



ExMC/182/DV  
December 2003

## INTERNATIONAL ELECTROTECHNICAL COMMISSION

### IEC SCHEME FOR CERTIFICATION TO STANDARDS FOR SAFETY OF ELECTRICAL EQUIPMENT FOR EXPLOSIVE ATMOSPHERES (IECEx SCHEME)

#### Ex Management Committee, ExMC

Title: Voting document -  
Report by the IECEx Assessment Team for the acceptance of *Baseefa (2001) Limited* as an Ex Certification Body (ExCB)

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This document contains the IECEx Assessment Report for the acceptance of *Baseefa (2001) Limited* as an Ex Certification Body (ExCB) within the IECEx Scheme.

The report is hereby submitted to the ExMC for voting.

Please consider the assessment report and return the completed voting form to the Secretariat by **2004 02 27**. Your speedy response to the voting process will be very much appreciated, as it will assist in moving the scheme forward.

You may return your completed voting form (available in Word format) via fax or E-mail. Details below.

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ExMC/182/DV  
December 2003

## Voting Form

IECEx Assessment Report for acceptance of the following candidate as an  
Ex Certification Body

***Baseefa (2001) Limited***

☐ Yes. I agree with the acceptance of ***Baseefa (2001) Limited*** as an  
Ex Certification Body

☐ No. I do not agree with the acceptance of ***Baseefa (2001) Limited*** as an  
Ex Certification Body within the IECEx Scheme, for the following reasons

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

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

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

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

Please complete and return by **2004 02 27** to:

Mr Chris Agius  
IECEx Secretariat

**Contact Details:**  
***E-mail: [chris.agius@iecex.com](mailto:chris.agius@iecex.com)***  
***Tel: +61 2 8206 6940***  
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ExMC/182/DV

# **IECEX ASSESSMENT REPORT**

## **For ExCB**

### **(Accepted Ex Certification Body)**

**Baseefa (2001) Health and Safety Laboratory  
Site  
October 13 – 14, 2003**

#### **Type of Assessment:**

Initial Assessment for Candidate ExCB ☒ X  
Surveillance Assessment for existing ExCB ☐

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

##### **1.1 Country:**

United Kingdom

##### **1.2 Name of Candidate ExCB**

Baseefa (2001) Ltd.  
Health and Safety Laboratory Site  
Harpur Hill  
Buxton  
Derbyshire  
SK17 9JN  
United Kingdom

##### **1.3 Members Of The Assessment Team**

Jim Munro, Test Safe, Australia (Lead Assessor)  
Heinz Berger, CERTICONSULT GmbH, Switzerland (Expert Assessor)

##### **1.4 Place And Date Of Assessment**

Baseefa (2001) Ltd., Buxton, UK, October 13 – 14, 2003

## 1.5 Assessment References

Documents:

- i) IECEx 02 Second Edition 2003-06
- ii) IECEx Operational Document OD/003
- iii) ISO/IEC Guide 65 1996
- iv) ExCB application documents dated 7 July 2003, Mr. Ron Sinclair
- v) Checklist according to ISO Guide 65

## 1.6 Scope Of Application

**Standards:**

| <b>Number</b>    | <b>Title</b>   |
|------------------|--|
| <u>60079-0</u>   | Electrical apparatus for explosive gas atmospheres<br>Part 0: General requirements   |
| <u>60079-1</u>   | Electrical apparatus for explosive gas atmospheres<br>Part 1: Construction and verification test of flameproof enclosures of electrical apparatus                  |
| <u>60079-2</u>   | Electrical apparatus for explosive gas atmospheres<br>Part 2: Electrical apparatus, type of protection 'p' (Pressurization)  |
| <u>60079-5</u>   | Electrical apparatus for explosive gas atmospheres<br>Part 5: Powder filling "q"   |
| <u>60079-6</u>   | Electrical apparatus for explosive gas atmospheres<br>Part 6: Oil-immersion 'o'  |
| <u>60079-7</u>   | Electrical apparatus for explosive gas atmospheres<br>Part 7: Increased safety 'e'   |
| <u>60079-11</u>  | Electrical apparatus for explosive gas atmospheres<br>Part 11: Intrinsic safety 'i'  |
| <u>60079-15</u>  | Electrical apparatus for explosive gas atmospheres<br>Part 15: Electrical apparatus with type of protection 'n' (Non-Sparking)                                     |
| <u>60079-18</u>  | Electrical apparatus for explosive gas atmospheres<br>Part 18: Encapsulation 'm'   |
| <u>61241-1-1</u> | Electrical apparatus for use in the presence of combustible dust<br>Part 1: Electrical apparatus protected by enclosures<br>Section 1: Specification for apparatus |



## **1.7 Candidate ExCB Persons Interviewed**

| <b>Name</b>  | <b>Position</b>   |
|--------------|-------------------|
| SINCLAIR Ron | Managing Director |
| BARBER Alan  | Quality Manager   |

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

Private Company Limited by Shares, according to companies Act 1985, incorporated on 16<sup>th</sup> October 2001, Company Number 4305578 (see Annex 2)

## **1.9 Associated Testing Laboratories**

No permanent contracts. Contracting would occur on a case-by-case basis and be to laboratories accredited by UKAS (UK Accreditation Services)

## **1.10 Associated Certification Functions**

Please consult UKAS accreditation document with No. 191, issued on May 1<sup>st</sup> 2003, valid until the end of April 2007 (see Annex 3). All standards applied for are listed in the accreditation certificate (scope).

## **1.11 National Marks And Certificates**

CE marking and CE marking as Notified Body in ATEX No. 1180. European mark for explosion protected equipment (Hexagon Ex).

## **1.12 Financial Support**

No support according to legal entity mentioned in chapter 1.8.

## **1.13 History**

### **The origins of Baseefa (2001) Ltd.**

In September 2001, the UK Health and Safety Executive (HSE) announced its intention to close The Electrical Equipment Certification Service (EECS) from July 2003. It had sought parliamentary powers to enable it to sell the business as a going concern but, for various reasons concerning timing of legislation through parliament, this had not proved possible.

EECS had been an operating arm of HSE, offering a world-renowned certification service, principally concerned with electrical equipment intended for installation in potentially explosive atmospheres. EECS was formed in 1985 as an amalgamation of The British Approval Service for Electrical Equipment in Flammable Atmospheres (BASEEFA), which had certified Group II (non-mining) equipment since 1967, and the parallel service (latterly known as MECS) for Group I (mining) equipment. These component organisations have their roots in research work into



explosions in hazardous atmospheres that had been carried out in the UK, at Buxton, from the 1920's.

Although, from 1997, as the ATEX Directive grew in prominence, fewer certificates have carried the BASEEFA branding, the whole EECS organisation was still often known, colloquially, as "BASEEFA". With the announcement of closure, the current staff of EECS, encouraged by a number of major customers, believed it essential that the reputation for technical excellence that they had built up over the preceding years should continue in a private organisation still based at Buxton. A number of staff from EECS invested together to form a new company to carry that reputation forward and fill the place of EECS as a world leader in this field.

### **Baseefa (2001) Ltd. was born**

Since first trading in March 2002, the new company has grown rapidly. HSE altered its plans and decided that EECS should close earlier, at the end of September 2002. Although placing a very tight timescale on the development of Baseefa (2001) Ltd., all the necessary plans came to fruition so that the new body became an EU Notified Body for the ATEX Directive in June 2002, with NB Number 1180.

By July, approximately one third of the technical staff had transferred from EECS to Baseefa (2001) Ltd., with others joining at the end of September when they were finally made redundant by HSE. This brings the total staff to 25, making it one of the larger organizations in the world dedicated to this type of work.

Currently renting the old EECS office space on the HSE site at Buxton, the company is purchasing a green field site elsewhere in Buxton for its own purpose designed office and laboratory complex. Drawings are in preparation for submission for final detailed planning permission.

Transfer of EECS Technical Files and QA Notifications, as requested by our mutual customers, is almost completed. The issue of supplementary certification and ATEX conversions based on the transferred files commenced in June. The issue of replacement QA Notifications commenced in August. There has been an inevitable backlog at EECS in the preparation of files ready for transfer, but the information on QA Notifications was transferred by the end of September, so that Baseefa (2001) Ltd. could issue replacements and manufacturers would then have a legal basis for continuing production when EECS closed.

