



**INTERNATIONAL ELECTROTECHNICAL COMMISSION**

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

**IECEx ASSESSMENT REPORT**

**Title: Assessment Report for the Assessment of SIRIM QAS INTERNATIONAL  
SDN BHD as an Accepted Ex Certification Body (ExCB) in the IECEx 03  
Certified Service Facilities Scheme.**

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**Introduction**

This document provides a Report from the IECEx Assessment Team following a combination of on-site and off site assessment of SIRIM QAS International Malaysia, for acceptance as an IECEx Certification Body (ExCB) for the IECEx 03 Scheme.

ExMC Members are requested to consider this Report and the recommendation of the IECEx Assessment Team for the acceptance of SIRIM QAS International for the IECEx 03 Scheme and return the voting form by the closing date of **Friday 18 March 2011**.

Chris Agius

**IECEx Secretariat**

**Address:**

IECEx Secretariat  
286 Sussex Street  
Sydney NSW 2000  
Australia

Tel: +61 2 8206 6940  
Fax: +61 2 8206 6272  
Email: [chris.agius@iecex.com](mailto:chris.agius@iecex.com)

### Voting Form

**Vote for the acceptance of the Report for the Assessment of SIRIM QAS INTERNATIONAL SDN BHD as an Accepted Ex Certification Body (ExCB) in the IECEx 03 Certified Service Facilities Scheme.**

☐

**Yes. I agree with the acceptance of the SIRIM QAS INTERNATIONAL SDN BHD as an Accepted Ex Certification Body (ExCB) in the IECEx 03 Certified Service Facilities Scheme.**

☐

**No. I do not agree with the acceptance of SIRIM QAS INTERNATIONAL SDN BHD as an Accepted Ex Certification Body (ExCB) in the IECEx 03 Certified Service Facilities Scheme for the following reasons-**

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Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Member Body: \_\_\_\_\_

Date: \_\_\_\_\_

Please complete and return by **2011 03 18** to:

Mr Chris Agius  
IECEX Secretariat

**Contact Details:**

***E-mail: [chris.agius@iecex.com](mailto:chris.agius@iecex.com)***

***Tel: +61 2 8206 6940***

***Fax: +61 2 8206 6272***

IECEX ASSESSMENT REPORT FORM  
For ExCB  
SIRIM QAS INTERNATIONAL SDN BHD – Certified Service Facility Scheme

Type of Assessment:

- Initial Assessment for Candidate ExCB
- ~~Surveillance Assessment for existing ExCB~~

**A.1 OBJECT AND FIELD OF APPLICATION**

Seeking ExMC Acceptance as an ExCB for the IECEx 03 – Certified Service Facilities Scheme

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**A.1.1 Country: MALAYSIA**

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**A.1.2 Name of Candidate EXCB**

SIRIM QAS INTERNATIONAL SDN BHD  
No.1, Persiaran Dato Menteri  
40911 Shah Alam  
Selangor Darul Ehsan

**A.1.3 Members Of The Assessment Team**

Mr Chris AGIUS – Assessment Team Leader and IECEx Executive Secretary  
Mr Allan OGDEN – Expert Assessor, Baseefa UK  
Mr Wal ROBSON – Observer, IECEx Secretariat (during site visit)

**A.1.4 Place And Date Of Assessment**

19 + 20 May 2010 Onsite assessment at SIRIM location  
22 + 23 November 2010 Witness assessment involving an Ex repair facility in MY  
Additional office time reviewing updated procedures and reports

**A.1.5 Assessment References**

Document:

- i) IECEx 03
- ii) IECEx Operational Document OD/016
- iii) IECEx Operational Document OD 013, 014, 015
- iv) ISO/IEC Guide 65 1996
- v) ExCB application documents dated
- vi) IEC 60079-19 and TGD

#### **A.1.6 Scope Of Application**

*Indicate whether this is an extension of scope for an already accepted ExCB (include details of existing acceptance).*

SIRIM is a new ExCB to IECEx and has applied to only participate in the IECEx 03 Certified Services Scheme

<b>Category of Services</b>	<b>Standard</b>
Assessment and Certification of Ex Repair Workshops	IEC 60079-19
.....	
.....	

