IECEx OD 011-4

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IECEx Operational Document

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

OD 011-4

Guidance on Use of the IECEx Internet based "On-Line" Certificate of Conformity System

Part 4: Creating IECEx Conformity Mark Licenses

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEx Operational Document 011-4

Guidance on Use of the IECEx Internet based "On-Line" Certificate of Conformity System   Part 4: Creating IECEx Conformity Mark Licenses

1   INTRODUCTION

This document provides guidance for IECEx Certification Bodies (ExCBs) when creating IECEx Conformity Mark Licenses using the IECEx Internet based "On-Line" System.

OD 011 consists of five parts as follows:
OD 011, Guidance on Use of the IECEx Internet based "On-Line" Certificate of Conformity System
OD 011-1   Part 1: General Information
OD 011-2   Part 2: Creating IECEx Equipment Certificates of Conformity CoCs
OD 011-3   Part 3: Creating IECEx Service Facility Certificates of Conformity CoCs
OD 011-4   Part 4: Creating IECEx Conformity Mark Licenses (This part)
OD 011-5   Part 5: Creating Certificates of Personnel Competence

This Document should be read in conjunction with OD 011-1, *Part 1: General Information*. As a means of promoting the IECEx and its Members, OD 011-1 has been prepared in a format suitable for public access.

Part 2, Part 3, Part 4 and Part 5 of OD 011 are not intended for general access. A copy can be provided by contacting the IECEx Secretariat as detailed below.

Inquiries relating to this IECEx "On-Line" CoC System or any other aspect of the IECEx System may be directed to the IECEx Secretary using the contact details below.

Document History

Date	Summary
2008-08	Original Issue (Edition 1)
2009-05	Edition 1.1 This edition of IECEx OD 011-4 has been issued to take into account editorial formatting changes only. There have been no technical changes to this Edition
2010-08	Edition 1.2 This edition of IECEx OD 011-4 has been issued to clarify Mark License editing, provide printing guidance and make reference to Part 5.
2015-01	Edition 1.3 This edition of IECEx OD 011-4 has been issued to include updates to images and expansion on text. Changes are shown with a "Red" margin stripe.

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Guidance on Use of the IECEx Internet based "On-Line" Certificate of Conformity System   Part 4: Creating IECEx Conformity Mark Licenses

SECTION 1 – Creating IECEx Conformity Mark Licenses

1.1   General Information

1.1.1   System

The IECEx CoC System uses HTML as per most Web based documents. The items below provide guidance to ExCBs when creating Conformity Mark Licenses.

1.1.2   Passwords

The "On-Line" Conformity Mark License System provides for a 2 level password system, as follows:-

a) A 1st level password that the ExCB's Official IECEx representative may provide to various staff within their organisation, to enable them to create a new License as a Draft. This level password will enable the staff member to create a new Draft License and save it as a Draft. It WILL NOT allow them to change the status from "Draft" to "Current".

b) A 2nd level password that is assigned to the official IECEx representative for only the function that is authorised (within the ExCB management system) to formally issue licenses. This 2nd level password enables the person the same access as the 1st level password PLUS the authority to change the Status from "Draft" to "Current".

The two levels of passwords mean that entering License information can be done by staff within the ExCB other than the certification authority. The 2nd level password ensures that there is the final check by the authorised person.

It is most important that the ExCB's Official representative to IECEx ensures that these passwords are kept secure and that they notify the IECEx Secretary immediately, of any possible breaches of security as new passwords can be assigned.

1.1.3   Further Guidance

For further information or guidance on using the IECEx "On-Line" Certificate of Conformity System, please contact the IECEx Secretariat.

1.1.4   Printing licenses

The following guidance is provided to assist with printing CoCs.

- Using Internet Explorer 6. All page margins need to be set to zero.
- Using Internet Explorer 8. With the CoC open, go to "Page", select "Compatibility View Settings" and select "Display all websites in Compatibility View". Also in Print Preview select 100% and ensure that page margins are set to minimum.
- Using Internet Explorer 9. One method which provides satisfactory result is a follows: Select the CoC to be printed. Right click and select "print preview", select 100% and then "print". Make sure that "compatibility mode" has been selected and that page margins set to minimum.