Baseefa (2001) Ltd. stands proud as a worthy successor to EECS.

## **1.14 Standards Accepted**

| <b>Number</b>  | <b>Title</b>   |
|----------------|--|
| <u>60079-0</u> | Electrical apparatus for explosive gas atmospheres<br>Part 0: General requirements |



| Number           | Title  |
|------------------|--|
| <u>60079-1</u>   | Electrical apparatus for explosive gas atmospheres<br>Part 1: Construction and verification test of flameproof enclosures of electrical apparatus                  |
| <u>60079-2</u>   | Electrical apparatus for explosive gas atmospheres<br>Part 2: Electrical apparatus, type of protection 'p' (Pressurization)  |
| <u>60079-5</u>   | Electrical apparatus for explosive gas atmospheres<br>Part 5: Powder filling "q"   |
| <u>60079-6</u>   | Electrical apparatus for explosive gas atmospheres<br>Part 6: Oil-immersion 'o'  |
| <u>60079-7</u>   | Electrical apparatus for explosive gas atmospheres<br>Part 7: Increased safety 'e'   |
| <u>60079-11</u>  | Electrical apparatus for explosive gas atmospheres<br>Part 11: Intrinsic safety 'i'  |
| <u>60079-15</u>  | Electrical apparatus for explosive gas atmospheres<br>Part 15: Electrical apparatus with type of protection 'n' (Non-Sparking)                                     |
| <u>60079-18</u>  | Electrical apparatus for explosive gas atmospheres<br>Part 18: Encapsulation 'm'   |
| <u>61241-1-1</u> | Electrical apparatus for use in the presence of combustible dust<br>Part 1: Electrical apparatus protected by enclosures<br>Section 1: Specification for apparatus |

### 1.15 National Differences To IEC Standards

According to IECEx Bulletin (European regional differences only). No national differences for IECEx operation.

## 2. ORGANISATION

### 2.1 Names, Titles And Experience Of The Senior Executives

| Name             | Title                 | Experience |
|------------------|-----------------------|------------|
| SINCLAIR Ron     | Managing Director     | 28 years   |
| CORFIELD Michael | Certification Manager | 23 years   |
| DICKIE Peter     | Certification Manager | 23 years   |
| POWNEY Maurice   | Certification Manager | 28 years   |

Mr. Ron Sinclair is the overall responsible person for certification



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

| <b>Name</b> | <b>Title</b>    | <b>Experience</b> |
|-------------|-----------------|-------------------|
| BARBER Alan | Quality Manager | 17 years          |

## **2.3 Name And Title of Nominated Principal Contact**

| <b>Name</b>  | <b>Title</b>      | <b>Comments</b> |
|--------------|-------------------|-----------------|
| SINCLAIR Ron | Managing Director |                 |

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

| <b>Name</b> | <b>Title</b>      | <b>Comments</b> |
|-------------|-------------------|-----------------|
| SINCLAIR    | Managing Director |                 |

Deputy for Mr. Ron Sinclair is one of the certification managers from another technical field to the one for which the certification application was made.

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

In some cases certification and testing activities are merged but the requested independence is given in any case. This procedure is applied in order to maintain the competence over the whole scope of standards.

## **2.6 Organisational Structure**

See Annex 4 for the organisational structure.

## **2.7 Administration**

### **2.7.1 Administrative Structure**

See Annex 4 for the administrative structure.

### **2.7.2 Terms of Reference of the Governing Board**

The working methods of the Advisory Board are laid down in procedure GP 16

# **3. RESOURCES**

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





According to “List of major test equipment”, Baseefa (2001) Ltd. is in the position to perform all tests according to standards applied.

Concerning factory inspection / quality audits Baseefa (2001) Ltd. is well prepared to perform the necessary inspections with his own personnel. Furthermore, Baseefa (2001) Ltd. has contracts with experts to work according to Baseefa (2001) Ltd. procedures under direct supervision from Baseefa (2001) Ltd.

## **4. COMMITTEES**

Please refer to chapter 2.7.2 (advisory board). Customers may also call Ron Sinclair, Managing Director of Baseefa (2001) Ltd. in order to find consensus prior to the application to the advisory board.

## **5. CERTIFICATION OPERATIONS**

### **5.1 National Approval/Certification Methods**

UKAS accreditation document with No. 191, issued on May 1<sup>st</sup> 2003, valid until the end of April 2007 (see Annex 3)

### **5.2 Certification Policy**

Certification policy according to Baseefa (2001) Ltd. procedure GP 17, Issue 4, dated 31/7/2003. Furthermore the certification policy is available on the Internet of Baseefa (2001) Ltd. [www.baseefa2001.biz](http://www.baseefa2001.biz)

### **5.3 Staff Work Instructions**

Document GP 17 is the main document and refers to other detailed documents.

### **5.4 Application for Certification**

Baseefa (2001) Ltd. is using three forms: Form Reg. 1 is covering the commercial contract, form TypeEx. 1 is the application form for each technical product and form QAN 1 is the application form for the QAR

## **6. STATISTICS**

Certificates issued during the past 2 years:

**Note:** It should be stated that the total number of years of direct experience of testing, assessment and certification of apparatus for use in explosive atmospheres of the current staff is approximately 300.



Baseefa (2001) Ltd. has issued similar number of supplementary certificates, mainly to the certificates issued by EECS which were formally transferred to Baseefa (2001) Ltd. at the request of the manufacturer.

|                     |   |      |
|---------------------|---|------|
| flameproof          | d | 200  |
| intrinsic safety    | i | 200  |
| oil-immersion       | o | none |
| increased safety    | e | 35   |
| special             | s | none |
| powder filled       | q | none |
| encapsulated        | m | 5    |
| type                | n | 55   |
| pressurised         | p | 5    |
| Gas Detectors       |   | none |
| Apparatus for Dusts |   | 35   |

Tests according to concepts “s”, “o” and “q” are rather rare. However, Baseefa (2001) Ltd. is in the position to perform tests according to these concepts based on the comprehensive test experience of its personnel.

## **7. DOCUMENTATION**

### **7.1 Document and Change Control**

Document control and document change control is on a PC network available on the Intranet for read only. Mr. Allen Barber, Quality Manager, is in charge of this document control and the related database.

## **8. RECORDS**

A paper list will be issued on request. It is intended to create an Internet presentation with search capability.

## **9. CONFIDENTIALLY**

A confidentiality agreement will be signed by the employees in conjunction with the employment contract. A set of documents within procedure GP 5 is ready for fore different employments

## **10. PUBLICATIONS**

Please refer to the website of Baseefa (2001) Ltd. under [www.baseefa2001.biz](http://www.baseefa2001.biz)

A new set of documents is being prepared for presentation on the Internet.



## **11. APPEALS**

In document GP 17 a “Complaints and Handling Procedure” is described. Document GP 15 deals with the appeals procedure

## **12. NATIONAL ACCREDITATION**

Please consult UKAS accreditation document with No. 191, issued on May 1<sup>st</sup> 2003, valid until the end of April 2007 (Annex 3).

## **13. RECOGNITION AND AGREEMENTS**

Baseefa (2001) Ltd. is a private Company Limited by Shares, according to companies Act 1985, incorporated on 16<sup>th</sup> October 2001, Company Number 4305578 (see Annex 2).

Operating as a Notified Body (NB) according to the ATEX regulation. NB number is 1180.

## **14. QUALITY MANUAL**

Baseefa (2001) Ltd. has a comprehensive quality manual. Currently issue # 4 is in use. The manual is under constant supervision by the quality manager. It is a “living document”.

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

Internal audits are performed every year over the full range of processes. In addition a management review will take place annually.

## **16. COMPLAINTS**

So far no complaints have been received by Baseefa (2001) Ltd.

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

Document QP 20 deals with this issue. Document GP 10 is dealing with the details. So far no certificates have been withdrawn or cancelled



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

Even in the difficult situation of the closure of EECS the staff have formed a new company which continues the high standard previously exhibited.

Baseefa (2001) Ltd. is in possession of a liability insurance covering the requirements of international certification systems. Insurance contracts were presented to Heinz Berger and found correct.

## **19. RECOMMENDATION**

Based on the initial assessment performed during October 13 – 14, 2003, Baseefa (2001) Ltd. is recommended for acceptance in the IECEx scheme as a Certification Body according to the scope of standards listed in this document.