*(List all Standards within scope of application or acceptance within IECEx) – SIRIM is a new ExCB to IECEx*

#### **A.1.7 Candidate ExCB Persons Interviewed**

<b>Name</b>	<b>Position/Title</b>
Hj. Basori Hj Selamat	Sr. General Manager Product Certification and Inspection Department
Mohd Hamim Imam Mustain	Head of Product Certification Section
Chen Seng Hock	Head of Technical Section
Amzidah Ahmad	Group Leader, Electrical + Electronic
Harman Alang Kasim	Sr. Certification Executive, Elec + Electronic
Muhamad Kamal Sabran	Sr. Certification Executive, Elec + Electronic
Muhammad NAzif Zakaria	Sr. Certification Executive, Elec + Electronic
Muhammad Azhar Md Aris	Certification Executive, Electrical + Electronic
Marina Mahdar	Sr. Executive, Standards Development Dept.

#### **A.1.8 Legal Entity Of The Candidate ExCB**

SIRIM is Registered Company in Malaysia as SIRIM QAS International Sdn. Bhd with a registered office located

Building 8, SIRIM Complex  
N0.1, Persiaran Dato Menteri  
Section 2, PO Box 7035  
40911 Shah Alam  
Selangor Darul Ehsan

#### **A.1.9 Associated Testing Laboratories**

Names of Laboratories

Address

SIRIM operate their own integral testing laboratory but do not provide Ex Testing according to the IECEx 02 Scheme. Having an Ex Test Laboratory operating in the IECEx 02 Scheme is not a requirement of the IECEx 03 Services Scheme.

#### **A.1.10 Associated Certification Functions**

SIRIM is a large organisation with a total of around 450 employees and offer a diverse range of Testing, inspection and certification services that broadly fall into the following categories

- Product testing and certification,
- Management Systems Certification, including Environmental, Quality, Food Safety, ECO label scheme, Forest Management Systems,
- Inspection Services
- SIRIM QAS International is recognized by the Department of Occupational Safety and Health Malaysia (DOSH) as the Inspecting Authority under the Fourth Schedule of the Factories and Machinery Act 1967. Such inspection and assessment activities includes equipment and installations associated with oil and gas installations both on and off shore.

#### **A.1.11 National Marks And Certificates**

SIRIM maintain their national Mark of compliance for their respective programs

#### **A.1.12 Financial Support**

SIRIM operates on a fee for service basis.

#### **A.1.13 History**

SIRIM is the largest and oldest certification, inspection and testing body in Malaysia. SIRIM was incorporated as a Malaysian company around 10 years ago, however have been involved in testing, inspection and certification since the early 1970s when such services were offered by a division of the Standards and Industrial Research Institute of Malaysia, SIRIM.

SIRIM operate on a fee for service basis.

#### **A.1.14 Standards Accepted**

Malaysia is a Full Member country of the IEC and participates in the work of TC 31. As a member of the IECEx 03 Services Scheme SIRIM agree to abide by the rules including use of assessment reports from other ExCBs

SIRIM accepts and uses the IEC 60079-19 standard.

### **A.1.15 National Differences To IEC Standards**

There are no national differences to IEC 60079-19

## **A.2 ORGANISATION**

### **A.2.1 Names and Titles Of The Senior Executives**

Name	Title
Khalidah Mustafa	Managing Director
Parama Iswara Subramaniam	Senior General Manager
Nur Fadilah Muhammad	Senior General Manager
Hj Basori Hj Selamat	Senior General Manager
Haliza Ibrahim	Senior General Manager

### **A.2.2 Name, Title And Experience of The Quality Management Representative**

Name	Title	Experience
Fauziah Ahmad	Head	Quality & OSHE

### **A.2.3 Name And Title of Nominated Principal Contact(s)**

Name	Title	Comments (if any)
Hj Basori Hj Selamat	Sr. General Manager	
Chen Seng Hock	Head	

### **A.2.4 Name and Title of Signatories for Certification**

Name	Title	Comments (if any)
Mohd Hamim Imam Mustain	Head	
Amzidah	Group Leader	

### **A.2.5 Other Employees in ExCB activity**

The technical staff and operations of SIRIM Certification activities are supported by a range of SIRIM support services including Administration, legal and finance.

