes 1 and 2 for organization charts.

2.7. *Administration (including Indemnity Insurance)*

Applications are received and pass the appropriate technical section for quotation.

Financial activities are looked after by the Financial Controller and a team of three people.

Sales and Marketing activities are looked after by the Marketing Manager and a team of three people. The Marketing Manager is based at a CSA office in Germany.

There is one Office Administrator, who manages the reception and manages general office activities.

Indemnity Insurance

Evidence of current Commercial General Liability and Professional Liability insurance for the Sira group of companies was seen during the visit, details are

Professional Indemnity:-

Policy number: 34218714
Insurer: Chartis Insurance of Canada
Broker: Marsh Canada Limited
Dates of validity: Expires 1st March 2012
Indemnity cover: CDN £7.5M.

Commercial General Liability:-

Policy number: 34218723
Insurer: Chartis Insurance of Canada
Broker: Marsh Canada Limited
Dates of validity: Expires 1st March 2012
Indemnity cover: CDN £2M

3. RESOURCES

A total of 23 employees are directly involved in the certification activities. A further 7 employees are involved in the Management Systems Certification which covers QMS and EMS and EX/ATEX QAR & QAN activities.

There are a further 17 people involved in support and administration activities, training, etc.

There are 72 “Associates” who work on a part time basis for Sira as and when required. These Associates are used for a number of different activities. Of those listed, 14 may be used for QAN / QAR audits.

4. COMMITTEES / Governing Board / Appeals / Advisory Board

The impartiality of the Sira activities is safeguarded by three impartiality committees:-

Safety (covering the Explosive Atmosphere products)
Environmental (covering the MCERTS equipment)
Management systems (covering EN 45012/ISO17021 QMS and EMS)

The membership, rules and procedures are contained in section 2.3 of the SCS Quality Manual. There are also procedures in place for the exchange of information between the 3 committees to enable consistency of approach and discussions of common matters.

Current membership of the Safety committees is:-

Dr J Saffell/L Greenham - CoGDEM - Council of Gas Detection and Environmental Monitoring
Mr S. Hartley - GAMBICA - Association for the Instrumentation, Control and Automation Industry
Dr D C Cornish - International Instrumentation Users' Association
Mr D Owen - ABMEC – Association of British Mining Equipment Companies
SCS Director / M Shearman - Sira Certification Service
Mr R Laugharne / Mr S Phillips - Association of Hazardous Area Engineers

SCS Safety Impartiality Committee meets twice a year. The membership comprises a user group, a user/installation group and 3 manufacturer trade associations with an interest in hazardous area equipment.

The committee had all met not long prior to the assessment visit and detailed minutes of the meetings had been produced and where necessary appropriate actions detailed. The minutes of the last meeting were reviewed during this assessment visit.

Clients are able to appeal against certification decisions to the Impartiality Committee

At the time of the assessment visit the next meeting was scheduled for 19th October 2010.

All members have signed a confidentiality agreement. The agreements for the new members were reviewed during the assessment visit.

5. CERTIFICATION OPERATIONS

5.1. *National Approval/Certification Methods*

Sira is a registered Notified Body under the European ATEX Directive 94/9/EC as described in URN 04/1805. Notified Body No 0518.

UKAS Accreditation for certification activities is also held. Certification Body No 0011. See Annex for the certificate and schedule.

5.2. *Certification Policy*

There is a quality policy in the quality manual that makes clear reference to of the core aspects of a certification service and it also references the accompanying manuals which include relevant procedures for IECEx certification.

General policies and Procedures are described in the SCS Quality Manual. Specific hazardous area certification procedures are described in the SCS Hazardous Area Product Certification and Assessment Procedures Manual and specific Ex Quality Assurance procedures are described in SCS Ex Quality Assurance Certification Procedures Manual. The procedures were checked and found appropriate in meeting the IECEx System requirements.

5.3. *Application for Certification*

The certification application process is described in the Hazardous Area Procedures Manual Issue 29 Section 3

An application form 9118, currently at issue 21, is required to be completed for each new project. Form 9235, issue 13, Application for a Variation to Sira Certification can be filled in when a variation to an existing Sira certified product is required.

5.4. *Certification Decision*

The certification decision process is described in the Hazardous Area Procedures Manual Issue 29 Section 3. The decision, together with associated reviews, is undertaken by ExCB staff. None of these staff have a role in the ExTL.

The Certification decision is recorded on Form 9200, currently at issue 13. Signatories are as listed in section 2.4 of this report. Completed examples of the Form 9200 were reviewed during the visit.

5.5. *Suspension and Cancellation of Certificates*

Suspension or cancellation of a certificate is described in Section 3.12 of the SCS Quality Manual and also referred to in Appendix 12 Section 5 of the Hazardous Area Procedures Manual.

Sira have had to cancel one ATEX EC-Type examination certificate reference, 07 ATEX 1106X due to faulty manufacture / design change and lack of response from the manufacturer. Sira have notified the UK government in accordance with the requirements of the directive and guidelines for appointment of notified bodies.

6. STATISTICS

6.1. Certificates Issued

Number of certificates issued under the IECEx, national or regional schemes in the preceding four years for each type of protection:

Standards	**Title**	**Number of issued certificates**					
		2006	2007	2008	2009	2010	Total
60079-0 Edition 5	Explosive atmospheres - Part 0: Equipment - General requirements						**Part 0 included in numbers below**

Standards	Title	Number of issued certificates					
60079-1 Edition 6	Explosive atmospheres - Part 1: Equipment protection by flameproof enclosures “d”	37	52	64	58	83	**294**
60079-2 Edition 5	Explosive atmospheres - Part 2: Equipment protection by pressurized enclosure «p»	-	-	-	-	1	**1**
60079-5 Edition 3	Explosive atmospheres - Part 5: Equipment protection by powder filling «q»	-	-	-	1	3	**4**
60079-6 Edition 3	Explosive atmospheres - Part 6: Equipment protection by oil immersion «o»	-	-	-	-	-	**-**
60079-7 Edition 4	Explosive atmospheres - Part 7: Equipment protection by increased safety "e"	29	30	34	19	46	**158**
60079-11 Edition 5	Explosive atmospheres - Part 11: Equipment protection by intrinsic safety “i”	24	24	26	39	42	**155**
60079-15 Edition 4	Electrical apparatus for explosive gas atmospheres - Part 15: Construction, test and marking of type of protection "n" electrical apparatus	3	9	7	6	21	**46**
60079-18 Edition 3	Electrical apparatus for explosive gas atmospheres - Part 18: Construction, test and marking of type of protection encapsulation "m" electrical apparatus	2	1	1	4	1	**9**
60079-25 Edition 2	Electrical apparatus for explosive gas atmospheres - Part 25: Intrinsically safe systems	-	-	-	-	-	**-**
60079-26 Edition 2	Explosive atmospheres - Part 26: Equipment with equipment protection level (EPL) Ga	0	5	16	24	26	**71**
60079-27 Edition 2	Explosive atmospheres – Part 27: Fieldbus intrinsically safe concept (FISCO)	-	-	-	-	3	**3**
60079-28 Edition 1	Explosive atmospheres - Part 28: Protection of equipment and transmission systems using optical radiation	-	-	-	1	1	**2**