## **LIST OF ANNEXES**

- Annex 1: IECEx Assessment Checklist ISO/IEC Guide 65 (OD 007/Version 2, October 2002)
- Annex 2: Extract of Memorandum and Articles of Association of Baseefa (2001) Ltd.
- Annex 3: UKAS Accreditation Certificate for body No. 191
- Annex 4: Organisational Chart of Baseefa (2001) Ltd.

# Baseefa (2001) Ltd. Health and Safety Laboratory Site October 13 – 14, 2003

## IECEx ASSESSMENT CHECKLIST ISO/IEC GUIDE 65

| Clause No | Title/requirement  | Comments/Assessor's Notes                        | Complies Y/N or NA |
|-----------|--|--|--------------------|
| 1         | <b>Scope</b>   | No requirements                                  | N/A                |
| 2         | <b>References</b>  | No requirements                                  | N/A                |
| 3         | <b>Definitions</b>   | No requirements                                  | N/A                |
| 4         | <b>Management requirements</b>   | No requirements                                  |                    |
| 4.1       | <b>Certification body</b>  | No requirements                                  |                    |
| 4.1.1     | Policies and procedures non-discriminatory. Not used to impede or inhibit access by applicants   | According to quality manual chapter 1 and 5.1    | Y                  |
| 4.1.2     | Services accessible to all applicants. No undue financial or other conditions. Not conditional on size, membership of associations or groups, nor number of certificates already issued. | According to quality manual chapter 1 and 5.1    | Y                  |
| 4.1.3     | Products of a supplier evaluated against criteria in specified standards.  | According to quality manual chapter 1, 2 and 5.1 | Y                  |
| 4.1.4     | Requirements, evaluation and decision on certification confined to matters in scope of the certification.  | According to quality manual chapter 5.1          | Y                  |
| 4.2       | <b>Organisation</b>  | No requirements                                  |                    |
|           | Structure such as to foster confidence in certificates, and in particular:   | No requirements                                  |                    |
| a)        | Be impartial   | According to quality manual chapter 2            | Y                  |
| b)        | Be responsible for decision on granting, maintaining, extending, suspending and withdrawing certification.   | According to quality manual chapter 2            | Y                  |
| c)        | Identify the management (committee, group or person) will overall responsibility for:  | No requirements                                  |                    |
| 1)        | Performance of testing, inspection, evaluation and certification   | According to quality manual chapter 2            | Y                  |
| 2)        | Formulation of policy matters relating to the operation and the certification body   | According to quality manual chapter 2            | Y                  |
| 3)        | Decisions on certification   | According to quality manual chapter 2            | Y                  |

## Annex 1

| Clause No | Title/requirement   | Comments/Assessor's Notes                         | Complies Y/N or NA |
|-----------|---|---|--------------------|
| 4)        | Supervision on the implementation of policies   | According to quality manual chapter 2             | Y                  |
| 5)        | Supervision of the finances of the body   | According to quality manual chapter 2             | Y                  |
| 6)        | Delegation of authority to committees or individuals to undertake defined activities on its behalf.   | According to quality manual chapter 2             | Y                  |
| 7)        | Technical basis for granting certification  | According to quality manual chapter 2             | Y                  |
| d)        | Have documents that demonstrate it is a legal entity.   | According to quality manual chapter 2             | Y                  |
| e)        | Documented structure which safeguards impartiality including provisions to ensure impartiality of the operations of the certification body: structure enables participation of all parties significantly concerned in development of policies and principles. | According to quality manual chapter 2             | Y                  |
| f)        | Ensure each decision on certification is taken by person different from those who carried out the evaluation.   | According to quality manual chapter 2 and GP 17   | Y                  |
| g)        | Have rights and responsibilities relevant to its certification activities.  | According to quality manual chapter 2             | Y                  |
| h)        | Have adequate arrangements to cover liabilities arising from operations and/or activities.  | According to quality manual chapter 2             | Y                  |
| i)        | Have financial stability and resources required for operation of a certification system.  | According to quality manual chapter 2             | Y                  |
| j)        | Employ sufficient number of personnel with necessary education, training, technical knowledge and experience for type, range and volume of work under responsible senior executive.   | According to quality manual chapter 2             | Y                  |
| k)        | Have quality system giving confidence in ability to operate a certification system for products.  | According to quality manual chapter 3.1           | Y                  |
| l)        | Have policies and procedures that distinguish between product certification and other activities.   | According to quality manual chapter 5.1 and GP 17 | Y                  |
| m)        | Together with senior executive and staff be free from any commercial, financial and other pressures which might influence the results of the certification process.   | According to quality manual chapter 2             | Y                  |

## Annex 1

| Clause No | Title/requirement   | Comments/Assessor's Notes  | Complies Y/N or NA |
|-----------|---|--|--------------------|
| n)        | Have formal rules and structures for appointment and operation of any committees which are involved in the certification process; such committees from any commercial, financial and other pressures that might influence decisions; structure with members with balance of interests satisfies this. | According to quality manual chapter 2 and GP 16                            | Y                  |
| o)        | Ensure activities of related bodies do not affect confidentiality, objectivity and impartiality of certifications and shall not:  | According to quality manual chapter 2 and GP 11                            | Y                  |
| 1)        | Supply or design products of types it certifies.  | According to quality manual chapter 2 and GP 11                            | Y                  |
| 2)        | Give advice or provide consultancy services as to methods of dealing with matters which are barriers to certification.  | According to quality manual chapter 2 and GP 11                            | Y                  |
| 3)        | Provide other products or services that could compromise confidentiality, objectivity or impartiality of certification process and decisions.   | According to quality manual chapter 2 and GP 11                            | Y                  |
| p)        | Have policies and procedures for resolution of complaints, appeals, and disputes from suppliers or other parties about handling of certification or other related matters.  | According to quality manual chapter 5.3, 6 and GP 13 and GP 15             | Y                  |
| 4.3       | <b>Operations</b>   | No requirements  |                    |
|           | Take all steps necessary to evaluate conformance with relevant product standards. Shall specify relevant standards and any other requirements.  | Service description according to quality manual chapter 4.3, 5.1 and GP 17 | Y                  |
|           | Observe requirements for suitability and competence of bodies or persons carrying out testing, inspection and certification/registration to relevant guides.  | Service description according to quality manual chapter 4.3, 5.1 and GP 17 | Y                  |
| 4.4       | <b>Subcontracting</b>   | No requirements  |                    |
|           | Where subcontracting, properly documented agreement covering arrangements including confidentiality and conflict of interest. Certification body shall:   | According to quality manual chapter 4.3 and GP 12                          | Y                  |

## Annex 1

| Clause No | Title/requirement  | Comments/Assessor's Notes                                  | Complies Y/N or NA |
|-----------|--|--|--------------------|
| a)        | Take full responsibility for subcontracted work and maintain responsibility for granting, maintaining, extending, suspending or withdrawing certification. | According to quality manual chapter 4.3 and GP 12          | Y                  |
| b)        | Ensure subcontracted body or person competent and complies with relevant standards and guides; and not involved with design or production of product.      | According to quality manual chapter 4.3 and GP 12          | Y                  |
| c)        | Obtain applicant's consent.  | According to quality manual chapter 4.3 and GP 12          | Y                  |
| 4.5       | <b>Quality system</b>  | No requirements  |                    |
| 4.5.1     | Policy, objectives and commitment to quality documented. Ensure implemented, understood and maintained.  | According to quality manual chapter 1                      | Y                  |
| 4.5.2     | Operate effective documented quality system. Designate person with direct access to highest executive level with defined authority for:                    | According to quality manual chapter 2, 3.1 and 3.2         | Y                  |
| a)        | Ensuring quality system established, implemented and maintained.   | According to quality manual chapter 2, 3.1 and 3.2         | Y                  |
| b)        | Reporting and performance of system to management for review and improvement.  | According to quality manual chapter 2, 3.1 and 3.2         | Y                  |
| 4.5.3     | System documented in quality manual and procedures and contain or refer to:  | According to quality manual chapter 1                      |                    |
| a)        | Quality policy statement.  | According to quality manual chapter 1                      | Y                  |
| b)        | Description of legal status.   | According to quality manual chapter 1                      | Y                  |
| c)        | Names, qualifications, experience and terms of reference of senior executive and other certification personnel, internal and external.                     | According to quality manual chapter 4.1 and GP 6           | Y                  |
| d)        | Organisation chart.  | According to quality manual chapter 2                      | Y                  |
| e)        | Description of the organisation of the certification body.   | According to quality manual chapter 2                      | Y                  |
| f)        | Policy and procedures for management reviews.  | According to quality manual chapter 3.3 and GP 17          | Y                  |
| g)        | Administrative procedures including document control.  | According to quality manual chapter 3.2, GP1, GP3 and GP 4 | Y                  |
| h)        | Operational and functional duties pertaining to quality.   | According to quality manual chapter 4.1, job description   | Y                  |
| i)        | Procedure for recruitment, selection and training of certification personnel and monitoring of performance.  | According to quality manual chapter 4.3 and GP 12          | Y                  |