1.2 Notes for each field

1.2.1 License No.

The License number consists of the following characters:

ZZZ 000

"ZZZ" is the ExCB identifier. The "000" field is automatically generated by the System and advances in number by "1" for each new issue of a License.

1.2.2 Status

Operational Document OD 011-1 provides an explanation of the Status options. The "Draft" status should be selected when the ExCB is compiling or preparing the License. When saved as a "Draft", the License remains on the system BUT IT CANNOT be viewed by other ExCBs or the public.

When ready to formally issue the License, the issuing ExCB re-enters the IECEx CoC "On-Line" System and then selects the *Draft* License. Once the *Draft* License appears, the ExCB then selects "Edit" from the options located directly above the License. This then opens all fields of the *Draft* License ready for any last minute changes. Once complete and ready to issue, the issuing ExCB (using the level 2 password) changes the "Status" field from "Draft" to "Current" and then selects the "Save" option, located directly above the License. This step is regarded as the ExCB's official "Decision to Issue" the License, which is similar to the ExCB's authorizing Officer signing a paper License.

NOTE: A current License may be edited at any time by use of Level 2 password access.

Once saved as "Current" the License is then available for anyone to view or print.

Once a License is issued as *Current*, the issuing ExCB must include the Manufacturer covered by the License under a surveillance program, in accordance with the IECEx Operations Manual. During this surveillance program, an ExCB may be required to change the status of an IECEx License from Current to Suspended or even Cancelled. However this must only occur in accordance with the ExCB's Certification procedures.

It should also be noted that, in accordance with the IECEx Scheme Rules, the Applicant, should they object to the decision of the ExCB, always has the option of lodging an appeal with the IECEx Board of Appeal.

1.2.3 Date of Issue

The Date of Issue should be regarded as the date on which the ExCB is satisfied that all the requirements of the IECEx Scheme have been met.

1.2.4 Holder

As required by the Scheme Rules, IECEx 04, the License should be in the name of the License Holder, however the location of the Holder may be an organisation's head office, which can be different to the locations covered by the CoCs listed on the License.

1.2.5 Address (of Holder)

This section provides for the inclusion of the address of the License Holder. A street address is required and a Postal Box number is not acceptable.

1.2.6 License issued by:

This name should be the person within the ExCB authorized, in accordance with the ExCB's quality system, to issue Licenses. In many cases this person is regarded as the ExCB's "Signatory".

1.2.7 Position

This is the title of the signatory's position within the ExCB.

1.2.8 Signature (for hard copy)

This space has been provided for instances where a paper License or a copy of a License, endorsed by the issuing ExCB may be required. The blank space, for signatures, only appears when the License is printed.

1.2.9 Date (for hard copy)

This space is intended to apply to paper copies of the License and is the date when the License is signed.

1.2.10 Certificate of Conformity schedule

This section provides for the inclusion of a list of CoCs covering products with which the Conformity Mark may be used. The ExCB must use the "Insert/Delete CoC" button to insert a link to the relevant CoC(s). Only those CoCs issued by the ExCB issuing the Conformity Mark License may be inserted. Refer to Section 2 in this document for further guidance.

1.2.11 Last Modification Date

The entry of the "last modification date" at the bottom right hand corner of the last page acts as a change control device. The date is automatically updated whenever the License is amended.

NOTE: It is assumed that the most common amendment will be to modify the list of CoCs recorded in the schedule.