Standards	Title	Number of issued certificates					
60079-29-1 Edition 1	Explosive atmospheres - Part 29-1: Gas detectors – Performance requirements of detectors for flammable gases	-	-	-	-	-	**0**
60079-30-1 Edition 1	Explosive atmospheres – Part 30-1: Electrical resistance trace heating – General and testing requirements	-	-	-	-	2	**2**
60079-31 Edition 1	Explosive atmospheres – Part 31: Equipment dust ignition protection by enclosure "t"	-	-	7	39	56	**102**
61241-0 Edition 1	Electrical apparatus for use in the presence of combustible dust - Part 0: General requirements						**Included in No.s below**
61241-1 Edition 1	Electrical apparatus for use in the presence of combustible dust Part 1: Protection by enclosures "tD" plus -1	8	29	31	3	22	**93**
61241-4 Edition 1	Electrical apparatus for use in the presence of combustible dust Part 4: Protection by pressurisation "pD"	-	-	-	-	-	**0**
61241-11 Edition 1	Electrical apparatus for use in the presence of combustible dust – Part 11: Protection by intrinsic safety 'iD'	-	-	-	-	-	**0**
61241-18 Edition 1	Electrical apparatus for use in the presence of combustible dust Part 18: Protection by encapsulation "mD"	2	-	-	-	-	**2**
62013-1 Edition 2	Caplights for use in mines susceptible to firedamp Part 1: General requirements - Construction and testing in relation to the risk of explosion	-	1	-	-	-	**1**
62013-2 Edition 2	Caplights for use in mines susceptible to firedamp Part 2: Performance and other safety-related matters	-	-	-	-	-	**-**
61779-1	Part 1: General requirements and Test Methods	-	1	-	-	1	**2**

Standards	Title	Number of issued certificates					
61779-4	Part 4: Performance requirements for group II apparatus including up to 100% lower explosive limit.	-	1	-	-	1	**2**

Note: The above figures are the same as the number of ExTRs issued as generally there is 1 ExTR associated with each certificate.

Additionally for ATEX Directive projects the following Certificates have been issued:-

ATEX Variations 3834 in total 2006 – 2010ATEX Prime certificates 870 in the same period (including 317 EXd, 287 EXi, 178 Exe and 112 Exn).

7. DOCUMENTATION

7.1. Quality Manual

At the time of the visit the SCS Quality Manual was at issue 36 dated 8/12/2009. The Quality Manual describes the Quality System. Included in the Quality Manual are descriptions of the organization, its generic policies and objectives relating to quality, and its general operations. The Quality Manual was reviewed during the re-assessment and found appropriate.

7.2. Procedures

The procedures for product certification are contained in the Hazardous Area Procedures Manual issue 29 dated 20/01/2010.

The procedures for QAR and QAN certification are contained in the ATEX IECEx Quality Assurance Manual Issue 4 dated 28/5/2010

7.3. Work Instructions

Work instructions needed for certification are included in the procedures mentioned in clauses 7.1 and 7.2 of this report.

PROQUIS (PE) work instructions are issued under the authority of the Quality Manager and are approved by the relevant Manager (which is dependent on the subject of the work instruction).

7.4. Records

The policy regarding records is detailed in section 3.8 of the SCS Quality Manual. Details of the required records are contained in the respective manuals. Specific instructions regarding record keeping for the Chester site are contained in Appendix 7 of the Ex Hazardous Area Manual.

Documents are stored in electronic and/or paper form.

Quality records such as audit reports, corrective and preventative actions and customer complaints are all kept in the “Proquis” system

All QAN / QAR audit records are in paper form.

All Technical records are kept on the Z:drive of the Sira server whilst they are live jobs. Once completed they are scanned electronically and stored in a secure folder on the same z:drive in the scanned certificates folder. These are saved by manufacturer and then individual project number.

Electronic copies of the certificates are maintained in the Certificate file directory.

7.5. Document Change Control

Document control and change is described in section 3.7 of the SCS Quality Manual.

Documents such as manuals and standards which regulate the operation of SCS are controlled by the document control centre, which is administered by the Quality Manager.

All SCS documents, including forms and publicity material, are subject to a controlled system of updating and amendment.

Most documents are controlled and available within SCS by a system called PROQUIS. The issue of controlled documents is to the extent necessary to provide ready access for all appropriate personnel.

Where specific related bodies and associates do not have direct access to the PROQUIS system, updates to documentation which are applicable to their activities, will be sent manually either electronically by e-mail or CD.

A record of the personnel and organisations that hold controlled copies of each Manual is held in the PROQUIS System.

Ongoing control of documentation to auditors and associates will be the responsibility of the appropriate Scheme Certification Manager and or Company. A distribution list / address folder in the case of electronic e-mail must be maintained and proof of receipt recorded.

Control of standards is effected by maintaining a record of all standards held on the standards spreadsheet. Standards are labelled as ‘controlled’ or ‘uncontrolled’.

For the updating of standards Sira subscribes to the BSI “PLUS”updating service for all controlled BS, EN, IEC and ISO standards.

Other controlled documents including UKAS and notified body related documents are updated by direct mailing from the issuing authorities or by checking relevant websites.

8. CONFIDENTIALITY

Confidentiality is covered by section 3.2 of the SCS Quality Manual.

All work is treated as confidential and employees’ contracts incorporate a confidentiality statement as a condition of employment. The work is treated as confidential to that client unless otherwise agreed or as required by law.

Staff will ensure that confidential information is not left visible or easily accessible in areas that may be accessible to visitors.

Any other directors, members of SCS committees, associates and subcontractors, are required to sign a confidentiality agreement (SCS forms SCS/SF/011, 003, 010 or Form 3010).

Signed copied of the contract of employment which includes the confidentiality agreement, were seen for Kevin Spence and Michelle Haliwell. Additionally the agreements signed by Messr. Hartley, Laugharne and Phillips as members of the Impartiality Committee were seen. The contract of employment for A C Smith was missing when looked for at the assessment visit. This was resolved by having a new agreement signed prior to the end of the visit.

All members of staff also sign an Associates Agreement with SCS, as SCS has no direct employee's. The Associates Agreement also covers confidentiality, independence and integrity.

9. PUBLICATIONS

Publications may either be released via the document control system or via the Marketing department. Technical publications are checked by the relevant technical experts and then released for issue by the Managing Director. General publicity material such as wall charts and Training programs is not controlled via the document control systems.

Publications are mainly distributed by the Internet but some are printed.

Information is made available on the Sira website at www.siracertification.com the website includes general and specific information about the certification programs, request for quotation forms etc. There are also links to the ATEX Notified Body Group, clarification sheets, IECEx TAG Decision Sheets and the Sira Standard Interpretations.

The website also includes a Certificate Database search facility where information regarding any live certificate can be accessed. There is also a link to the IECEx website where information regarding IECEx certificates issued by Sira can be accessed.

10. NATIONAL ACCREDITATION

Sira holds an accreditation according to ISO/IEC Guide 65, issued by UKAS under the reference 011 Certification. See **Annex 3** for a copy of the accreditation certificate. The scope of accreditation is detailed in the UKAS Product Certification Schedule which is available from the UKAS web site at www.ukas.org or www.ukas.com

UKAS accreditation certificates are valid as long as the schedule of accreditation is published on the UKAS Website (www.ukas.com). This means, that they are valid until a possible suspension or withdrawal. The latest certificate was issued on 11th October 2006.

11. RECOGNITION AND AGREEMENTS

SCS maintains recognition agreements with a variety of certification bodies and test laboratories. For IECEx certification, only those that are an IECEx ExCB or ExTL are accepted.

12. INTERNAL AUDIT AND PERIODIC MANAGEMENT REVIEW

Periodic internal audits are carried out as detailed the SCS Quality Manual Section 3.9. Management reviews are also conducted and recorded.

The Quality Manager is responsible for ensuring that an internal audit programme is carried out at least annually to review the organisation's compliance with relevant accreditation and Notified Body criteria as well as with its own Quality Manual & Procedures.

