

**ExTAG/400/CD**

**August 2015**

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

**Circulated to: ExTAG – IECEx Testing and Assessment Group**

**TITLE: Proposed revision of OD 035 *A procedure to generate, discuss, report and publish ExTAG Decision Sheets***

**INTRODUCTION**

The attached document has been prepared by the GB NC and is a proposed revision of OD 035 *A procedure to generate, discuss, report and publish ExTAG Decision Sheets*

Proposed changes to OD 035 are shown via the tracking tool and is presented for discussion and consideration during the 2015 ExTAG Christchurch meeting.

Members are requested to consider the proposal ahead of the ExTAG meeting.

**Julien Gauthier**

***ExTAG Secretary***

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**IECEx OD 035**

Edition 1 2009-07

**IECEx Operational Document**

**IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres**

**A procedure to generate, discuss, report and publish ExTAG Decision Sheets**

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

**A procedure to generate, discuss, report and publish ExTAG Decision Sheets**

**INTRODUCTION**

One of the tasks of the IECEx Test Laboratories (ExTLs) and IECEx

Certification Bodies (ExCBs) is to improve uniform application of the IEC Standards used in the IECEx System for tests and verifications.

The recommendations for uniform application are collected as [ExTAG](http://www.iecex.com/extag_decisions.htm)

[D e cisio n S h e e t s](http://www.iecex.com/extag_decisions.htm) (DS), which are available on the IECEx Web Site. If the ExTAG comes to the opinion, that an amendment/ change to a Standard/ s may be required, the question will be forwarded to the relevant technical committee/ s of the IEC responsible for the Standard/ s. The purpose of

Ex TAG Decision Sheets is not to modify or "interpret" Standards.

# First draft.

ExCBs, ExTLs or IECEx officers may propose Draft Decision Sheets. The IECEx Secretariat, ExTAG Chairman and Ex TAG Secretary shall edit the first draft, if necessary, via correspondence with the originator. Once a Draft Decision Sheet has been approved for circulation by the Ex TAG Chairman and Secretary the IECEx Secretariat will prepare the draft Decision Sheet as an ExTAG document for circulation.

The wording in of the Question and Answer sections of the draft DS and any accepted ExTAG DS shall follow the ISO/IEC Directives Part 2.

# Circulation of the first draft.

The IECEx Secretariat will circulate the Draft Decision Sheet for comment to ExTAG members via the IECEx Web Site under ExTAG Committee [Docu ments](http://www.iecex.com/extag.htm). At this time the secretariat will issue an e- mail circular advising the members of the availability of the document on the web site. The comment period is normally 4 weeks. Where the comment period is less that 4 weeks this will be identified on the cover sheet for the draft DS.

# Handling of draft DS comments

Comments, as well as observations on these comments, from the originator, are circulated as an Ex TAG Document via the Web Site as above.

For consistency, the dispositions of comments shall be as follows (acronyms shall not be used):

**a) Accepted.**

The comment was acceptable as presented.

**b) Not Accepted**

This disposition indicates that the comment will not be incorporated into the document. All rejections shall have the justification for rejection, whether technical or editorial and documented as part of this disposition.

**c) Accepted in Part**

This disposition indicates that some parts of the comment will be accepted and incorporated into the document. An explanation of how the accepted part is to be incorporated into the document shall be given. The parts that have not been accepted shall have the justification for doing so, whether technical or editorial, documented as part of this disposition.

**d) Accepted in Principle**

This disposition indicates that the principle of the comment was accepted, but was incorporated into the document in a different manner than that suggested by the commenter. Explanation of how this is to be incorporated into the document shall be included along with the justification for the decision.

**e) Noted**

This is used where there is no action required on the comment.

In cases b), c), and d), the justification provided should clearly convey the specific reasons why the comment was not acceptable. This will allow the commenter the opportunity to provide additional information and justification at the next stage of review for those cases where, perhaps because of language barriers or interpretation difficulties, the commenter believes that the Originator did not fully understand the proposal.

The Originator shall then send the completed document to the ExTAG secretary who will send it to the IECEx for circulation.

# Handling of an accepted Draft DS

Once an ExTAG Draft Decision Sheet has been approved for use it is posted on the IECEx Web Site at [ExTAG Decisi on Sheets](http://www.iecex.com/extag_decisions.htm). Members are again notified by an e- mail circular.

A new DS shall be noted on the agenda of the next Ex TAG Meeting following their acceptance

# Handling of a Draft DS requiring recirculation

A revised document taking into account comment/s received shall be circulated for comment/approval as in Steps 1 and 2. Prior to recirculation of any draft DS In cases b), c) and d) above the Originator of the Draft DS shall contact the member submitting the comment to seek clarification and resolution of the comment prior to circulation of the collated comments and any subsequent recirculation of the draft DS.

Where, after two cycles, no consensus can be reached or objections resolved the Draft DS shall be put on the agenda of the next ExTAG meeting.

**consensus**: General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE Consensus need not imply unanimity.

# Application of accepted DS

Once an ExTAG Decision Sheet has been approved and published on the IECEx Web Site all Ex CBs and Ex TLs operating within the IECEx System shall apply the DS. Decision sheets are to be applied by ALL Ex TLs and ExCBs and form a mandatory part of the IECEx System.

# Maintenance of accepted DS

Every ExCB or ExTL may question an existing DS by proposing a new wording according to step 1 – First draft.

Five years after publication of a DS the IECEx Secretariat shall add the DS to the agenda of the next ExTAG meeting so that a review can be held to determine if there is still a need for the DS or it can be archived because updated standards have resolved the problem.