2   SECTION 2 Features to assist the entering of a New IECEx Conformity Mark License

2.1   Entering new License details

STEP 1: Select "View Certificates & Licenses" from IECEx Website: www.iecex.com
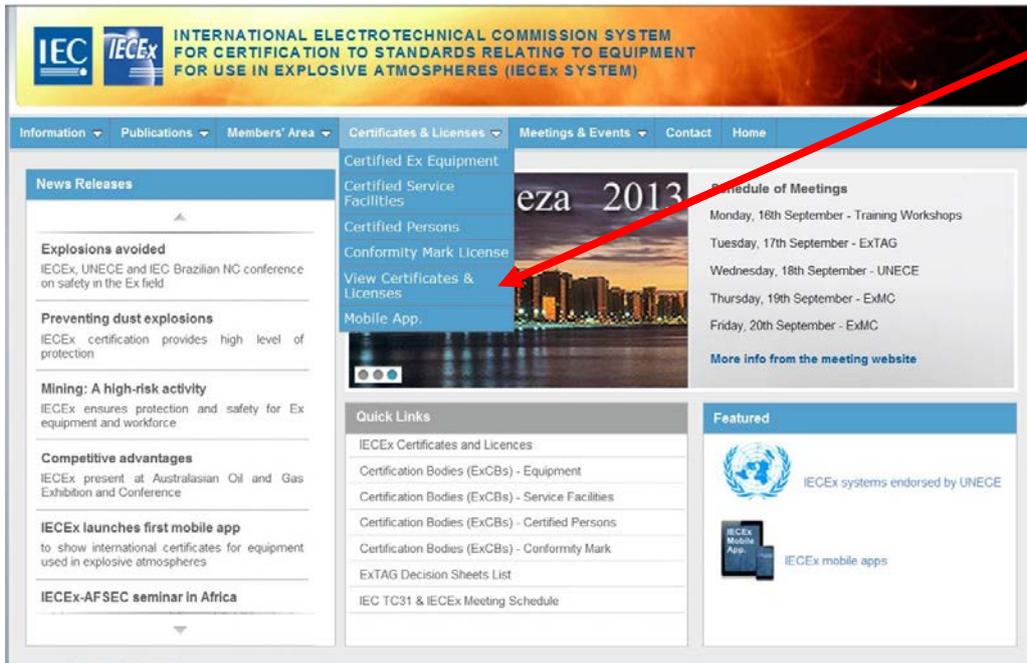

**STEP 2:** Select "Conformity Mark License System"

STEP 3: Log on using assigned user name and password.

Note: that the two levels of Passwords for creating and issuing IECEx Certificates of Conformity or Licenses are:

- Level 1: allows the user to create or edit a Draft Certificate ONLY
- Level 2: All the features of Level 1 with the additional ability to change the Status of a CoC (eg from "Draft" to "Current")
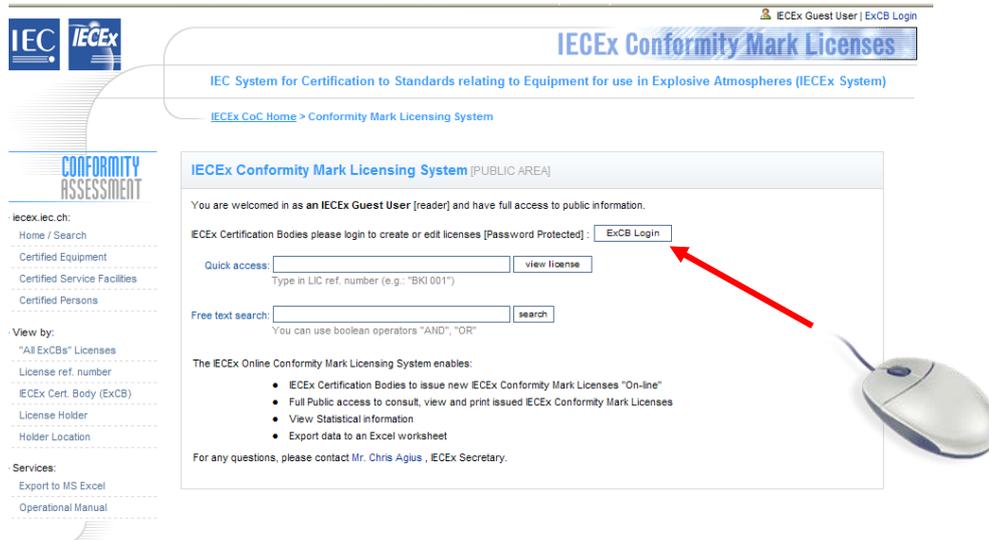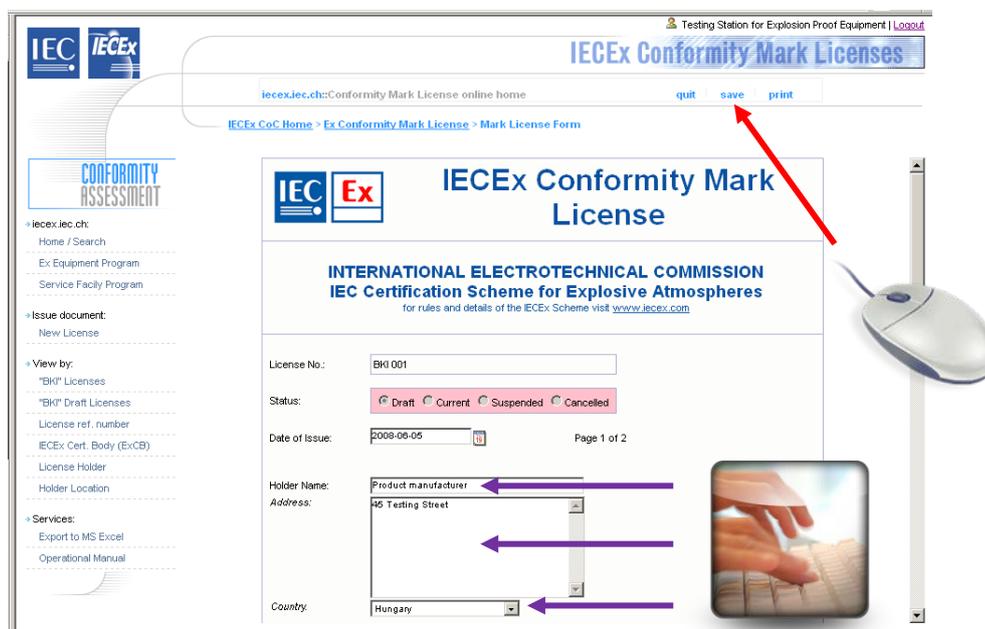
STEP 4: Select "New License"
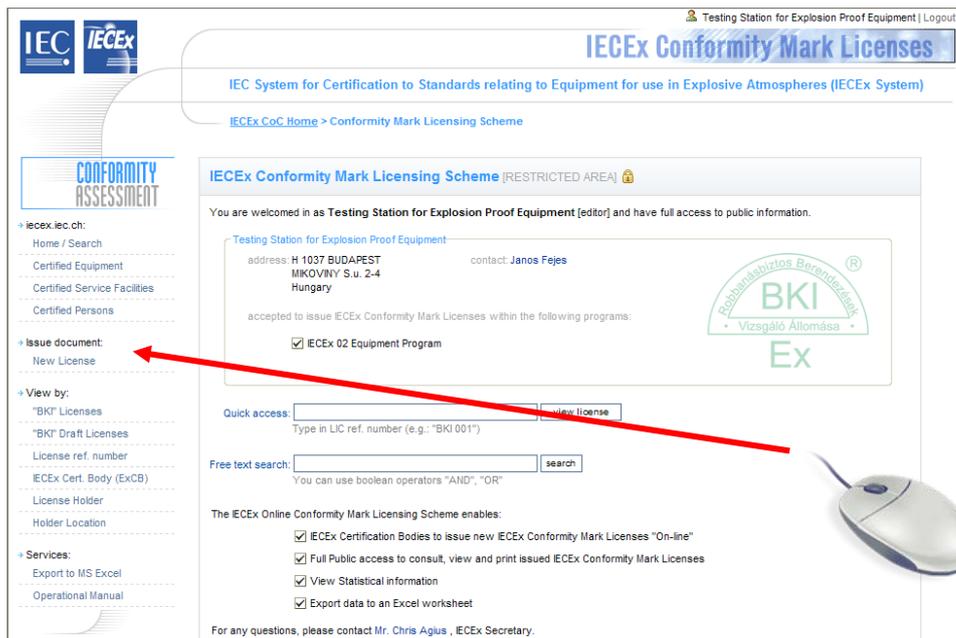
STEP 5: Fill in details and select "Save"