Audits are conducted either by the Quality Manager or a suitably qualified and experienced person. The minimum requirements for an internal auditor are that they have attended an appropriate training course or have had at least one year's auditing experience.

Audits cover the requirements specified in the Quality Manual and relevant procedures documents. In addition random audits of any area may be undertaken if the Managing Director or Quality Manager considers them necessary.

The performance of tasks carried out directly by the Quality Manager is audited by a competent person independent of the function being audited although the audit for 2010 had not been scheduled at the time of the assessment visit. This was subsequently resolved to the satisfaction of the assessment team.

The audit programme is managed by using the Audit Module of the Proquis Management System software. Results of audits are recorded in Proquis by the auditor, together with any nonconformities and resulting actions. The system informs the appropriate person of the agreed non conformance/action with an appropriate timescale for completion. The auditor records in Proquis a summary of the audit with general observations, conclusions and recommendations as appropriate. The Quality Manager/auditor will verify completion of the agreed corrective action.

A number of audits were reviewed during the visit and in general it was seen that detailed audits are being carried out, appropriate detail is recorded and findings from the audits are addressed in an appropriate manner.

13. SUBCONTRACTING, USE OF OTHER LABS AND USE OF OTHER LOCATIONS

The certification decision is not Sub-contracted. This is stated in section 2.1 of the Ex Hazardous Areas Manual.

Sub-contractors may be used for testing as detailed in the respective procedures manuals for quality assurance certification and product certification procedures.

The following tests will require subcontracting:

- IEC 60079-0 Clause 26.10.2 – the evaluation using the impact bending test accordance with ISO 179. They do have the chamber needed to do the exposure part of the resistance to light test.
- IEC 60079-0 charging tests
- IEC 60079-1 Clause 19.3.2 flammability test
- IEC 60079-7 Mechanical tests for screwed lampholders; interturn tests, test on secondary batteries greater than 25 Ah; ventilation of battery enclosures; sulphur dioxide test for bi-pin lamp caps/lampholders; vibration test luminaires with bi-pin caps/lampholders; test for high-voltage machines; mechanical shock for batteries
- IEC 60079-15 test for ballasts in circuits with igniters; mechanical shock for batteries; ignition tests for large high-voltage machines
- IEC 62013-1 Clause 10.13.2 store of dangerous charge
- IEC 60079-29-1 Clause 5.4.13 Vibration (application of clean air for the test and determination of compliance to be done by Sira)
- IEC 60079-29-1 Clause 5.4.21 Power supply interruptions, voltage transients and step changes of voltage (application of test gases and determination of compliance to be done by Sira)
- IEC 60079-29-1 Clause 5.4.25 Electromagnetic immunity (application of test gases and determination of compliance to be done by Sira)

14. TRAINING AND COMPETENCE

Training and competence records are maintained by the Quality Manager. Training requirements and competence levels are defined in the SCS Quality Manual, Section 2.12 and in the Hazardous Area Manual and ExQA Procedures Manual

For the assessment engineers and certification personal the following levels are defined: undergoing training, good basic working knowledge, competent, technical expert (can sign off reports at this level), expert and not requiring supervision. These are shown in a spreadsheet for each staff member against the relevant standards. For A C Smith there were a couple of competencies not shown as reviewed. This was also found for C Pickup. This spreadsheet still showed the laboratory staff, although they are now on a new system (see below). This was subsequently resolved tot he satisfaction of the assessment team. Review is done at least annually but sometimes may be more frequently.

The test laboratory runs a separate system to document the competency of its staff. There is a spreadsheet that breaks down competencies by tests within standards. Staff members' competencies range through not defined shown as competent, under training, fully competent and expert. The spreadsheet is generally updated once a year. New starters undergo a three day training course in Ex. After that most training is on-the-job.

Training is carried out on as-needs basis rather than through formal training plans. There is induction training for new staff and much of training is on-the-job, often through the use of mentors.

Each person has a personal file which includes copies of any qualifications.

15. ASSESSMENT OF MANUFACTURERS AND ISSUE OF QARS

Assessment of manufacturers is carried out using the ATEX/IECEx quality assurance manual. This manual defines the competency requirements, including auditing and Ex expertise relevant to the Ex audit process. The procedure also includes the detailed procedures from OD009 made relevant to Sira.

The competency of assessors is recorded on individual files. There is a witness audit program. An example of where this had occurred was viewed.

The following QARs and associated certificates, where relevant were reviewed:

IECEx SIR 08.0091X
GB/SIR/QAR07.0040/00 initial assessment – Sira report non55A/18250
GB/SIR/QAR07.0040/01 Re-assessment – this looked satisfactory.
Certificate IECEx SIR 10.0030X in draft
QAR GB/SIR/QAR 10.0014 – initial assessment

16. COMPLAINTS AND APPEALS (Including appeals to IECEx)

The policy regarding complaints is detailed in section 3.10 of the SCS Quality Manual and appeals are covered by section 3.13. This also addresses appeals to IECEx.

All complaints are recorded in the “Proquis” system maintained by the Quality Manager, with each complaint being given a unique reference number. The entry in Proquis is controlled via work instruction ST&C WI68: PROQUIS SYSTEM – Issues & Actions.

Information regarding the complaints and appeals process is published on the Sira web site, www.siracertification.com

The complaints database was reviewed during the visit. Complaints in the range CCS093 to CCS109 have been logged in the last year. The majority of these relate to MCERTS Certification or the VEGA/DSM Calibration scheme and are outside the scope of this audit.

It was noted that in several cases there was either no, or limited, supporting evidence attached to the Proquis complaint record contrary to the complaints procedure. A finding was raised regarding this issue and it was subsequently resolved to the satisfaction of the assessment team.

There have not been any appeals made to Sira.

17. SPECIAL FACTS TO BE NOTED

a. Supporting Documentation

Copies of additional supporting information for this assessment have been provided to the applicant and the IECEx Secretariat as part of a site assessment report. These include:

- Details of issues raised and how these have been resolved
- Compliance statement relevant to ISO/IEC Guide 65
- Photos of the facilities
- Notes from the assessors

18. COMMENTS (Including issues found during assessment)

The IECEx Re-assessment of the ExCB was performed as a joint assessment of UKAS (annual surveillance assessment) and IECEx.

In accordance with the new concept of collaboration agreed between ILAC and the IEC schemes a single assessment report has been produced covering this visit. The combined report will be used by both IECEx and UKAS. The full report comprises a UKAS Cover page and report covering non-IECEx activities followed by the IECEx EXCB assessment report.

Some issues were found during the assessment. These included: the loss of an employment agreement; lack of supporting evidence attached to the Proquis complaint record; error of omissions in procedures; and the need to update the website. All were resolved to the satisfaction of the assessment team.

19. RECOMMENDATION

Based on the assessment performed on 21st to 23rd June 2010, Sira Certification Service is recommended for continued acceptance in the IECEx scheme as an IECEx Certification Body (ExCB) according to the scope of the standards listed in this document**.**

Based on this assessment, UKAS will recommend continued accreditation to EN 45011 and a recommendation will also be made to BIS (UK Government Department of Business, Industry and Science) for continuing appointment as a Notified Body under the ATEX directive.