## Annex 1

| Clause No | Title/requirement  | Comments/Assessor's Notes   | Complies Y/N or NA |
|-----------|--|---|--------------------|
| j)        | List of approved subcontractors and procedures for assessing, recording and monitoring competence.   | According to quality manual chapter 4.1 and GP 12                           | Y                  |
| k)        | Procedures for handling non-conformities and assuring effectiveness of corrective and preventative actions.  | According to quality manual chapter 6 and GP 2                              | Y                  |
| l)        | Procedures for evaluating products and implementing certification process, including:  | According to quality manual chapter 5.3 and GP 17, PP series procedures     | Y                  |
| 1)        | Conditions for issue, retention and withdrawal of certification documents.   | According to quality manual chapter 5.3 and GP 17, PP series procedures     | Y                  |
| 2)        | Controls over use and application of documents employed in certification of products.  | According to quality manual chapter 5.3 and GP 17, PP series procedures     | Y                  |
| m)        | Policy and procedure for appeals.  | According to quality manual chapter 6, GP 13 and GP 15                      | Y                  |
| n)        | Procedures for internal audits, based on ISO 10011-1.  | According to quality manual chapter 3.3 and GP 8                            | Y                  |
| 4.6       | <b>Conditions and procedures for granting, maintaining, extending, suspending and withdrawing certification</b>  | No requirements   |                    |
| 4.6.1     | Specifies conditions and procedures for granting, maintaining and extending certification and conditions for suspending and withdrawing certification partially or in total.   | Service description according to quality manual chapter 5.1, GP10 and GP 17 | Y                  |
| 4.6.2     | Have procedures to:  | No requirements   |                    |
| a)        | Grant, maintain, withdraw and if applicable suspend certification.   | Service description according to quality manual chapter 5.1, GP10 and GP 17 | Y                  |
| b)        | Extend or reduce scope of certification.   | Service description according to quality manual chapter 5.1, GP10 and GP 17 | Y                  |
| c)        | Re-value if changes significantly affecting design, or changes in standards, or changes in ownership, structure or management of supplier, or in case of other information that product may longer comply with certification system. | Service description according to quality manual chapter 5.1, GP10 and GP 17 | Y                  |
| 4.7       | <b>Internal audits and management reviews</b>  | No requirements   |                    |
| 4.7.1     | Conduct periodic internal audits to verify quality system implemented and effective. Ensure that:  | According to quality manual chapter 3.3, GP 7 and GP 18                     | Y                  |
| a)        | Personnel in area audited informed.  | According to quality manual chapter 3.3, GP 7 and GP 18                     | Y                  |
| b)        | Corrective action is timely and appropriate.   | According to quality manual chapter 3.3, GP 7 and GP 18                     | Y                  |

## Annex 1

| Clause No | Title/requirement   | Comments/Assessor's Notes  | Complies Y/N or NA |
|-----------|---|--|--------------------|
| c)        | Results documented.   | According to quality manual chapter 3.3, GP 7 and GP 18                  | Y                  |
| 4.7.2     | Quality system reviewed at defined intervals. Records of reviews maintained.      | According to quality manual chapter 3.3, GP 7 and GP 18                  | Y                  |
| 4.8       | <b>Documentation</b>  | No requirements  |                    |
| 4.8.1     | Provide update at regular intervals and make available on request:                | No requirements  |                    |
| a)        | Information above authority under which body operates.                            | Service description on internet  | Y                  |
| b)        | Statement of its product certification system and rules.                          | Service description on internet  | Y                  |
| c)        | Information on evaluation procedures.   | Service description on internet  | Y                  |
| d)        | Description of means of financial support and fees to applicants and suppliers.   | Service description on internet  | Y                  |
| e)        | Description of rights and duties of applicants and suppliers.                     | Service description on internet  | Y                  |
| f)        | Information about procedures for handling complaints, appeals and disputes.       | Service description on internet  | Y                  |
| g)        | Directory of certified products and their suppliers                               | According to quality manual chapter 5.3                                  | Y                  |
| 4.8.2     | Establish and maintain procedures to control documents and data.                  | According to quality manual chapter 3.2, 4.4, GP 1, GP 3, GP 4 and GP 14 | Y                  |
| 4.9       | <b>Records</b>  | No requirements  |                    |
| 4.9.1     | Maintain record system to suit circumstances.                                     | According to quality manual chapter 3.4, GP 5                            | Y                  |
| 4.9.2     | Policy and procedures for retaining records and for access to those records.      | According to quality manual chapter 3.4, GP 5                            | Y                  |
| 4.10      | <b>Confidentiality</b>  | No requirements  |                    |
| 4.10.1    | Adequate arrangements to safeguard confidentiality.                               | According to quality manual chapter 5.3, GP 5 and GP 16                  | Y                  |
| 4.10.2    | Except as required information gained not disclosed to third-party.               | According to quality manual chapter 5.3, GP 5 and GP 16                  | Y                  |
| 5         | <b>Certification body personnel</b>   | No requirements  |                    |
| 5.1       | <b>General</b>  | No requirements  |                    |
| 5.1.1     | Personnel competent.  | No requirements  |                    |
| 5.1.2     | Clearly documented instructions available describing duties and responsibilities. | According to quality manual chapter 3.2, 4.1, 5.3 and GP 6               | Y                  |
| 5.2       | <b>Qualification criteria</b>   | No requirements  |                    |
| 5.2.1     | Minimum relevant criteria for competence of personnel defined.                    | According to quality manual chapter 4, job description                   | Y                  |
| 5.2.2     | Personnel required to sign a contract or other document to commit to:             | According to quality manual chapter 5.3, GP 5 and GP 12                  | Y                  |

## Annex 1

| Clause No | Title/requirement   | Comments/Assessor's Notes   | Complies Y/N or NA |
|-----------|---|---|--------------------|
| a)        | Comply with rules, including confidentiality and conflict of interest.  | According to quality manual chapter 5.3, GP 5 and GP 12                           | Y                  |
| b)        | Declare any prior and/or present association with supplier or designed of products.   | According to quality manual chapter 5.3, GP 5 and GP 12                           | Y                  |
|           | Ensure and document how contracted personnel and their employer satisfy all requirements for personnel.   | According to quality manual chapter 5.3, GP 5 and GP 12                           | Y                  |
| 5.2.3     | Information on qualifications, training and experience of personnel maintained. In particular:  | According to quality manual chapter 4 and GP 6                                    | Y                  |
| a)        | Name and address.   | According to quality manual chapter 4 and GP 6                                    | Y                  |
| b)        | Organisation affiliation and position.  | According to quality manual chapter 4 and GP 6                                    | Y                  |
| c)        | Educational qualification and professional status.  | According to quality manual chapter 4 and GP 6                                    | Y                  |
| d)        | Experience and training in each field.  | According to quality manual chapter 4 and GP 6                                    | Y                  |
| e)        | Date of most recent updating of records.  | According to quality manual chapter 4 and GP 6                                    | Y                  |
| f)        | Performance appraisal.  | According to quality manual chapter 4 and GP 6                                    | Y                  |
| 6         | <b>Changes in the certification requirements</b><br>Give due notice if intend to change requirements. Take account of views of interested parties. Verify supplier makes adjustments. | According to quality manual chapter 2, 5.1, GP 4 and GP 16                        | Y                  |
| 7         | <b>Appeals, complaints and disputes</b>   | No requirements   |                    |
| 7.1       | Appeals, complaints and disputes brought before certification body subject to procedures of certification.  | According to quality manual chapter 4, GP 13, GP 15 and QP 1; service description | Y                  |
| 7.2       | Shall:  | No requirements   |                    |
| a)        | Keep record of all appeals, complaints and disputes and remedial actions.   | According to quality manual chapter 4, GP 13, GP 15 and QP 1; service description | Y                  |
| b)        | Take appropriate action.  | According to quality manual chapter 4, GP 13, GP 15 and QP 1; service description | Y                  |
| c)        | Document action and effectiveness.  | According to quality manual chapter 4, GP 13, GP 15 and QP 1; service description | Y                  |
| 8.        | <b>Application for certification</b>  | No requirements   |                    |
| 8.1       | <b>Information on the procedures</b>  | No requirements   |                    |