### **A.2.6 Organisational Structure**

See Annex A

### **A.2.7 Administration**

As part of the SIRIM structure there is a certification oversee committee according to ISO/IEC Guide 65 which meets the requirements and duties of Guide 65

### A.3 RESOURCES

*(Verification that ExCB has all necessary resources for its operation in-house, including personnel trained and experienced in factory inspection / quality audits).*

Upon completion of the Initial site assessment, follow-up assessments and the witness assessment, where one of the Assessment team accompanied SIRIM staff to conduct a site assessment of an Ex Repair Workshop in Malaysia, the assessment have determined that SIRIM possess the necessary resources including management systems and technical staff to full fill the requirements of the IECEx 03 Certified Services scheme (according to SIRIM Document Ex/PRO/07) and therefore recommend acceptance of SIRIM as an IECEx ExCB covering the covering the following:

- Repair and overhaul of Rotating machines and enclosures associated with Ex d, Ex e, Ex n and Dusts

The assessment team identified the following SIRIM auditors as meeting the IECEx 03 Scheme requirements for assessment of workshops according to IEC 60079-19.

Harman Alang Kasim  
Muhamad Kamal Sabran

### A.4 COMMITTEES

The assessment team noted the internal structure of SIRIM which includes committees and determines that the requirements of Guide 65 has been met, noting that SIRIM hold national accreditation to ISO/IEC Guide 65 for various certification operations

### A.5 CERTIFICATION OPERATIONS

#### A.5.1 National Approval/Certification Methods

The assessment team have determined that the requirements of both ISO/IEC Guide 65 along with IECEx requirements for the IECEx 03 Scheme are met

#### A.5.2 Certification Policy

The assessment team have determined that the requirements of both ISO/IEC Guide 65 along with IECEx requirements for the IECEx 03 Scheme are met

#### A.5.3 Staff Work Instructions

The assessment team conducted a thorough review of the SIRIM operations manuals, work procedures and instructions and have determined that the requirements of both ISO/IEC Guide 65 along with IECEx requirements for the IECEx 03 Scheme are met. Internal SIRIM operational documents reviewed by the assessment team include:

Ex/PRO/03 – Procedures for on-site audit

Ex/PRO/04 – Procedures to register FARs and IECEx Certificates of Conformity

Ex/PRO/06 – Procedures for handling scope extensions

Ex/PRO/08 – Selection, appointment and monitoring of technical experts and audit staff

#### **A.5.4 Application for Certification**

The assessment team found the SIRIM application procedures (Document Ex/PRO/01) to meet the requirements of the IECEx 03 Scheme

#### **A.6 STATISTICS**

While SIRIM have experience with inspections of Ex installations and equipment, certification of workshops to IECEx is a new area of activity for SIRIM so therefore there are no statistics available at this time.

Taking this into account and in recommending acceptance of SIRIM as an ExCB for the IECEx 03 scheme, the assessment team further recommend a follow up surveillance visit not more than 12 months from acceptance plus a review of their first project, as part of the annual IECEx assessment required according to OD 016 for ExCBs without national accreditation covering Ex

#### **A.7 DOCUMENTATION**

The assessment team noted a thorough system of Document control according to SIRIM Document Ex/PRO/02, in accordance with good management practise and meeting ISO/IEC relevant standards and Guides.

#### **A.8 RECORDS**

The assessment team noted a well documented system of record keeping and this was reviewed by way of sample selection, however as a new Applicant there were no IECEx files or records for review.