Lead Assessor	IECEx Team Leader	IECEx Expert Assessor
C. Bestwick UKAS	J. Munro IECEx	A. Zalogin IECEx

Date: 15 July 2011

References

Improvement action report – C Bestwick (3 pages) (ExCB and ExTL)
Improvement action report – Mr J. Munro (4 pages) (ExCB and ExTL)
Improvement action report – Dr A. Zalogin (2 pages) (ExCB and ExTL)
Improvement action report – Ms A. Canning (3 pages)

Site Assessment Report

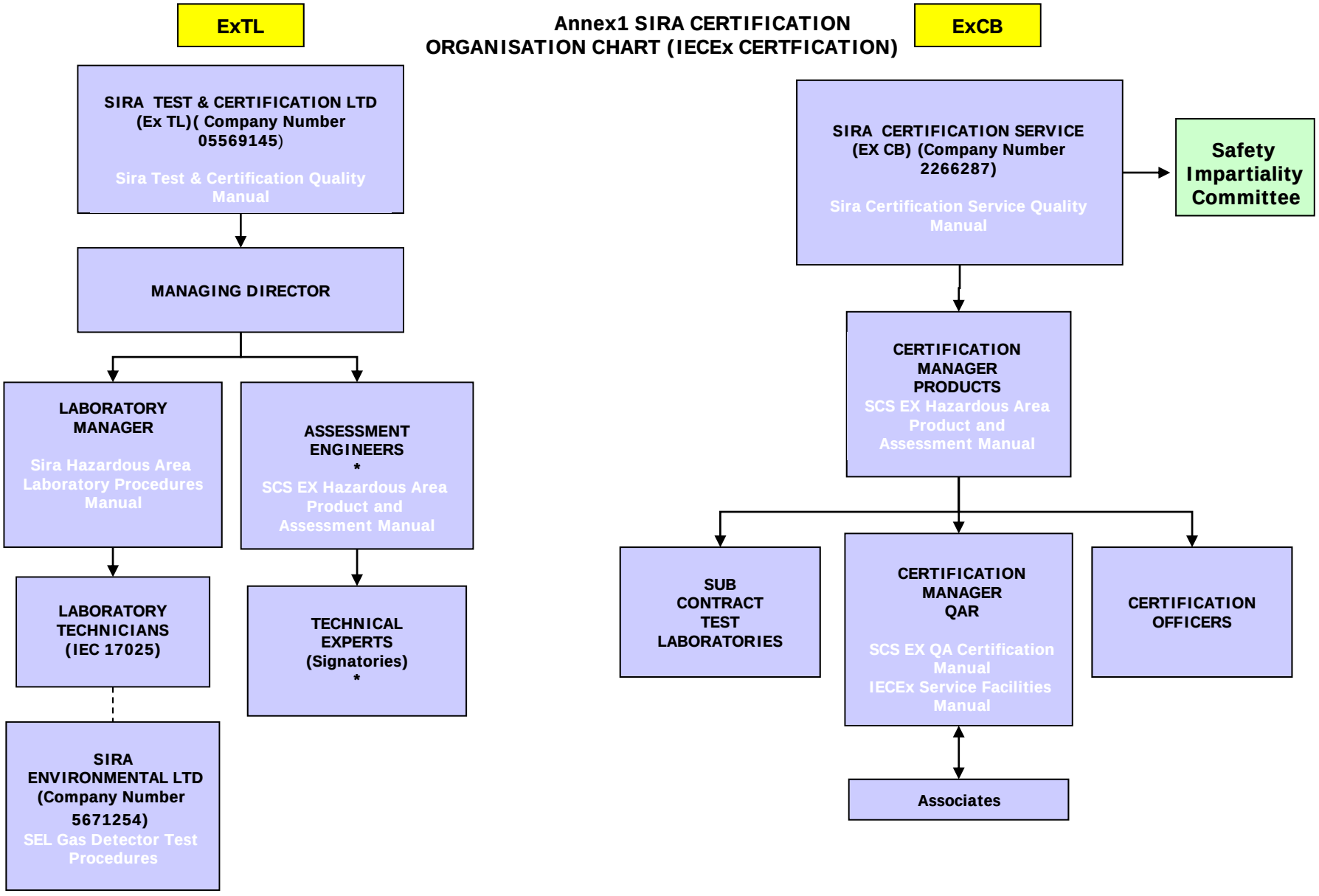
List of Annexes:

Annex 1 – Sira Certification ExCB/ExTL Organisation Chart

Annex 2 – Sira Certification Functional Organisation Chart

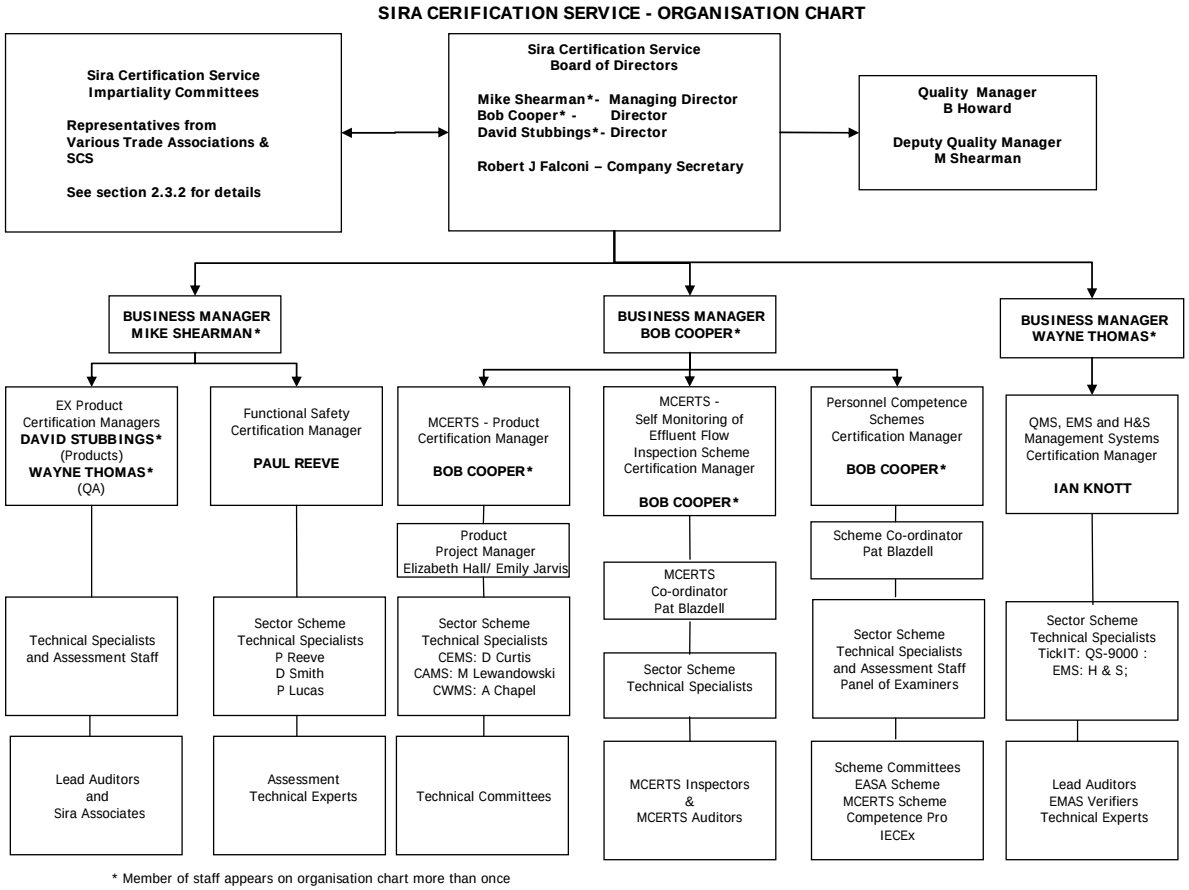
Annex 3 - UKAS Product Certification Certificate 011C

Annex1 SIRA CERTIFICATION ORGANISATION CHART (IECEx CERTFICATION)



Note: The title defined here (*) is the role undertaken to illustrate the independence of the checking function and does not reflect the Job Title of the personnel, which is either Certification Engineer or Consultant Engineer. Personnel may fulfil either function depending on their competence

Annex 2
Sira Certification Functional Organisation Chart



* Member of staff appears on organisation chart more than once

Annex 3
UKAS Product Certification Certificate 011C

United Kingdom Accreditation Service

ACCREDITATION CERTIFICATE

UKAS
UNITED KINGDOM ACCREDITATION SERVICE

CERTIFICATION BODY
No. 011

SIRA Certification Service

is accredited in accordance with the recognised European Standard
EN 45011:1998 (ISO/IEC Guide 65:1996) *General Requirements for bodies operating product certification systems.*

This accreditation demonstrates technical competence for a defined scope as detailed in and at the locations specified in the schedule to this certificate.