## Annex 1

| Clause No | Title/requirement  | Comments/Assessor's Notes   | Complies Y/N or NA |
|-----------|--|---|--------------------|
| 8.1.1     | Provide applicants up-to-date detailed description of evaluation and certification procedures, including rights and duties of suppliers, and fees. | According to quality manual chapter 5.1; service description          | Y                  |
| 8.1.2     | Require supplier:  | No requirements   |                    |
| a)        | Always complies with certification programme.  | According to quality manual chapter 5.1 and QP 1; service description | Y                  |
| b)        | Makes all necessary arrangements for conduct of evaluation.  | According to quality manual chapter 5.1 and QP 1; service description | Y                  |
| c)        | Makes claims regarding certification only in respect of scope for which certification granted.   | According to quality manual chapter 5.1 and QP 1; service description | Y                  |
| d)        | Does not use product certification in way to bring certification body into disrepute, and not makes misleading or unauthorised statement.          | According to quality manual chapter 5.1 and QP 1; service description | Y                  |
| e)        | Upon suspension of cancellation of certification discontinues advertising and returns certification documents.                                     | According to quality manual chapter 5.1 and QP 1; service description | Y                  |
| f)        | Uses certification only to indicate products certified as being in conformity with standards.  | According to quality manual chapter 5.1 and QP 1; service description | Y                  |
| g)        | Endeavours to ensure no certificate or report used in misleading manner.   | According to quality manual chapter 5.1 and QP 1; service description | Y                  |
| h)        | In making reference to product certification in media complies with requirements of certification body.  | According to quality manual chapter 5.1 and QP 1; service description | Y                  |
| 8.1.3     | When desired scope of certification is related to specific system, explanation provided to applicant.  | According to quality manual chapter 5.3, GP 17 and PP 12              | Y                  |
| 8.1.4     | If requested additional application information to applicant.  | Procedure PP 12   | Y                  |
| 8.2       | <b>The application</b>   | No requirements   |                    |
| 8.2.1     | Shall require completion of official form, signed by authorised representative of applicant in which or attached to which are:                     | According to quality manual chapter 5.2, 5.3, GP 17 and PP 12         | Y                  |
| a)        | Scope of desired certification   | According to quality manual chapter 5.2, 5.3, GP 17 and PP 12         | Y                  |
| b)        | Statement applicant agrees to comply with requirements for certification and to supply information.  | According to quality manual chapter 5.2, 5.3, GP 17 and PP 12         | Y                  |
| 8.2.2     | As minimum applicant shall provide:  | According to quality manual chapter 5.2, 5.3, GP 17 and PP 12         | Y                  |

## Annex 1

| Clause No | Title/requirement   | Comments/Assessor's Notes                                     | Complies Y/N or NA |
|-----------|---|---|--------------------|
| a)        | Corporate entity, name, address and legal status.   | According to quality manual chapter 5.2, 5.3, GP 17 and PP 12 | Y                  |
| b)        | Definition of products to be certified and standards.   | According to quality manual chapter 5.2, 5.3, GP 17 and PP 12 | Y                  |
| 9         | <b>Preparation for evaluation</b>   | No requirements   |                    |
| 9.1       | Before proceeding shall conduct and maintain records of review to ensure that:  | According to quality manual chapter 5.3, GP 17 and PP 1       | Y                  |
| a)        | Requirements clearly defined, documented and understood.  | According to quality manual chapter 5.3, GP 17 and PP 1       | Y                  |
| b)        | Differences in understanding resolved.  | According to quality manual chapter 5.3, GP 17 and PP 1       | Y                  |
| c)        | Capabilities to perform service.  | According to quality manual chapter 5.3, GP 17 and PP 1       | Y                  |
| 9.2       | Plan for evaluation prepared.   | According to quality manual chapter 5.3, GP 17 and PP 1       | Y                  |
| 9.3       | Personnel assigned and conflict of interest avoided.  | According to quality manual chapter 5.3, GP 17 and PP 1       | Y                  |
| 9.4       | Personnel provided with appropriate working documents.  | According to quality manual chapter 5.3, GP 17 and PP 1       | Y                  |
| 10        | <b>Evaluation</b><br>Evaluate products against standards.   | According to quality manual chapter 5.3 and GP 17             | Y                  |
| 11        | <b>Evaluation report</b><br>Minimum procedures:   | No requirements   |                    |
| a)        | Personnel provide certification body with report of findings as to conformity.  | According to quality manual chapter 5.3, GP 17 and PP 1       | Y                  |
| b)        | Full report of outcome brought to applicant's notice, identifying any non-conformities.                                   | According to quality manual chapter 5.3, GP 17 and PP 1       | Y                  |
| 12        | <b>Decision on certification</b>  | No requirements   |                    |
| 12.1      | Decision taken.   | According to quality manual chapter 5.3, GP 17 and PP 8       | Y                  |
| 12.       | Not delegate authority for granting, maintaining, extending, suspending or withdrawing certification to outside body.     | According to quality manual chapter 5.3, GP 17 and PP 8       | Y                  |
| 12.3      | Provide supplier with formal certification documents such as letter of certificate. These shall permit identification of: | According to quality manual chapter 5.3, GP 17 and PP 8       | Y                  |
| a)        | Name and address of supplier.   | According to quality manual chapter 5.3, GP 17 and PP 8       | Y                  |
| b)        | Scope of certification including.   | According to quality manual chapter 5.3, GP 17 and PP 8       | Y                  |
| 1)        | Products certified.   | According to quality manual chapter 5.3, GP 17 and PP 8       | Y                  |
| 2)        | Product standards.  | According to quality manual chapter 5.3, GP 17 and PP 8       | Y                  |
| 3)        | Applicable certification system.  | According to quality manual chapter 5.3, GP 17 and PP 8       | Y                  |

## Annex 1

| Clause No | Title/requirement  | Comments/Assessor's Notes  | Complies Y/N or NA |
|-----------|--|--|--------------------|
| 12.4      | In response to application for amendment decide what evaluation is appropriate.      | According to quality manual chapter 5.3, GP 17 and PP 8                      | Y                  |
| 13        | <b>Surveillance</b>  | No requirements  |                    |
| 13.1      | Have documented procedures.  | According to quality manual chapter 5.3, GP 20 and QP 1                      | Y                  |
| 13.2      | Require supplier to inform of any changes.   | GP 20 and QP 2; service description  | Y                  |
| 13.3      | Document surveillance activities.  | GP 20 and QP 1   | Y                  |
| 13.4      | Periodically review marked products.   | QP 1   | Y                  |
| 14        | <b>Use of licences, certificates and marks</b>                                       | No requirements  |                    |
| 14.1      | Exercise control over ownership, use and display of licenses certificates and marks. | According to quality manual chapter 5.3, GP 10 and QP 1; service description | Y                  |
| 14.2      | Guidance on use of certificates and marks permitted.                                 | According to quality manual chapter 5.3, GP 10 and QP 1; service description | Y                  |
| 14.3      | Incorrect references etc dealt with.   | According to quality manual chapter 5.3, GP 10 and QP 1; service description | Y                  |
| 15        | <b>Complaints to suppliers</b><br>Require supplier to:                               | No requirements  |                    |
| a)        | Keep record of complaints.   | QP 1; service description  | Y                  |
| b)        | Take action on complaints.   | QP 1; service description  | Y                  |
| c)        | Document actions.  | QP 1; service description  | Y                  |

