



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

**Title: Draft Rules and Procedures - IECEx Program for Certification of Personnel Competencies for Explosive Atmospheres (Draft IECEx 05)**

**Circulation: IECEx Management Committee (ExMC)**

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**INTRODUCTION**

In line with the Report from WG 12 (ExMC/464/R) this draft IECEx 05, Rules and Procedures has been prepared by the ExMC Working Group WG 12 and is issued for consideration at the Paris October 2008 meeting.

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## **INTERNATIONAL ELECTROTECHNICAL COMMISSION**

### **IECEx Certification Scheme**

#### **IECEx Program for Certification of Personnel Competencies for Explosive Atmospheres**

##### **DRAFT07 IECEx 05 – Rules and Procedures**

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### **Introduction**

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

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

At the Shanghai meeting of IEC ExMC, the WG12 proposal was presented and the WG requested to advance to the next stage and prepare the draft rules, as an extension to IEC ExMC01 rules, covering the Explosive Atmosphere Competencies.

This draft was finalised at the meeting of WG12 held in Birmingham on 14<sup>th</sup> / 15<sup>th</sup> / 16<sup>th</sup> April, 2008 ready for issue as the Version 1 DV for comment by National Committees.

# **IECEX 05**

**DRAFT07**  
First edition

## **INTERNATIONAL ELECTROTECHNICAL COMMISSION**

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**IECEX Certification Scheme  
IECEX Program for Certification of Personnel  
Competencies  
for Explosive Atmospheres -**

### **Rules and Procedures**

# INTERNATIONAL ELECTROTECHNICAL COMMISSION

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**IECEX 05**

**DRAFT 07**

First edition  
2008-xx-xx

## IECEX Certification Scheme IECEX Program for Certification of Personnel Competencies for Explosive Atmospheres – Rules and Procedures

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# INTERNATIONAL ELECTROTECHNICAL COMMISSION

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## IECEX 05

### IECEX Certification Scheme

#### IECEX Program for Certification of Personnel Competencies for Explosive Atmospheres – Rules and Procedures

### FOREWORD

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

All of the annexes to this publication are normative.

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

This publication is directly related to Publication IECEX 01 containing the Basic Rules of the IECEX Scheme.

This edition of IECEX 05 takes effect immediately upon publication and replaces the previous edition.

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

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

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

**CONVENORS NOTE:** The use of the word Scheme and Program are both applicable within the IECEX. The individual 'programs' such as the Product Certification and Service Facilities are more commonly known as programs within the Scheme. In this document Scheme is used in both applications and a decision will be required by IECEX secretariat prior to these documents being finalized as to which word will apply.

## INTRODUCTION

### IECEx Certification of Personnel Competencies Scheme

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

There are several documents that provide the basis for the Certification of Personnel Competencies:

- IECEx05 IECEx Program for Certification of Personnel Competencies for Explosive Atmospheres – Rules and Procedures
- OD 0xxB IECEx Program for Certification of Personnel Competencies for Explosive Atmospheres – Guidance for making Application for Personnel Competencies
- OD 0xxA IECEx Program for Certification of Personnel Competencies for Explosive Atmospheres – ExCB Assessment Procedures for issuing and maintaining IECEx Certificates of Personnel Competency
- OD 0xxC IECEx Program for Certification of Personnel Competencies for Explosive Atmospheres – Competencies for working with electrical equipment for explosive atmospheres

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

### Where is Ex equipment commonly found?

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

Industries include but are not limited to:

- Automotive refueling stations or petrol stations
- Oil refineries, rigs and processing plants located Onshore or Offshore
- Oil and gas tankers, drilling ships and FPSO (Floating Production Storage Offloading vessels)
- Chemical processing plants
- Printing industries, paper and textiles
- Hospital operating theatres
- Aircraft refueling and hangars
- Surface coating industries
- Underground coalmines
- Sewerage treatment plants
- Gas pipelines and distribution centres
- Grain handling and storage and processing (flour-milling industry)
- Woodworking areas
- Sugar refineries
- Light metal working, where metal dust and fine particles can appear

The competencies are intended to be applied as it relates to the specific work function of an individual person and includes (but not limited to) management awareness, design, selection, installation, inspection, maintenance and repair/overhaul. The scheme does not detail any training requirements and a Certificate is issued on the basis of an assessment undertaken by an ExCB.