The schedule to this certificate is an essential accreditation document and from time to time may be revised and reissued by the United Kingdom Accreditation Service. The most recent issue of the schedule of accreditation, which bears the same accreditation number as this certificate, is available from the UKAS website www.ukas.com.

This accreditation is subject to continuing conformity with United Kingdom Accreditation Service requirements. The absence of a schedule on the UKAS website indicates that the accreditation is no longer in force.

D. J. Hayward

Accreditation Manager, United Kingdom Accreditation Service

Initial Accreditation date
01 October 1988

This certificate issued on
11 October 2006

The Department of Trade and Industry (DTI) has entered into a memorandum of understanding with the United Kingdom Accreditation Service (UKAS) through which UKAS is recognised as the national body responsible for assessing and accrediting the competence of organisations in the fields of calibration, testing, inspection and certification of systems, products and persons

Section 2: IECEx Certified Service Scheme

IECEx ASSESSMENT REPORT FOR SIRA Certification Service

(IECEx Certification Body – Certified Service Facility Service Scheme ExCB)

Type of Assessment: (please mark)

Initial Assessment for Candidate ExCB

Re-Assessment of ExCB **X**

Scope Extension of ExCB

11. OBJECT AND FIELD OF APPLICATION

11.1. Country:
United Kingdom

11.2. Name of Candidate ExCB
Sira Certification Service

11.3. Members of the Assessment Team
Chris Bestwick: UKAS lead assessor
Jim Munro: IECEx lead assessor and UKAS technical assessor
Alexander Zalogin: IECEx expert assessor and UKAS technical assessor

11.4. Place and Date of Assessment
Rake Lane, Eccleston, Chester, CH4 9JN
Date: 21-25 June 2010

11.5. Assessment References

viii) IECEx 03 First Edition
ix) IECEx OD/016
x) IECEx OD013
xi) IECEx OD/014
xii) IECEx OD/015
xiii) ISO/IEC Guide 65:1996
xiv) IEC 60079-19

11.6. *Scope of Application*

The existing scope appearing within the Sira login in the on-line certification data base is shown below, together with the standard appearing in the public section of the IECEx website (IEC 60079-19).

In addition will Sira will be applying for IEC 60079-31 (shown below), which supersedes IEC 61241-1.

Number	Title
60079-0	Explosive atmospheres - Part 0: Equipment - General requirements
60079-1	Explosive atmospheres - Part 1: Equipment protection by flameproof enclosures “d”
60079-2	Explosive atmospheres - Part 2: Equipment protection by pressurized enclosure «p»
60079-6	Explosive atmospheres - Part 6: Equipment protection by oil immersion «o»
60079-7	Explosive atmospheres - Part 7: Equipment protection by increased safety "e"
60079-11	Explosive atmospheres - Part 11: Equipment protection by intrinsic safety “i”
60079-15	Explosive atmospheres – Part 15: Equipment protection by type of protection "n"
60079-31	Explosive atmospheres – Part 31: Equipment dust ignition protection by enclosure “t”
61241-0	Electrical apparatus for use in the presence of combustible dust Part 0: General requirements
61241-1	Electrical apparatus for use in the presence of combustible dust Part 1: Electrical apparatus protected by enclosures
60079-19	Explosive atmospheres - Part 19: Equipment repair, overhaul and reclamation

11.7. *Candidate ExCB Persons Interviewed*

Name	Title
Wayne Thomas	Certification Manager

11.8. *Legal Entity of the Candidate ExCB*

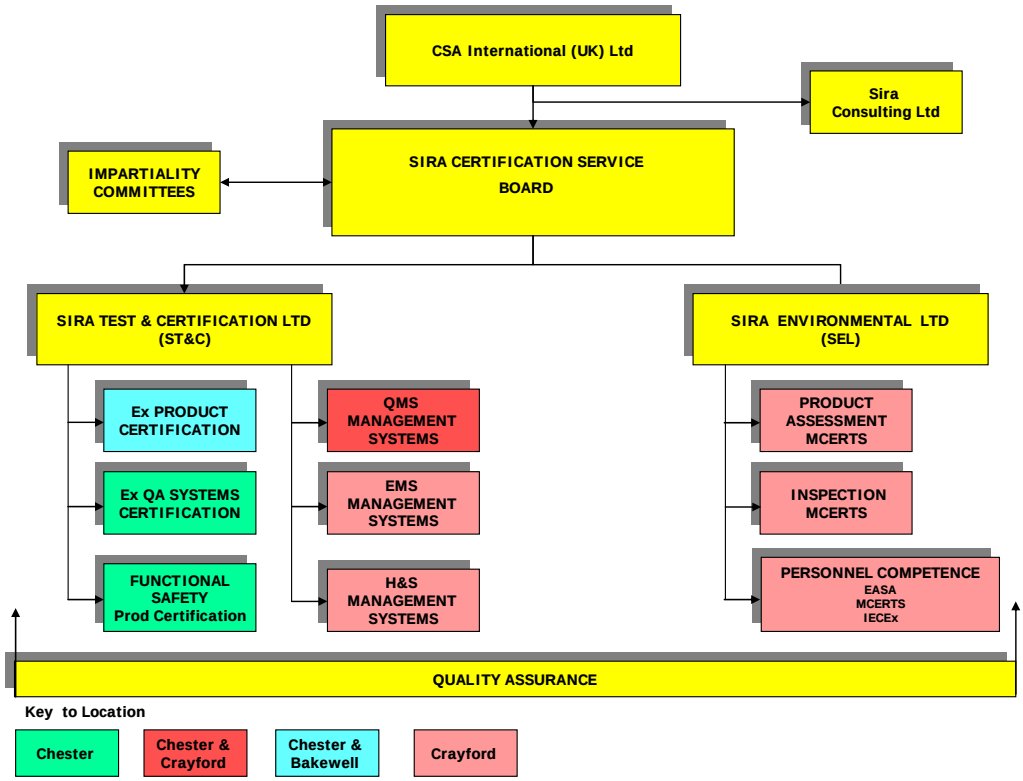
Sira Certification Service is a private limited company, limited by guarantee.

The Certification operations of Sira Certification Services are split across two sites

Crayford and Chester with the laboratory operation also divided across the two sites, see below for details.

There is an additional office at Bakewell, Derbyshire, for ATEX Engineers to use. However this just provides office facilities and has not been declared as a critical location, all activities and records being controlled from the Chester office

The general organisation is shown in Section 2.2 of the Sira Certification Services Quality Manual.



The legal status of the companies, as checked on Companies House Website is:-

Sira Certification Service is a private company, limited by guarantee (company number 2266287). (In this report also referred to as SCS).

Sira Test and Certification Ltd. is a private company, registered at company house as 5569145. (In this report also referred to as ST&C).

Sira Environmental Ltd. is a private company, registered at company house as 5671254. (In this report also referred to as SEL).