\*\*\* End of Report \*\*\*

## **Annex 2**

The Companies Act 1985

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**A PRIVATE COMPANY LIMITED BY SHARES**

---

**MEMORANDUM**

**AND**

**ARTICLES OF ASSOCIATION**

**of**

**BASEEFA (2001) LIMITED**

**Incorporated on 16th October 2001**

**Company Number 4305578**

**Douglas Dale**  
Chartered Accountants  
Sansome Lodge  
4 Sansome Walk  
Worcester WR1 1LH

**Graeme & Company**  
Company Formation and Information Services  
61, Fairview Avenue, Wigmore, Gillingham, Kent, ME8 0QP  
Website: [www.graemeandco.co.uk](http://www.graemeandco.co.uk) E-Mail: [sales@graemeandco.co.uk](mailto:sales@graemeandco.co.uk)  
Telephone: 01634 232558 Facsimile: 01634 379517





# **CERTIFICATE OF INCORPORATION ON CHANGE OF NAME**

**Company No. 4305578**

The Registrar of Companies for England and Wales hereby certifies that  
**NEWLINK INVESTMENTS LIMITED**

having by special resolution changed its name, is now incorporated  
under the name of

**BASEEFA (2001) LIMITED**

Given at Companies House, Cardiff, the 21st January 2002



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES

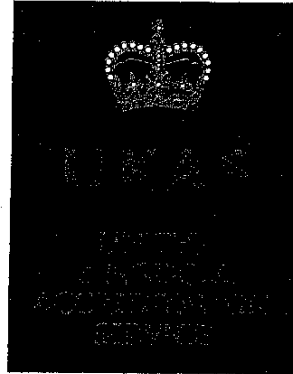


*Companies House*  
— for the record —

## **Annex 3**

# United Kingdom Accreditation Service

## ACCREDITATION CERTIFICATE



**CERTIFICATION BODY**  
**No. 191**

**BASEEFA (2001) Ltd**

is accredited to EN45011 *General requirements for bodies operating product certification systems.*

The scope of the accreditation is detailed in the schedule bearing the above accreditation number. The sites covered by this accreditation and the countries in which the certification body operates are detailed in the appendix to this certificate.

From time to time the schedule and the appendix to this certificate may be revised and reissued by the United Kingdom Accreditation Service.

This Accreditation shall remain in force until the expiry date printed below, subject to continuing conformity with United Kingdom Accreditation Service requirements.

Initial Accreditation 01 May 2003

*Accreditation Manager, United Kingdom Accreditation Service*

**This certificate issued on 01 May 2003**

**Expiry date 30 April 2007**


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 personnel.

# Schedule of Accreditation


issued by

## United Kingdom Accreditation Service


21 - 47 High Street, Feltham, Middlesex, TW13 4UN, UK

|   |  |  |
|---|--|--|
|  <p><b>191-B</b></p> <p>Accredited to ISO/IEC Guide 65 to provide product conformity certification</p> | <p align="center"><b>BASEEFA (2001) Ltd</b></p> <p align="center"><b>Issue No: 001      Issue date: 01 May 2003</b></p>                |  |
|   | <p><b>Health and Safety Laboratory Site</b><br/> <b>Harpur Hill</b><br/> <b>Buxton</b><br/> <b>Derbyshire</b><br/> <b>SK17 9JN</b></p> | <p><b>Contact: Mr R S Sinclair</b><br/> <b>Tel: +44 (0) 1298 28255</b><br/> <b>Fax: +44 (0) 1298 28216</b><br/> <b>E-Mail: ron.sinclair@baseefa2001.biz</b><br/> <b>Website: www.baseefa2001.biz</b></p> |

| Product   | Standard  |
|---|---|
| Products components and systems intended for use in and in conjunction with potentially explosive atmospheres | Conformity with standards applicable to the explosion safety of such products, components and systems |
| General requirements  | EN 50014<br>BS EN 50014<br>BS 5501: Part 1<br>IEC 60079-0   |
| Oil immersion <b>o</b> **   | EN 50015<br>BS EN 50015<br>BS 5501: Part 2<br>IEC 60079-6   |
| Pressurised apparatus <b>p</b> *  | EN 50016<br>BS EN 50016<br>BS 5501: Part 3<br>IEC 60079-2   |
| Powder filling <b>q</b> *   | EN 50017<br>BS EN 50017<br>BS 5501: Part 4<br>IEC 60079-5   |
| Flameproof enclosures <b>d</b> *  | EN 50018<br>BS EN 50018<br>BS 5501: Part 5<br>BS 4683: Part 2<br>BS 229<br>IEC 60079-1                |
|   |   |

|   |  |
|---|--|
|  <p><b>191-B</b></p> <p>Accredited to ISO/IEC Guide 65 to provide product conformity certification</p> | <p align="center"><b>Schedule of Accreditation</b><br/>issued by<br/><b>United Kingdom Accreditation Service</b><br/>21 - 47 High Street, Feltham, Middlesex, TW13 4UN, UK</p> <hr/> <p align="center"><b>BASEEFA (2001) Ltd</b></p> <p><b>Issue No:</b> 001      <b>Issue date:</b> 01 May 2003</p> |
|---|--|

| Product                        | Standard   |
|--------------------------------|--|
| Increased safety 'e'           | EN 50019<br>BS EN 50019<br>BS 5501: Part 6<br>BS 4683: Part 4<br>IEC 60079-7<br>SFA 3008 |
| Intrinsic safety 'i'           | EN 50020<br>BS EN 50020<br>BS 5501: Part 7<br>BS 1259<br>IEC 60079-11<br>SFA 3012        |
| Encapsulation 'm'              | EN 50028<br>BS EN 50028<br>BS 5501: Part 8<br>IEC 60079-18                               |
| Intrinsically safe systems 'i' | EN 50039<br>BS EN 50039<br>BS 5501: Part 9<br>BS 1259<br>IEC 60079-11<br>SFA 3012        |
| Type of protection 'N' or 'n'  | EN 50021<br>BS EN 50021<br>BS 6941<br>BS 4683: Part 3<br>IEC 60079-15                    |
| Special protection             | SFA 3009<br>HSE (M) 01   |
| Equipment Group II Category IG | EN 50284<br>BS EN 50284  |

|   |  |
|---|--|
|  <p><b>191-B</b></p> <p>Accredited to ISO/IEC Guide 65 to<br/>provide product conformity<br/>certification</p> | <p align="center"><b>Schedule of Accreditation</b><br/>issued by<br/><b>United Kingdom Accreditation Service</b><br/>21 - 47 High Street, Feltham, Middlesex, TW13 4UN, UK</p> <hr/> <p align="center"><b>BASEEFA (2001) Ltd</b></p> <p><b>Issue No:</b> 001      <b>Issue date:</b> 01 May 2003</p> |
|---|--|

| Product  | Standard  |
|--|---|
|  |   |
| Electrical Apparatus for use in dust atmospheres   | EN 50281-1-1<br>BS EN 50281-1-1<br>BS 6467: Part 1<br>IEC 61241-1-1 |
| Requirements for electrical/electronic/programmable electronic safety – related systems – applied to individual items of equipment | IEC 61508-2   |
| Explosion prevention basic concepts and methodology  | EN 1127-1   |
| Rotating electrical machines   | ENV 50269<br>DD ENV 50269   |
| Type 'N' rotating electrical machines  | BS 5000: Part 16  |
| Type 'N' luminaires  | BS 4533: 102/51   |
| Miners' caplamps   | EN 50033<br>BS EN 50033   |
| Electric surface heating devices   | BS 6351: Part 1   |
| Metering pumps and fuel dispensers   | BS 7117: Part 1<br>SFA 3002<br>PAS022                               |
| Interlock and monitoring circuits for<br>Use in mines  | BS 7202   |
| Mechanical cable glands  | BS 6121: Part 1   |



