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INTERNATIONAL ELECTROTECHNICAL COMMISSION

**IECEX Certified Service Facilities Scheme
Part 0: General Rules of Procedure****FOREWORD**

This publication is directly related to the IECEX Basic Rules (comprising IEC CA 01 and the IECEX Supplement IECEX 01-S) and provides structure for, and a link to subordinate Rules that relate to specific service activities within the IECEX Certified Service Facilities Scheme.

This second edition of IECEX 03-0 takes effect immediately upon publication.

Document history

Date	Summary
2017-12	Original issue (Edition 1.0)
2024-12	Edition 2.0 as approved by IECEX member ballot on ExM/2114/DV includes the addition of Clause 4.2.16 regarding meeting participation requirements

INTRODUCTION

The IECEX is a single global certification framework based on IEC International Standards. It caters for countries whose national standards are either identical to those of the IEC or else very close to IEC Standards. The IECEX is truly global in concept and practice, reduces trade barriers caused by different conformity assessment criteria in various countries, and helps industry to open up new markets.

The aim of the IECEX System and its Schemes is to ease international trade of Explosion Protected Equipment (termed Ex equipment) by eliminating the need for duplication of testing and certification, while preserving safety. IECEX operates as an International Certification System covering products and services associated with the Ex industries.

Where do you commonly find Ex equipment?

Flammable gases, vapours and combustible dusts create potentially explosive atmospheres. Ex equipment in such areas include:

- Automotive refuelling stations or petrol stations
- Oil refineries, rigs and processing plants
- 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 refuelling and hangars

- Surface coating industries
- Underground coal mines
- 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

IECEX Certified Service Facilities Scheme

While certification of new Ex equipment is covered by the IECEX Certified Equipment Scheme, as detailed in IECEX 02, the IECEX Certified Service Facilities Scheme provides a single international scheme for the assessment and certification of Ex related service facilities that have an impact on the on-going compliance of Ex equipment with Ex safety standards.

Ex service facilities that achieve IECEX Certification are required to demonstrate compliance with stringent IECEX requirements including:

- Operational procedures and explosion protection techniques that satisfy the IECEX Basic Rules and IECEX technical requirements encompassing the relevant IEC 60079 series of Standards
- Possess and maintain in operating condition necessary facilities and equipment including test equipment and traceability of measurements, as appropriate to the service supplied
- IECEX quality system requirements, based on ISO 9001
- Competent personnel with current competencies related to Ex equipment standards and certification requirements

More information

Further information is available from the IECEX website: www.iecex.com, (containing free copies of the IECEX Rules and Procedures), from any of the IECEX Certification Bodies or directly from the IECEX Secretariat via the coordinates shown on the IECEX website.

IECEX Certified Service Facilities Scheme

Part 0: General Rules of Procedure

1 Scope

This publication contains the General Rules of Procedure of the IECEx Scheme, hereinafter referred to as the "Rules", for the certification of service facilities involved in providing services associated with equipment intended for use in explosive atmospheres (IECEX Certified Service Facilities Scheme) in accordance with the relevant IEC 60079 series of Standards, particularly IEC 60089-10-1, IEC 60079-10-2, IEC 60079-14, IEC 60079-17 and IEC 60079-19.

This publication is directly related to the IECEx Basic Rules (Comprising IEC CA 01 and the IECEx Supplement IECEx 01-S)

This publication is supplemented by the following subordinate publications that apply as relevant to specific activities within the IECEx Certified Service Facilities Scheme:

IECEX 03-1, *IECEX Certified Service Facilities Scheme – Part 1: Area Classification - Rules of Procedure*

IECEX 03-2, *IECEX Certified Service Facilities Scheme – Part 2: Selection of Ex equipment and design of Ex installations – Rules of Procedure*

IECEX 03-3, *IECEX Certified Service Facilities Scheme – Part 3: Ex installation and initial inspection – Rules of Procedure*

IECEX 03-4, *IECEX Certified Service Facilities Scheme – Part 4: Ex inspection and maintenance – Rules of Procedure*

IECEX 03-5, *IECEX Certified Service Facilities Scheme – Part 5: Repair, overhaul and reclamation of Ex equipment – Rules of Procedure*

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 Basic Rules (IEC CA 01 + IECEx 01-S), *IEC Harmonised Basic Rules (IEC CA 01) plus the IECEx Supplement (IECEX 01-S)*

IECEX 02, *IECEX Certified Equipment Scheme covering equipment for use in explosive atmospheres – Rules of Procedure*

ISO/IEC Guide 2: 2004, *Standardization and related activities – General vocabulary*

ISO/IEC 17065, *Conformity assessment – Requirements for bodies certifying products, processes and services*

ISO 9001: 2008, *Quality management systems – Requirements*

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

3 Definitions

ISO/IEC Guide 2 and ISO/IEC 17000 give the basic definitions.

For the purpose of the IECEX Service Facilities Scheme, the definitions contained in IECEX 02, IECEX 03-1, IECEX 03-2, IECEX 03-3, IECEX 03-4 and IECEX 03-5 apply as relevant.