Evidence of qualification or trade credentials for similar work in non-hazardous areas will need to be presented and verified prior to being assessed for work in hazardous areas and this will include any regulatory requirements for certificates or licenses etc., within each country for which the person is making application for the Certification to be valid.

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

#### More Information

Further information, including free downloads of the IECEx Rules and Procedures, is available from the IECEx Website: [www.iecex.com](http://www.iecex.com)

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# **IECEX Certification Scheme**

## **IECEX Program for Certification of Personnel Competencies for Explosive Atmospheres – Rules and Procedures**

### **Publication IECEx 05**

## **1 Scope**

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

- classification of a hazardous area (explosive atmosphere),
- the selection of equipment suitable for hazardous area application,
- the installation of equipment including wiring systems,
- maintenance of hazardous area equipment,
- inspection of hazardous area equipment
- repair and overhaul of hazardous area equipment

all for use in or associated with explosive atmospheres. (IECEX Certification of Personnel Competencies Program).

The IECEx Certification of Personnel Competencies Program becomes operative as soon as at least three certification bodies have been accepted according to these rules

This IECEx Certification of Personnel Competencies Program operates as a complimentary Program to the IECEx Schemes covering Certification of Equipment for use in explosive atmospheres covered by IECEx02 and the Certification of Service Facilities covered by IECEx03.

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

## **2 Normative references**

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

IECEX 01:1999, *Basic Rules of the IECEx Scheme*.

ISO/IEC Guide 2:1996, *Standardization and related activities - General vocabulary*.

ISO/IEC 17000:2004 *Conformity Assessment – Vocabulary and general principles*

ISO/IEC 17024:2003 *Conformity Assessment – General requirements for bodies operating certification of persons*

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

## **3 Definitions**

ISO/IEC Guide 2 gives the basic definitions.

For the purpose of the IECEx Certification of Personnel Competencies Program, the definitions contained in ISO/IEC 17024; IECEx 02 and those below apply:

### **3.1**

#### **IECEx Certification of Personnel Competencies Program**

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

### **3.2**

#### **IECEx Certificate of Personnel Competencies**

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

### **3.3**

#### **IECEx Personnel Competency Assessment Report (PCAR)**

A document that presents the results of an assessment of a person's competencies, to the requirements of the IECEx Certification of Personnel Competencies Program.

### **3.4**

#### **Applicant**

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

### **3.5**

#### **Competency**

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

Competency includes all aspects of work performance and not only narrow skills. The four components of competency are: task skills; task management skills; contingency management skills and job/role environment skills.

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

### **3.6**

#### **Ex Competent Person**

A person who can demonstrate a combination of knowledge and skills to effectively, efficiently and safely carry out activities in hazardous areas, covered by this Standard. Competencies are specified by types of protection technique, e.g. Ex 'd', Ex 'i', and by activity (e.g. classification, selection, installation, maintenance, testing and inspection, etc.).

## **4 Governing of the IECEx Scheme**

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

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

## 5 IECEx Certification of Personnel Competencies

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

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

OD xxxA and relevant requirements of IEC 60079 series of standards form the basis of the IECEx Certification of Personnel Competencies Program requirements.

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

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

## **6 Principles of the IECEx Certification of Personnel Competencies Program**

### **6.1 IECEx Certificate Issuing Countries**

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

### **6.2 Method of Application**

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

### **6.3 Acceptance**

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

### **6.4 Permissions**

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

### **6.5 Confidentiality**

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

## **7 IECEx instruments**

### **7.1 IECEx Certificate of Personnel Competencies**

#### **7.1.1 Issue**

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

#### **7.1.2 Format**

The ExMC shall decide on the format, layout and content of IECEx Personnel Competencies Certificates.