**191-B**

Accredited to ISO/IEC Guide 65 to  
provide product conformity  
certification

## Schedule of Accreditation

issued by

**United Kingdom Accreditation Service**


21 - 47 High Street, Feltham, Middlesex, TW13 4UN, UK

**BASEEFA (2001) Ltd**

**Issue No: 001**

**Issue date: 01 May 2003**

| Product   | Standard   |
|---|--|
| Flameproof equipment for diesel<br>Engines for use in mines   |  |
| Battery operated vehicles   | SFA 3006   |
| Electrical apparatus for the detection of combustible gases in<br>domestic premises   | BS 7348  |
| Luminaire – Specification for general requirements and tests  | BS EN 60598-1  |
| Metallic, polymeric, or special corrosion resistant glands  | BS EN 50262<br>BS 6121 Parts 2 and 3                 |
| Reciprocating Internal Combustion Engines for use in potentially<br>explosive atmospheres   | EN 1834: Parts 1-3                                   |
| Electrostatic hand-held spraying equipment  | EN 50050<br>BS 6742: Part 1                          |
| Electrical apparatus for the detection and measurements of<br>combustible gases:<br>General requirements<br>Performance requirements for Group I apparatus<br>Performance requirements for Group II apparatus | EN 50054<br>EN 50055, EN 50056<br>EN 50057, EN 50058 |
| Electrical equipment for measurement, control and laboratory use:<br>Safety requirements  | EN 61010, Part 1                                     |
| Flame arrestors   | BS 7244<br>pr EN 12874                               |
| Small craft; Electrical Devices: Protection against ignition of<br>surrounding flammable gases  | EN 28846   |

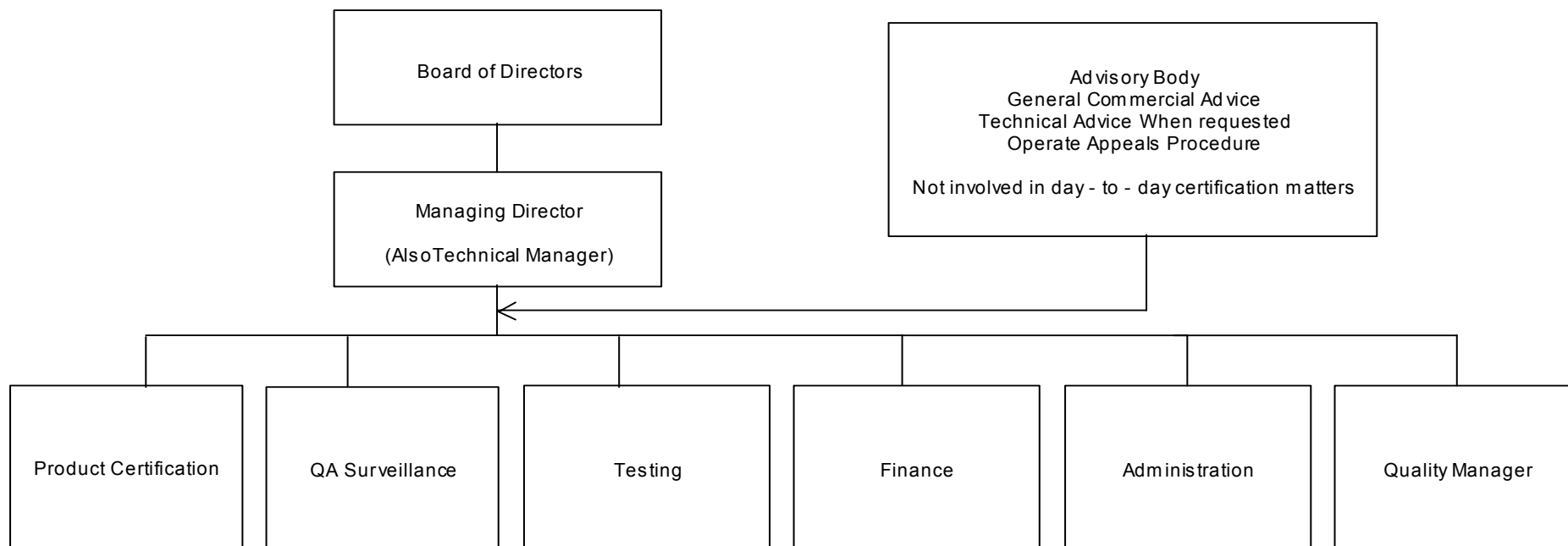
|   |  |
|---|--|
|  <p><b>191-B</b></p> <p>Accredited to ISO/IEC Guide 65 to<br/>provide product conformity<br/>certification</p> | <p align="center"><b>Schedule of Accreditation</b><br/>issued by<br/><b>United Kingdom Accreditation Service</b><br/>21 - 47 High Street, Feltham, Middlesex, TW13 4UN, UK</p> |
|   | <p align="center"><b>BASEEFA (2001) Ltd</b></p> <p align="center"><b>Issue No:</b> 001      <b>Issue date:</b> 01 May 2003</p>   |

| Product  | Standard |
|--|----------|
| Certification to technically equivalent standards to those listed above is permitted |          |
| END  |          |



## Annex 4

Quality Manual Appendix  
Organisation  
Issue 2 - Feb 2003





## INTERNATIONAL ELECTROTECHNICAL COMMISSION

IEC SCHEME FOR CERTIFICATION TO STANDARDS FOR SAFETY OF ELECTRICAL EQUIPMENT FOR  
EXPLOSIVE ATMOSPHERES (IECEx SCHEME)

### Operational Document OD/006

**TITLE:** Site Assessment Report for Assessment of IECEx Candidate and Accepted Certification  
Bodies (ExCBs) and Ex Testing Laboratories (ExTLs)

---

### Introduction

This Operational document provides a Report Template for completion by IECEx Assessment Teams when conducting Site Assessments, as part of the overall assessment of Candidate Accepted Certification Bodies and Ex Test Laboratories.

This site assessment report may also be used for site visits conducted by IECEx assessors and Teams as part of follow up assessments, surveillance and re-assessment visits.

Attachments or annexes may be added to this report, eg Completed TGDs, Organisation chart and so on.

For any inquiries concerning the use of this report template please contact the IECEx Secretariat, Mr Chris Agius, contact details below.

### Document History

| Date    | Summary                    |
|---------|----------------------------|
| 2002 06 | Original Issue (Version 1) |

**Address:**  
IECEx Secretariat  
c/o QAS  
GPO Box 5420  
Sydney NSW 2000  
Australia

**Visiting Address:**  
286 Sussex Street  
Sydney NSW 2140  
Australia

**Tel:** +61 2 8206 6000  
**Fax:** +61 2 8206 6032  
**Email:**  
chris.agius@qas.com.au

|                      |                    |                                   |                        |
|----------------------|--------------------|-----------------------------------|------------------------|
| <b>Body Assessed</b> | Baseefa (2001) Ltd | <b>Date(s) of site Assessment</b> | 13 and 14 October 2003 |
|----------------------|--------------------|-----------------------------------|------------------------|



## SITE ASSESSMENT REPORT

**BODY UNDER  
ASSESSMENT:**

Baseefa (2001) Ltd

**SITE(S)  
ASSESSED:**

Health and Safety Laboratory Site  
Harpur Hill  
Buxton  
Derbyshire  
SK17 9JN  
United Kingdom

Staden, Buxton (temporary flameproof testing site)

**IECEx SITE ASSESSMENT TEAM  
LEADER:**

Jim Munro - Team Leader  
Heinz Berger - Assessor

**REPRESENTATIVE OF BODY:**

Ron Sinclair

**DATE(S) OF SITE ASSESSMENT:**

13 and 14 October 2003 for both ExCB and ExTL

**Distribution: IECEx Secretary (original) copies to Body Assessed, Team Members, (where applicable).**

|                      |                    |                                   |                        |
|----------------------|--------------------|-----------------------------------|------------------------|
| <b>Body Assessed</b> | Baseefa (2001) Ltd | <b>Date(s) of site Assessment</b> | 13 and 14 October 2003 |
|----------------------|--------------------|-----------------------------------|------------------------|



## SITE ASSESSMENT REPORT OF

**ACCEPTED CERTIFICATION BODY (ExCB)** ☐ **Ex TESTING LABORATORY (ExTL)** ☐

(Where both the ExCB and ExTL are assessed please check both and complete report. Alternatively separate reports may be used)

|   |  |  |  |                              |
|---|--|--|--|------------------------------|
| <b>ASSESSMENT TYPE:</b><br>Application: <input checked="" type="checkbox"/><br><br>Surveillance:<br><br>Re-Assessment:<br><br>Other:<br><br>Assessment duration:<br>Days. 2 | <b>IECEX Site Assessors</b><br><br>Jim Munro<br><br>Heinz Berger | <b>ExCB/ExTL Representative:</b><br><br>Ron Sinclair | <b>ATTACHMENTS</b><br><br><b>Appendix A</b><br>Photographs | <b>No. of Pages</b><br><br>4 |
|---|--|--|--|------------------------------|