4 Governance of the IECEX Certified Service Facilities Scheme

4.1 Rules of Procedure and Operational Documents

The IECEX Certified Service Facilities Scheme (referred to throughout this document as “IECEX 03 Scheme”) is governed by the Ex Management Committee (ExMC), whose responsibilities in this respect are defined in the IECEX Basic Rules. The governance role of the ExMC is assisted by input from the IECEX Certified Service Facilities Scheme Committee (ExSFC) – the details of this Committee follow in Clause 4.2.

This document, (IECEX 03-0) defines the general rules and procedures of the IECEX Service Facilities Scheme. These general rules are supplemented by the IECEX Scheme’s Operational Documents. These Operational Documents are available to all IECEX Member Bodies, ExCBs, and participating Service Facilities.

The ExMC Secretary shall be responsible for the issuing and maintenance of Operational Documents which generally fall under the following categories:

- a) Document containing explanatory guidance
- b) Document containing rules and procedures that supplement those contained in this document and the subordinate publications

The ExMC shall be kept informed on the currency of Operational Documents with ExMC agreement required for Operational Documents that fall under category b) above.

4.2 IECEX Certified Service Facilities Scheme Committee (ExSFC)

4.2.1 The IECEX Service Facilities Scheme Committee referred to as ExSFC deals with matters of a technical nature concerning the application of the IEC International Standards to the IECEX 03 Scheme. The principal role of the ExSFC is to facilitate common application of testing, assessment and auditing requirements in the issue and maintenance of an IECEX Certificate of Conformity under the IECEX 03 Scheme.

4.2.2 All ExCBs and applicant ExCBs shall be members of the ExSFC.

The Chairman and/or Secretaries of IEC TC31 and subcommittees shall be *ex officio* members of the ExSFC, in order to facilitate the solution of problems relating to the application of the IEC International Standards.

4.2.3 The duties of the ExSFC are:

- a) to harmonize the application of the requirements of standards;
- b) to detail the way in which assessments for compliance to standards have to be carried out so as to achieve the necessary consistency;
- c) to make recommendations to the relevant IEC technical committee or subcommittee for improvement of those standards;
- d) to provide ExCBs with a forum in which practical assessment problems can be demonstrated and discussed; and

e) promote the IECEX 03 Scheme.

4.2.4 The ExSFC shall meet at least once a year and preferably in a different country each year, ideally at a place where an ExCB is situated.

4.2.5 Participants in meetings of the ExSFC shall be appointed by the members and shall be experts from ExCBs and stakeholders of the IECEX 03 Scheme. The ExMC shall approve the membership structure and membership categories. The names of the participants shall be communicated to the Secretary of the ExSFC in due time before each meeting. The number of participants from each member simultaneously present at a meeting shall not exceed three. The participants may, however, change during a particular meeting according to the subject to be discussed.

4.2.6 Decisions of the ExSFC shall be arrived at by consensus. Where consensus cannot be achieved, the matter shall be referred as appropriate to the ExMC or to the relevant IEC technical committee or subcommittee.

4.2.7 If the ExSFC decides that it is essential to revise a standard, a proposal detailing the changes shall be submitted to the relevant IEC technical committee or subcommittee.

4.2.8 The ExSFC may establish Subcommittees and Working Groups as required.

4.2.9 As soon as possible after a meeting, the Secretary of the ExSFC shall prepare and distribute a report for consideration by the ExMC, covering:

- a) the results of the meeting;
- b) proposals being submitted to IEC technical committees and subcommittees; and
- c) proposals submitted to ExMC for discussion.

4.2.10 Minutes of meetings of the ExSFC shall be sent by the Secretary to the members of the ExSFC and to the Executive of the IECEX System for circulation to all members of ExMC. They shall embody all conclusions of the relevant meeting, together with a brief account of the discussions.

4.2.11 The Chairman of the ExSFC shall be appointed by the ExMC upon nomination by the ExSFC. The IECEX Executive Secretary shall act as the ExSFC Secretary.

4.2.12 The term of office of the Chairman of the ExSFC shall be three years and the incumbent Chairman shall be eligible for re-appointment for one further period of three years. If, at the conclusion of a second or subsequent term, there are no new candidates nominated for election to the position the ExMC may appoint the ExSFC Chairman for a further 3 year term.

4.2.13 The Deputy Chairman of the ExSFC shall be appointed by the ExMC.

4.2.14 The term of office of the Deputy Chairman of the ExSFC shall be three years and the incumbent Deputy Chairman shall be eligible for re-appointment for one further period of three years. If, at the conclusion of a second or subsequent term, there are no new candidates nominated for election to the position the ExMC may appoint the ExSFC Deputy Chairman for a further 3 year term.

4.2.15 The role of the Deputy Chairman of the ExSFC is to support the Chairman of the ExSFC and to act as Chairman of the ExSFC when the Chairman is unavailable.

4.2.16 ExSFC meeting participation requirements are as follows:

- a) All ExCBs must participate in annual meetings of the ExSFC

- b) If an ExCB does not participate in an annual meeting the Secretariat will remind them of the above requirement
 - c) If the ExCB does not participate for two consecutive annual meetings, a special surveillance assessment will be scheduled in addition to the normal surveillance and reassessment audits in accordance with the provisions and requirements of IECEx OD 003-2
 - d) If the ExCB does not participate for three consecutive annual meetings they will be subject to annual surveillance assessments (irrespective of their accreditation status) that will continue until meeting participation resumes.
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