Notes:
1. This License was created for illustrative purposes.
2. This is no history block as it is envisage there will be no need to create "New issues" as for Certificates of Conformity.
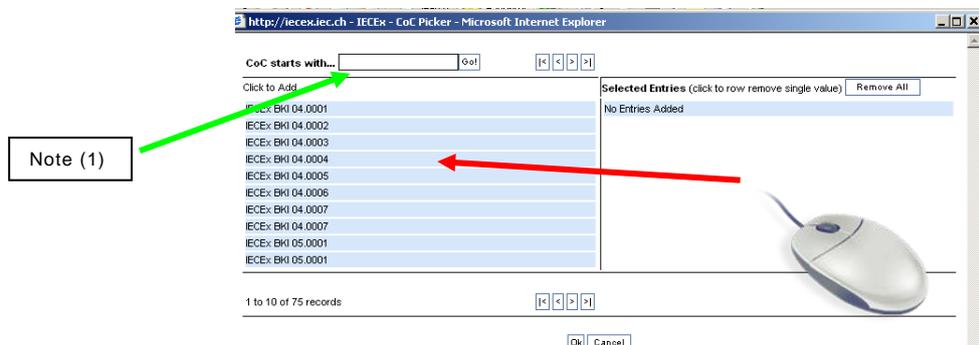

Step 6: Enter relevant Certificates of Conformity in Schedule (on page 2 of License) by selecting "Insert/delete CoC".

This opens a table of available CoCs from which the relevant CoCs can be selected (only those CoCs issued by the ExCB issuing the License are available).

Note (1): There is a search feature to allow searching for a known CoC reference number.
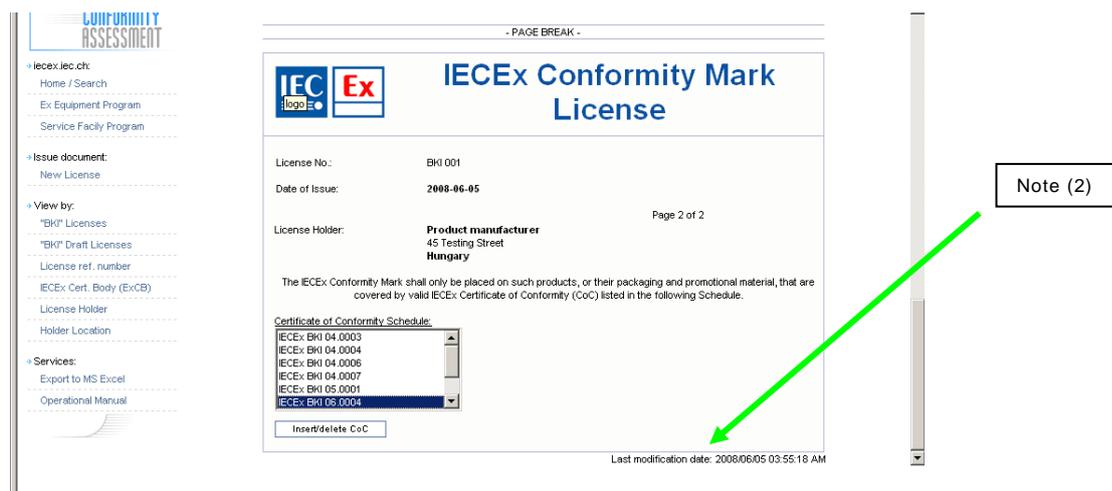

Select the CoCs required (These will be the CoCs nominated by the License Applicant or Holder). This moves them to right hand side of table. Press OK to add CoCs to the Schedule in the License.

When all details are complete select "Save"

When all information is correct the License may be made "Current" by amending the "Status"

Notes:

1. Level 2 Password access is required to change Status to "Current".
2. The "Last modification date" is automatically updated when ever the License is edited. This acts as a "Control".
3. A License may be edited at any time by use of the Level 2 password. Once a License is issued to the "License Holder", it is envisaged that the only editing required will be to change "Status" or add/delete CoCs to/from Schedule.

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