**RECOMMENDATION BY IECEX ASSESSOR(S)**

☒ That Acceptance be granted

☐ That Acceptance continues

☐ That Acceptance be suspended

☐ That Acceptance be granted/continued conditional on:

☐ Non Compliance having agreed corrective action and time scales to rectify the system

☐ Matters raised in Assessment Report addressed within the agreed timeframe

| IECEX REQUIREMENTS |                       |   | Findings | COMMENTS AND REFERENCE TO ATTACHMENTS |
|--------------------|-----------------------|---|----------|---------------------------------------|
| ExCB Assessment    | IECEX 02 requirements | Confirmation of Scope of IECEX Acceptance or scope of application, (for new applicant)    | Y        |                                       |
|                    |                       | Confirmation that details in original application are still current (for new application) | Y        |                                       |

|               |                    |                            |                        |
|---------------|--------------------|----------------------------|------------------------|
| Body Assessed | Baseefa (2001) Ltd | Date(s) of site Assessment | 13 and 14 October 2003 |
|---------------|--------------------|----------------------------|------------------------|

| IECEX REQUIREMENTS |                                  |  |     | Findings | COMMENTS AND REFERENCE TO ATTACHMENTS                               |
|--------------------|----------------------------------|--|-----|----------|---|
|                    |                                  | Confirm currency and scope of accreditation (ISO/IEC Guide 65), if applicable  |     | Y        | UKAS Accreditation Certificate, Certification Body No.191           |
|                    |                                  | Clause 11.1.1  | (a) | Y        | Located in United Kingdom (GB).                                     |
|                    |                                  |  | (b) | Y        | Notified body for ATEX. NB number is 1180.                          |
|                    |                                  |  | (c) | Y        | See reports   |
|                    |                                  |  | (d) | Y        | Has own ExTL  |
|                    |                                  | Clause 11.1.2 (has the ExCB defined national certification requirements?)  |     | Y        | Listed in the IECEx Bulletin  |
|                    |                                  | Clause 11.1.3  |     | Y        | Procedures provided   |
|                    |                                  | ISO/IEC Guide 65 Assessment– Operational Document OD/002 Satisfactorily Completed (for bodies without acceptable national Accreditation) |     | Y        | Although accreditation was held, this document was still completed. |
| ExTL Assessment    | IECEX 02 Requirements            | Confirmation of Scope of IECEx Acceptance or Scope of Application for new application  |     | Y        |   |
|                    |                                  | Confirmation that details in original application are still current (for new applications)   |     | Y        |   |
|                    |                                  | Confirm currency and scope of accreditation (ISO/IEC 17025), if applicable   |     | Y        | UKAS Accreditation Certificate, Testing Laboratory No. 2593         |
|                    |                                  | Clause 11.2.1  | (a) | Y        | Located in United Kingdom (GB).                                     |
|                    |                                  |  | (b) | Y        | Is integral with ExCB   |
|                    |                                  |  | (c) | Y        | See reports   |
|                    |                                  | Clause 11.2.3  |     | Y        | Two assessors visited. There was a third for documentation only.    |
|                    |                                  | Clause 11.2.4  |     | Y        | Findings were discussed and agreed.                                 |
|                    |                                  | Confirmation of declaration made under Annex D of IECEx 02   |     | Y        |   |
|                    | Satisfactory Completion of IECEx | Ex d (IEC 60079-1)   |     | Y        | Copy of completed TGD shown separately.                             |
|                    |                                  | Ex e (IEC 60079-7)   |     | Y        | Copy of completed TGD shown separately.                             |

|               |                    |                            |                        |
|---------------|--------------------|----------------------------|------------------------|
| Body Assessed | Baseefa (2001) Ltd | Date(s) of site Assessment | 13 and 14 October 2003 |
|---------------|--------------------|----------------------------|------------------------|

| IECEx REQUIREMENTS |  |                              | Findings | COMMENTS AND REFERENCE TO ATTACHMENTS   |
|--------------------|--|------------------------------|----------|---|
|                    | <b>Technical Guidance Documents (TGDs)</b><br>(depending on scope) | <b>Ex i</b> (IEC 60079-11)   | Y        | Copy of completed TGD shown separately. |
|                    |  | <b>Ex m</b> (IEC 60079-18)   | Y        | Copy of completed TGD shown separately. |
|                    |  | <b>Dusts</b> (IEC 61241-1-1) | Y        | Copy of completed TGD shown separately. |

**Additional Remarks concerning requirements of TGDs** (if any)

The level of knowledge was very high with the laboratory having a very experienced staff. It had also contributed to the development of some of the TGDs.

**Conclusion of Site Assessment**

*The purpose of the site assessment was to verify compliance with the requirements of the IECEx Scheme for the initial and on-going acceptance of Accepted Certification Body and/or Ex Testing Laboratory. The site assessment forms part of the overall evaluation of the body by the IECEx Management Committee, ExMC and was conducted in accordance with the IECEx Scheme Assessment Procedures, ExMC/100/CD. Report of the on-site assessment team is as follows: -*

**1. General**

Baseefa (2001) Ltd was found to have very experienced staff, appropriate systems, comprehensive procedures and adequate testing facilities.

**2. ExCB**

The following observation was made:

1. While the ExCB had procedures for the certification process related to its normal certification activities, it was still drafting procedures relevant to the IECEx Scheme.

**3. ExTL**

The following observations are made:

1. Generally test samples were identified but a batch of small luminaires were not individually identified, even though they had obviously been subject to impact testing.
2. The air conditioner for temperature and humidity in the calibration laboratory had broken and was being replaced.
3. The equipment for doing Ex p testing was out of the country and hence was not sighted.
4. The dust chamber had to be hit with a hammer to get dust circulating after a test had been paused due to a faulty motor. There was not evidence to suggest that the chamber would keep dust in circulation over an eight hour test. Baseefa undertook to monitor some tests to check circulation is occurring.
5. Some test equipment is not available in-house and hence these tests are sub-contracted. These include:
  - CTI testing.
  - Resistance to light.
  - Dynamometer load testing of motors.
6. It was noted that a move to new premises elsewhere in Buxton is scheduled for some time in the next twelve months. This will be adjacent to where the temporary flameproof testing facilities are located.

|                      |                    |                                   |                        |
|----------------------|--------------------|-----------------------------------|------------------------|
| <b>Body Assessed</b> | Baseefa (2001) Ltd | <b>Date(s) of site Assessment</b> | 13 and 14 October 2003 |
|----------------------|--------------------|-----------------------------------|------------------------|

## APPENDIX A PHOTOGRAPHS



Profile Projector



Environmental Chambers

|                      |                    |                                   |                        |
|----------------------|--------------------|-----------------------------------|------------------------|
| <b>Body Assessed</b> | Baseefa (2001) Ltd | <b>Date(s) of site Assessment</b> | 13 and 14 October 2003 |
|----------------------|--------------------|-----------------------------------|------------------------|





Dust Test



Water Test

|               |                    |                            |                        |
|---------------|--------------------|----------------------------|------------------------|
| Body Assessed | Baseefa (2001) Ltd | Date(s) of site Assessment | 13 and 14 October 2003 |
|---------------|--------------------|----------------------------|------------------------|





Outside of Temporary Flameproof Facilities



Flameproof Testing Panel

|                      |                    |                                   |                        |
|----------------------|--------------------|-----------------------------------|------------------------|
| <b>Body Assessed</b> | Baseefa (2001) Ltd | <b>Date(s) of site Assessment</b> | 13 and 14 October 2003 |
|----------------------|--------------------|-----------------------------------|------------------------|



Flameproof Testing Base



Spark Test for Intrinsic Safety

|                      |                    |                                   |                        |
|----------------------|--------------------|-----------------------------------|------------------------|
| <b>Body Assessed</b> | Baseefa (2001) Ltd | <b>Date(s) of site Assessment</b> | 13 and 14 October 2003 |
|----------------------|--------------------|-----------------------------------|------------------------|