11.9. *Associated Testing Laboratories*

Not applicable but staff from the Sira ExTL may be used as experts for audits.

11.10. ***Associated Certification Functions***

Sira is an ExCB in the IECEx Equipment Certification Scheme and can also issue the IECEx Mark. At the time of the assessment visit it was an applicant for the IECEx Scheme for Certification of Personnel Competencies and was subsequently accepted.

11.11. ***National Marks and Certificates***

There are no national marks or certificates relevant for this activity.

11.12. ***Financial Support***

Sira Certification Service is a wholly owned subsidiary of CSA Certification UK, a holding company owned by CSA Group.

The income of Sira Test & Certification Ltd is derived from solely from its testing and certification activities. It does not receive any additional financial support.

The last audited accounts for the year ending December 2008 were seen during the visit

11.13. ***History***

Sira Certification Service started issuing nationally accredited certificates in 1982. Sira also issued Certificates of Conformity against European Standards. Recognition as a Notified Body under ATEX followed and Sira has been an IECEx CB since August 1999.

From 2005 up until the end of June 2009 the 4 Sira companies, Sira Certification Services, Sira Test and Certification, Sira Environmental Ltd.and Sira Consulting Ltd. were owned by Volvere PLC who are a UK public limited company. In July 2009 Sira was brought by CSA Certification UK Ltd which is registered in the UK as 06947589. In turn they are owned by CSA (CSA International of Canada).

11.14. ***Standards Accepted***

See clause 1.6 of this report

11.15. ***National Differences to IEC Standards***

National differences to IEC standards are listed in the latest version of the IECEx Scheme Bulletin.

12. ORGANISATION

12.1.

Names, Titles and Experience of the Senior Executives

Name	Title	Experience
M D Shearman	Managing Director	12 years
D R Stubbings	Certification Manager	16 years
W Thomas	Certification Manager Ex quality assurance Management systems	11 years

12.2. ***Name, Title and Experience of the Quality Management Representative***

Name	Title	Experience
Brian Howard	Quality Manager	21 years

12.3. ***Name and Title of Nominated Principal Contact***

Name	Title	Comments
Wayne Thomas	Certification Manager	

12.4. ***Name and Title of Signatories for Certification***

Name	Title	Comments
Wayne Thomas	Certification Manager	Principal signatory
Dave Stubbings	Certification Manager	
Mike Shearman	Managing Director	

The procedures state that the decision is made by one of the above who has not participated in the audit. Examples of the certificates were sighted that met this requirement.

12.5. ***Other Employees in ExCB activity***

There are no other permanently employed staff in the ExCB involved in this work. Where required, contract auditors are used for this work and members of staff from elsewhere in Sira may also be used where experts are needed for an audit.

12.6. ***Organizational Structure***

The organizational structure is shown in Annexes 1 and 2. The area involved in this work is headed up by Wayne Thomas and he reports directly to the Managing Director, Mike Shearman. He also has responsibility for Ex quality assurance and management systems.

12.7.

Administration

12.7.1. Administrative Structure

See Annexes 1 and 2 for the organizational structure.

12.7.2. Indemnity Insurance

Evidence of current Commercial General Liability and Professional Liability insurance for the Sira group of companies was seen during the visit, details are

Professional Indemnity:-

Policy number: 34218714

Insurer: Chartis Insurance of Canada
Broker: Marsh Canada Limited
Dates of validity: Expires 1st March 2012
Indemnity cover: CDN £7.5M.

Commercial General Liability:-

Policy number: 34218723
Insurer: Chartis Insurance of Canada
Broker: Marsh Canada Limited
Dates of validity: Expires 1st March 2012
Indemnity cover: CDN £2M

13. RESOURCES

Sira is adequately resourced for this work with competent staff and access to competent associates and experts. They are in the process of training another associate who has very good experience with the manufacture and repair of motors.

14. COMMITTEES / Governing Board / Appeals / Advisory Board

The impartiality of the Sira activities is safeguarded by three impartiality committees:-

Safety (covering the Explosive Atmosphere products)
Environmental (covering the MCERTS equipment)
Management systems (covering EN45012/ISO17021 QMS and EMS)

The membership, rules and procedures are contained in section 2.3 of the SCS Quality Manual. There are also procedures in place for the exchange of information between the 3 committees to enable consistency of approach and discussions of common matters.

Current membership of the Safety committees is:-

Dr J Saffell/L Greenham - CoGDEM - Council of Gas Detection and Environmental Monitoring
Mr S. Hartley - GAMBICA - Association for the Instrumentation, Control and Automation Industry
Dr D C Cornish - International Instrumentation Users' Association
Mr D Owen - ABMEC – Association of British Mining Equipment Companies
SCS Director / M Shearman - Sira Certification Service

Mr R Laugharne / Mr S Phillips - Association of Hazardous Area Engineers
SCS Safety Impartiality Committee meets twice a year. The membership comprises a user group, a user/installation group and 3 manufacturer trade associations with an interest in hazardous area equipment.

The committee had all not long prior to the assessment visit and detailed minutes of the meetings had been produced and where necessary appropriate actions detailed. The minutes of the last meeting were reviewed during this assessment visit.

Clients are able to appeal against certification decisions to the Impartiality Committee

The next meeting is scheduled for 19th October 2010.

All members have signed a confidentiality agreement. The agreements for the new members were reviewed during the assessment visit.

15. CERTIFICATION OPERATIONS

15.1. *National Approval/Certification Methods*

Sira is a registered Notified Body under the European ATEX Directive 94/9/EC as described in URN 04/1805. Notified Body No 0518.

15.2. *Certification Policy*

There is a quality policy in the quality manual that makes clear reference to of the core aspects of a certification service and it also references the accompanying manuals which include relevant procedures for IECEx certification.

General policies and Procedures are described in the SCS Quality Manual. Specific hazardous area certification procedures are described in the SCS Hazardous Area Product Certification and Assessment Procedures Manual and specific Ex Quality Assurance procedures are described in SCS Ex Quality Assurance Certification Procedures Manual. The procedures were checked and found appropriate.

15.3. *Application for Certification*

Form 5300 is the application form used for this work and other quality site certification such as ISO 9001, ATEX QA, IECEx QA, ISO 14001 and OHSAS 18001.

A new form 5333 is being trialled for contract review. Currently there is a quotation agreement but the contract review is not documented.

15.4. *Withdrawal and Cancellation of Certificates*

Suspension or cancellation of a certificate is described in Section 3.12 of the SCS Quality Manual and also referred to in Appendix 12 Section 5 of the Hazardous Area Procedures Manual.

16. STATISTICS

Detail experience in assessment and certification of Ex related Service Facilities for the Ex Protection under this application during the past 2 years (certificates and associated FARs issued):

Certificates	Protection techniques	FARs
3	Ex d, Ex e, Ex n	3
1	Ex e, Ex n	1
1	Ex d, Ex e, Ex n, Ex t	2
1	Ex i	3
1	Ex d	3

17. DOCUMENTATION

17.1. Quality Manual

At the time of the assessment visit the SCS Quality Manual was at issue 36 dated 8/12/2009. The Quality Manual describes the Quality System. Included in the Quality Manual are descriptions of the organization, its generic policies and objectives relating to quality, and its general operations. The QM was reviewed during the re-assessment and found appropriate.

17.2. Procedures

The procedures covering this work are contained in EXSERFACMANUAL – IECEx Service Facilities Manual. The flow chart from the relevant OD has been utilised and modified to meet the specific operation at Sira.

The manual specifies the relevant auditors experience and competencies.

17.3. Work Instructions

There are no work instructions for this activity.