#### **A.9 CONFIDENTIALLY**

SIRIM maintain confidentiality in accordance with Guide 65 with signed agreements from the staff noted.

#### **A.10 PUBLICATIONS**

SIRIM and their technical staff issue various publications and papers across their operations.

#### **A.11 APPEALS**

SIRIM operate an appeals process ( Document Ref: CQS/PRO/03) according to both the requirements of Guide 65 and IECEx



## **A.12 NATIONAL ACCREDITATION**

SIRIM hold various national and international accreditation across their various Certification activities by Standards Malaysia such as ISO/IEC Guide 65 (Accreditation Number PC 05102004 CB01). In addition being an NCB for the IECEE-CB Scheme.

## **A.13 RECOGNITION AND AGREEMENTS**

Through the various accreditations and participation in IECEE-CB Scheme SIRIM's certification activities are recognised for the purpose of obtaining national certification in various countries

## **A.14 QUALITY MANUAL**

The assessment team noted a comprehensive Quality Management System supported by a manual and procedures via the intranet system which meets the requirements of the respective ISO/IEC Guides and Standards and IECEx

## **A.15 INTERNAL AUDIT AND PERIODIC REVIEW**

In accordance with the SIRIM Management system, SIRIM operate an internal audit process which has been updated to now include the IECEx 03 Scheme

## **A.16 COMPLAINTS**

A complaints process system was noted by the assessment team which has now been updated to include matters relating to the IECEx 03 scheme

## **A.17 WITHDRAWAL AND CANCELLATION OF CERTIFICATES**

The SIRIM operations manual and procedures were assessed for compliance with IECEx 03 and ODs, OD 013, OD 014, OD 015 and were found to comply including the requirements concerning withdrawal and cancellation of certificates

## **A.18 SPECIAL FACTS TO BE NOTED**

The assessment noted that while certification of repair workshops to IEC 60079-19 is a new area of activity for SIRIM, the assessment noted the great deal of work undertaken by SIRIM Management and Staff to ensure that SIRIM meets the requirements of IECEx 03 and its ODs, such work has included:

- Introduction of new operations manual and procedures
- Updating of existing procedures to accommodate IECEx specific requirements
- Review of competency requirements and training for staff engaged in IECEx 03 assessment activities
- Updated practical training of staff both on-site and off site, including the observing of Ex repair workshop assessments
- The undertaking of a special witness assessment by one of the IECEx assessment team members to observe SIRIM staff conducting an assessment of an Ex Workshop.

The special witness audit conducted on 22+23 November 2010 was supervised by Mr Allan Ogden, one of the IECEx Assessment Team members and peer assessor and involved the following SIRIM Auditors

Harman Alang Kasim – acting as Team Leader

Muhamad Kamal Sabran- acting as auditor and member of the SIRIM audit team

The conclusion of the witness audit revealed that the SIRIM auditors understand the requirements of the IECEx 03 scheme along with IEC 60079-19 and the technology involved to ensure a thorough assessment and determination of the requirements of IEC 60079-19.

#### **A.19 RECOMMENDATION**

The Assessment now recommend acceptance by ExMC of SIRIM as an IECEx Certification Body to operate in the IECEx 03 Certified Service Facility Scheme covering the following

Repair and overhaul of Rotating machines and enclosures associated with types of protection Ex d, Ex e, Ex n and Dusts.

In addition the assessment recommend review of the first project prior to certification being granted, with a followup review in 1 year following IECEx acceptance, as part of the annual IECEx assessment requirements according to OD 016 for ExCBs that do not hold national accreditation covering Ex.