### **7.1.3 Contents**

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

- Date of Issue
- Date of Expiry
- clear description of the Ex Competent Person including photographic evidence
- the name and the affiliated corporate name and address of the Ex Competent Person,
- the Competencies which have been independently assessed and verified
- the reference number of the original PCAR that enabled IECEx Certification of Personnel Competencies to be issued
- Indication of changes to Certification and amendment issue
- Name of the issuing ExCB
- Conditions on certification, if any

## **7.2 IECEx Personnel Competency Assessment Report (PCAR)**

### **7.2.1 Content**

A PCAR is prepared and issued by an ExCB recording the independent assessment and verification of an Ex Competent Person's Competencies for compliance with the IECEx Certification of Personnel Competencies Program requirements. The assessment and verification of competency is by written, oral, practical, observational or other means.

### **7.2.2 Format**

The ExMC shall prepare a document detailing competency requirements for the Programme and the format, layout and content of PCARs.

### **7.2.3 Restrictions**

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

## **8 Certification procedure**

### **8.1 Applicant**

An individual person may make an application for an IECEx Certificate of Personnel Competencies to any ExCB, which has been accepted for this purpose by ExMC.

### **8.2 Application Documentation**

The documentation shall accurately identify the specific scope of Competencies for certification, and shall include the name, address and photograph of the applicant.

### **8.3 Evaluation of Applicant Documentation**

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

#### **8.4 Assessment of Ex Personnel Competencies**

The ExCB shall assess the competencies for compliance with specified requirements by means such as written, oral, practical or observational assessment. The ExCB shall issue an IECEx PCAR only when full conformity with IECEx Certification of Personnel Competencies Program requirements has been established or issued as a PCAR (failed) where full compliance has not been achieved.

#### **8.5 Certificate issue**

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

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

#### **8.6 Surveillance**

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

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

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

#### **8.7 Changes**

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

#### **8.8 Ensuring conformity**

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

#### **8.9 Documentation retained**

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

#### **8.10 Surcharges**

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

### 8.11 Suspension or withdrawal

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

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

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

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

### 8.12 Compliance with rules

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

### 8.13 Appeals

Should a Ex Competent Person or applicant be refused the issuing of an IECEx PCAR or IECEx Certificate of Personnel Competencies or be the subject of suspension or cancellation of an IECEx Certificate of personnel Competencies and disagree with this decision he may lodge an appeal to the IECEx Board of Appeal. *(Convenors note: It may be advisable to set up a separate appeals group for Personnel Competencies as the members may need to have different skills)*

## 9 Acceptance of certification bodies (new ExCBs)

### 9.1 Conditions for acceptance

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

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

### 9.2 Application

The candidate certification body shall make an application for the acceptance of a certification body for the issuing of IECEx Certificates of Personnel Competencies.

This application shall be endorsed and submitted by the national Member Body of the IECEx Scheme, in accordance with the requirements of IECEx01, to the Secretary of the ExMC and shall be accompanied by a declaration as detailed in Annex A.

### 9.3 Assessment

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



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

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

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

#### **9.4 Resolution of differences**

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

#### **9.5 Report to ExMC**

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

#### **9.6 Acceptance**

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

#### **9.7 Notification**

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

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

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

#### **9.8 Changes**

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

#### **9.9 Change of scope**

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

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

### 9.10 Reporting of decisions

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

### 9.11 Re-assessment

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

### 9.12 Withdrawal

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

### 9.13 Suspension

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

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

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

## 10 IECEx publications

### 10.1 Types of publications

The publications detailed in IECEx 02 shall be expanded to accommodate the relevant information regarding Certification of Personnel Competencies.

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

### 10.2 Information to be available

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

- A current list of ExCBs participating in the IECEx Program for Certification of Personnel Competencies
- IECEx Certificates of Personnel Competencies by Certificate Number, Scope and validity period. No personal details are to be included.