17.4. Records

The policy regarding records is detailed in section 3.8 of the SCS Quality Manual. Details of the required records are contained in the respective manuals. Specific instructions regarding record keeping for the Chester site are contained in Appendix 7 of the Ex Hazardous Area Manual.

Documents are stored in electronic and/or paper form.

Quality records such as audit reports, corrective and preventative actions and customer complaints are all kept in the “Proquis” system

All FAR audit records are available in paper form.

All Technical records are kept on the Z:drive of the Sira server whilst they are live jobs. Once completed they are scanned electronically and stored in a secure folder on the same z:drive in the scanned certificates folder. These are saved by manufacturer and then individual project number.

Electronic copies of the certificates are maintained in the Certificate file directory.

17.5. Document Change Control

Document control and change is described in section 3.7 of the SCS Quality Manual.

Documents such as manuals and standards which regulate the operation of SCS are controlled by the document control centre, which is administered by the Quality Manager.

All SCS documents, including forms and publicity material, are subject to a controlled system of updating and amendment.

Most documents are controlled and available within SCS by a system called PROQUIS. The issue of controlled documents is to the extent necessary to provide ready access for all appropriate personnel.

Where specific related bodies and associates do not have direct access to the PROQUIS system, updates to documentation which are applicable to their activities, will be sent manually either electronically by e-mail or CD.

A record of the personnel and organisations that hold controlled copies of each Manual is held in the PROQUIS System.

Ongoing control of documentation to auditors and associates will be the responsibility of the appropriate Scheme Certification Manager and or Company. A distribution list / address folder in the case of electronic e-mail must be maintained and proof of receipt recorded.

Control of standards is effected by maintaining a record of all standards held on the standards spreadsheet. Standards are labelled as ‘controlled’ or ‘uncontrolled’.

For the updating of standards Sira subscribes to the BSI “PLUS”updating service for all controlled BS, EN, IEC and ISO standards.

Other controlled documents including UKAS and notified body related documents are updated by direct mailing from the issuing authorities or by checking relevant websites.

18. CONFIDENTIALITY

Confidentiality is covered by section 3.2 of the SCS Quality Manual.

All work is treated as confidential and employee’s contracts incorporate a confidentiality statement as a condition of employment. The work is treated as confidential to that client unless otherwise agreed, or as required by law.

Staff will ensure that confidential information is not left visible or easily accessible in areas that may be accessible to visitors.

Any other directors, members of SCS committees, associates and subcontractors, are required to sign a confidentiality agreement (SCS forms SCS/SF/011, 003, 010 or Form 3010).

Examples of signed copied of the contract of employment which includes the confidentiality agreement, were seen. Examples of signed agreements were also seen for members of the Impartiality Committee.

19. PUBLICATIONS

Publications may either be released via the document control system or via the Marketing department. Technical publications are checked by the relevant technical experts and then released for issue by the Managing Director. General publicity material such as wall charts and Training programs is not controlled via the document control systems

Publications are mainly distributed by the Internet but some are printed.

Information is made available on the Sira website at www.siracertification.com the website includes general and specific information about the certification programs, request for quotation forms etc. There are also links to the ATEX Notified Body Group, clarification sheets, IECEx TAG Decision Sheets and the Sira Standard Interpretations.

The website also includes a Certificate Database search facility where information regarding any live certificate can be accessed. There is also a link to the IECEx website where information regarding IECEx certificates issued by Sira can be accessed.

20. NATIONAL ACCREDITATION

There is no accreditation for the work undertaken for service facilities. They do have accreditation to ISO/IEC 17024 for competency assessment. UKAS do not have an accreditation scheme for this activity. They do hold accreditation as a certifying body for product certification.

21. RECOGNITION AND AGREEMENTS

There are no recognitions or agreement in this field of activity.

22. INTERNAL AUDIT AND PERIODIC MANAGEMENT REVIEW

Periodic internal audits are carried out as detailed the SCS Quality Manual Section 3.9. Management reviews are also conducted and recorded.

The Quality Manager is responsible for ensuring that an internal audit programme is carried out at least annually to review the organisation's compliance with relevant accreditation and Notified Body criteria as well as with its own Quality Manual & Procedures.

Audits are conducted either by the Quality Manager or a suitably qualified and experienced person. The minimum requirements for an internal auditor is that they have attended an appropriate training course or have had at least one year's auditing experience.

Audits cover the requirements specified in the Quality Manual and relevant Procedures documents. In addition random audits of any area may be undertaken if the Managing Director or Quality Manager considers them necessary.

The performance of tasks carried out directly by the Quality Manager are audited by a competent person independent of the function being audited although the audit for 2010 had not been scheduled. This was subsequently resolved to the satisfaction of the assessment team.

The audit programme is managed by using the Audit Module of the Proquis Management System software. Results of audits are recorded in Proquis by the auditor, together with any nonconformities and resulting actions. The system informs the appropriate person of the agreed non conformance/action with an appropriate timescale for completion. The auditor records in Proquis a summary of the audit with

general observations, conclusions and recommendations as appropriate. The Quality Manager/auditor will verify completion of the agreed corrective action.

A number of audits were reviewed during the visit and in general it was seen that detailed audits are being carried out, appropriate detail is recorded and findings from the audits are addressed in an appropriate manner.

23. SUBCONTRACTING, USE OF OTHER LABS AND USE OF OTHER LOCATIONS

No work is subcontracted work but work may carried out by contractors (associates) to Sira procedures.

24. TRAINING/COMPETENCY

Competency records are retained for the contract auditors (associates). The competencies are periodically reviewed for the auditors. Each person has a personal file which includes copies of any qualifications. The competency records for two of the auditors was reviewed and found to be satisfactory.

An example of a training program and associated examination that had been run for auditors was reviewed and found to adequately address the requirements for auditing for the IECEx Services Program.

Training is carried out on as-needs basis rather than through formal training plans. There is induction training for new staff and much of training is on-the-job, often through the use of mentors.

25. ASSESSMENT OF SERVICE FACILITIES AND ISSUE OF FARs / CRFs

The following certificates and associated FARs and CRFs were reviewed.
IECEx SIR S0004 FAR GB/SIR/FAR/08.0001/00 /01
Projects – 55-S-17391, 18858 – identification of the job and the report number.
Siemens in Malaysia- Repair workshop for Ex d, Ex e and Ex n motors.
55-S-17391 - initial audit
55-S-18858 – this was shown as initial audit but was actually surveillance.
This was later corrected.

IECEx SIR S0005 FAR/SIR/FAR08.0003/01
Report 55S/15265 IS flowmeters
Detronic Ltd

The certificates and reports were found to be satisfactory and to meet the requirements for the Scheme.

20. COMPLAINTS AND APPEALS (Including appeals to IECEx)

The policy regarding complaints is detailed in section 3.10 of the SCS Quality Manual and appeals are covered by section 3.13. This also addresses appeals to IECEx.

All complaints are recorded in the "Proquis" system maintained by the Quality Manager, with each complaint being given a unique reference number. The entry in Proquis is controlled via work instruction ST&C WI68: PROQUIS SYSTEM – Issues & Actions.

Information regarding the complaints and appeals process is published on the Sira web site, www.siracertification.com

The complaints database was reviewed during the visit. Complaints in the range CCS093 to CCS109 have been logged in the last year. The majority of these relate to MCERTS Certification or the VEGA/DSM Calibration scheme and are outside the scope of this audit.

It was noted that in several cases there was either no, or limited, supporting evidence attached to the Proquis complaint record contrary to the complaints procedure. A finding was raised regarding this issue and it was subsequently resolved to the satisfaction of the assessment team.

There have not been any appeals made to Sira.