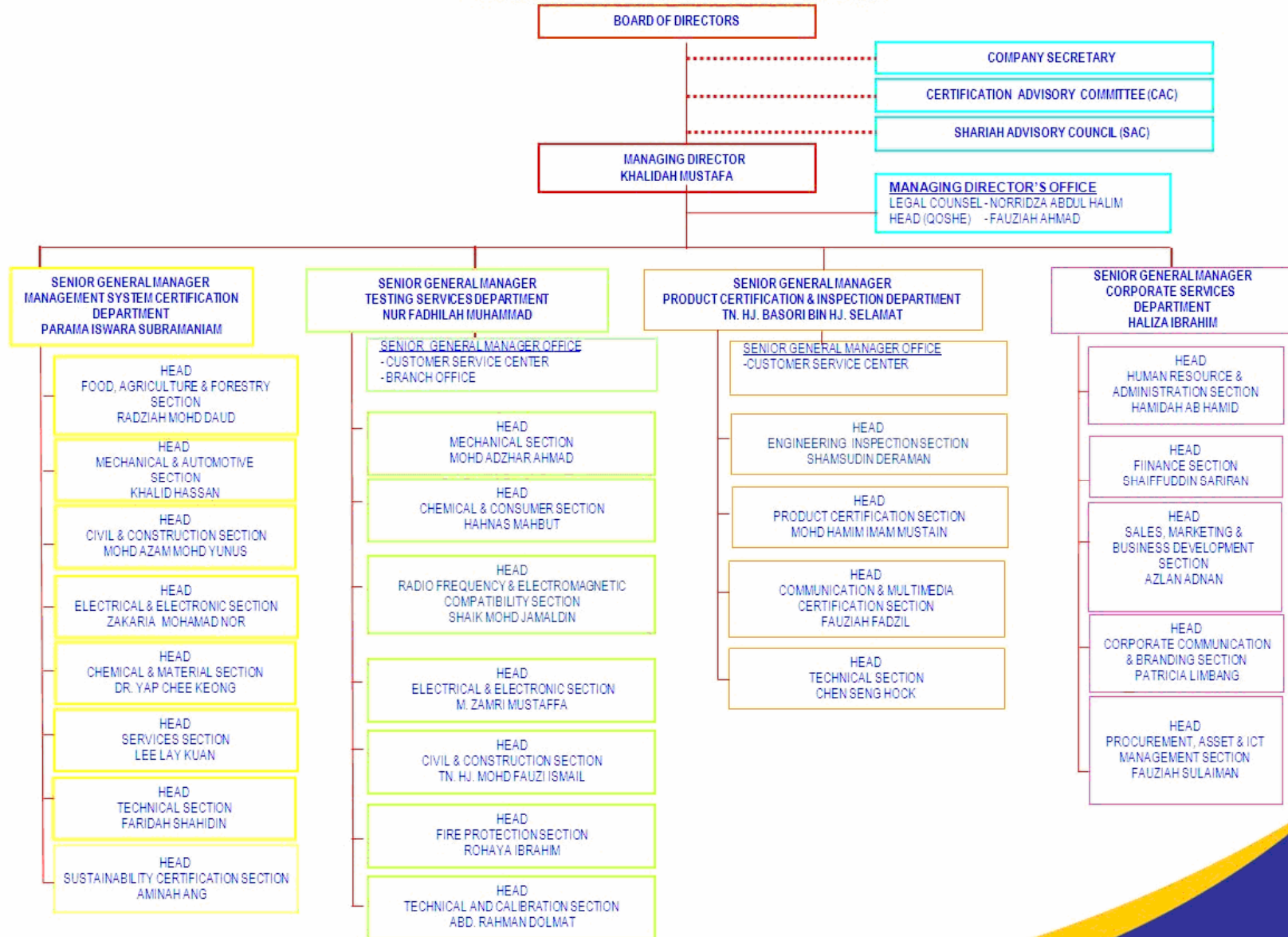
#### **A.20 LIST OF ANNEXES**

Annex A – Organisation Chart

**Chris AGIUS**  
IECEx Assessment Team Leader,  
IECEx, Executive Secretary

**Allan OGDEN**  
Expert Peer Assessor  
Baseefa, UK

# SIRIM QAS INTERNATIONAL SDN. BHD.



As at 1<sup>st</sup> January 2011