This and other relevant information may be made available on the Official IECEx Website [www.iecex.com](http://www.iecex.com)

### 10.3 IECEx Bulletin

The Bulletin detailed in IECEx 02 (*Convenors note: ExMC Secretariat to advise if this reference should be IECEx01*) shall be amended to accommodate the relevant information regarding the IECEx Certification of Personnel Competencies Program.

#### **10.4 Source of information**

The information published in the IECEx publications is based on information given by the Member Bodies of the IECEx Scheme, ExCBs and ExTLs. Neither the IEC nor the Secretary of the ExMC is therefore liable for the accuracy of that information. Publication of commercial information shall be avoided.

### **11 Complaints**

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

*(Convenors note: Proposed new text that most likely needs to be located in other documents)*

### **12 Introduction of new IECEx modules or sectors**

#### **12.1 For a new certification scheme**

or when a new IECEx module or new sector is added to an existing certification scheme, the certification body may temporarily appoint, during a period not exceeding three years from the date of implementation of the new scheme or Module or sector, duly qualified personnel as examiners for the purpose of conducting, supervising and grading the qualification examinations. The three-year implementation period is not to be used by the certification body as a means to certify candidates who do not meet all the qualification and certification requirements of this International Standard.

#### **Add to this document?**

#### **12.2 Duly qualified personnel shall**

- a) have the knowledge of the principles of IECEx module and the specific knowledge relation to the industry sector,
- b) have industrial experience of the application of the IECEx module,
- c) have the ability to conduct examinations, and
- d) be able to interpret the questionnaire and results of examinations

#### **12.3 Within two years of the date of appointment**

these examiners shall have gained certification by satisfying the requirements for recertification given in 10.5.3.1 a).

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

(normative)

The declaration by a certification body applying to become an Ex Certification Body (ExCB) under the IECEx Certification of Personnel Competencies Program, shall include the following information:

- a) a description of the body which gives, in addition to an organization chart, information about the legal status of the body, the address(es) at which it carries out its operations,
- b) the means by which the body will demonstrate compliance with ISO/IEC Guides 62, IEC/ISO 17024 or other relevant ISO/IEC personnel guidelines.
- c) the responsibilities at national level concerning certification, and the schemes operated,
- d) the arrangements for appeal, the documents available for providing supporting information, for example with regard to existing accreditation;
- e) details of Senior Management and Staff with their qualifications and experience in the validation of Ex Certification of Personnel Competencies.
- f) a list of the type of Ex Personnel Competencies according to which the body wishes to issue IECEx Personnel Competencies Certificates;
- g) a statement that the ExCB will abide by the Rules.

## **Annex B** **Application Form**

(normative)

This Annex contains copies of the following application forms –

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

Date:

Reference:

For the attention of the Secretary of the IEC Ex Management Committee.

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

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

a) description of the certification body

- name of the body
- organisation chart (use a separate page or pages)
- the legal status of the body
- the address(es) at which it carries out its operations
- the means by which the body will demonstrate compliance with ISO/IEC 17024
- the responsibilities at national level concerning certification, and the schemes operated
- the arrangements for appeal
- the documents available for providing supporting information, for example with regard to existing accreditation

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

Unit of Competency	Description
Unit Ex 001	Basic philosophy of protection in explosive atmospheres
Unit Ex 005	Carry out overhaul and repair of explosion-protected equipment (operative)
Unit Ex 006	Overhaul and repair explosion-protected equipment (responsible person)

The core units of competency may be varied by endorsement. The usual endorsements will relate to 1) explosive gas atmospheres or explosive dust atmospheres .... 2) explosion protection techniques such as Ex 'd', Ex 'e', Ex 'i' etc or ..... 3) product type such as rotating machines, switchgear or instrumentation. Endorsements may be shown by inclusion or exclusion.

In addition other scopes may be permitted provided the ExCB making application relates the scope to the IEC standards involved and provides full details of the associated outcomes which will be subsequently verified by WG12.

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

(signature)

(name)

(role)

(date)

DRAFT