26. SPECIAL FACTS TO BE NOTED

a. Supporting Documentation

Copies of additional supporting information for this assessment have been provided to the applicant and the IECEx Secretariat as part of a site assessment report. These include:

- Details of issues raised and how these have been resolved
- Photos of the facilities
- Notes from the assessors

27. COMMENTS (Including issues found during assessment)

Sira are currently using the terminology 'Services Program'. This will need to be revised to use the latest terminology of 'Services Scheme'. It was noted that this would need to be revised was the 2nd edition of IECEx 03 was issued (occurred in August 2008).

Only one issue in addition to those found for the ExCB was found and this was resolved (see Clause 15).

28. RECOMMENDATION

Based on the assessment performed on 21st to 23rd June 2010, Sira Certification Service is recommended for continued acceptance in the IECEx scheme as an IECEx Certification Body (ExCB) for IECEx 03 according to the scope of the standards listed in this document**.**

Lead Assessor	IECEx Team Leader	IECEx Expert Assessor
C. Bestwick UKAS	J. Munro IECEx	A. Zalogin IECEx

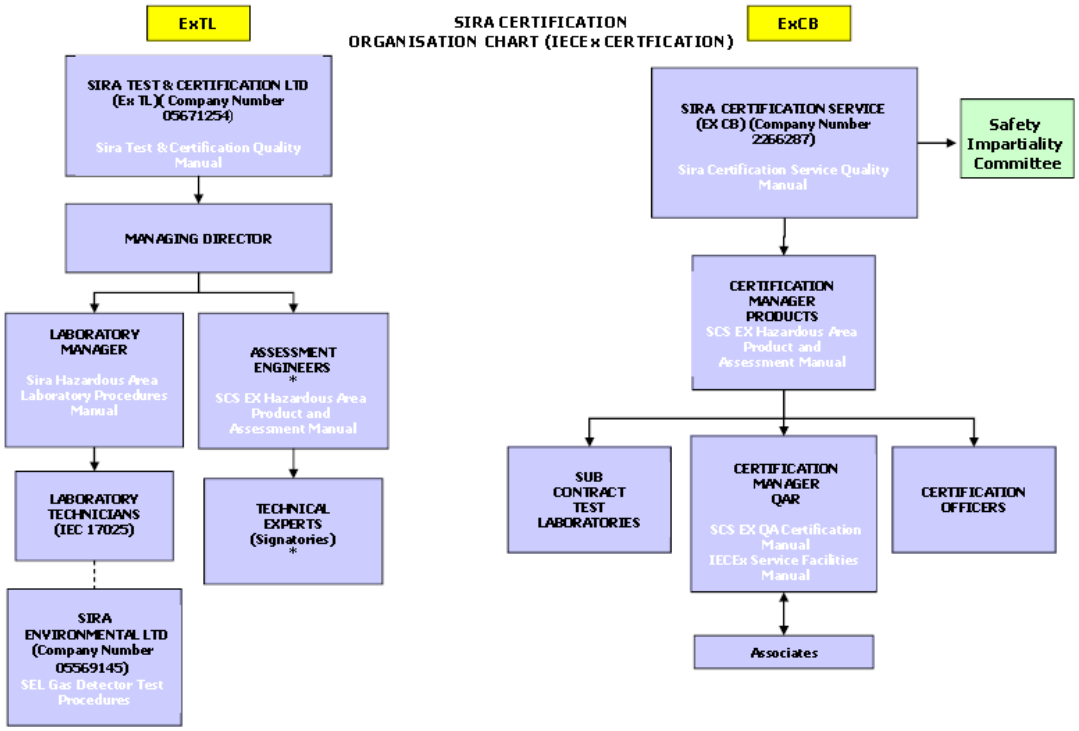
Date: 15 July 2011

List of Annexes:

Annex 1 – Sira Certification ExCB/ExTL Organisation Chart

Annex 2 – Sira Certification Functional Organisation Chart

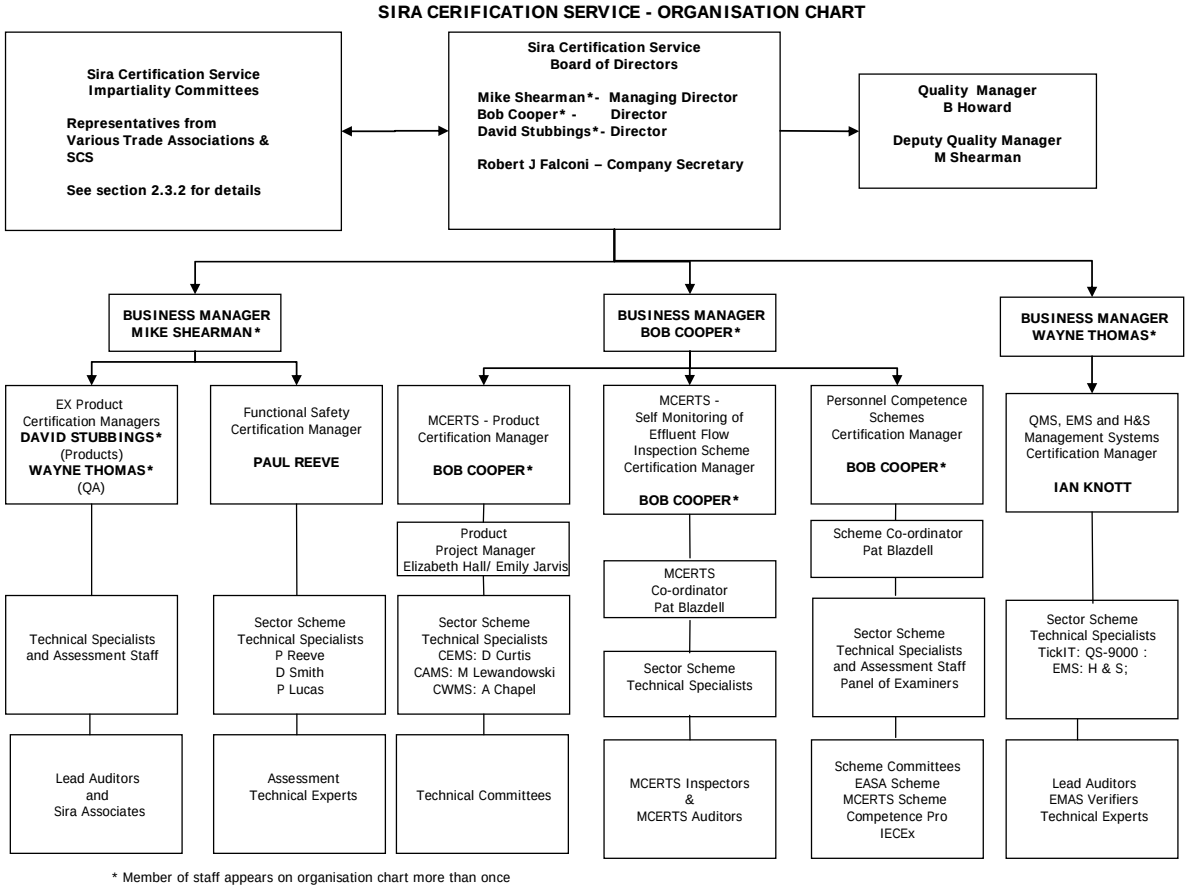
Annex 1
Sira Certification ExCB/ExTL Organisation Chart



Note: The title defined here (*) is the role undertaken to illustrate the independence of the checking function and does not reflect the Job Title of the personnel, which is either Certification Engineer or Consultant Engineer. Personnel may fulfil either function depending on their competence

Form 313 Issue 3 (June 2010)

Annex 2
Sira Certification Functional Organisation Chart



* Member of staff appears on organisation chart more than once