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

**TITLE: Report from the IECEx Personnel Certification Committee (ExPCC)**

**Circulation to: Members of the IECEx Management Committee, ExMC**

**INTRODUCTION**

This document contains a report from the IECEx Personnel Certification Committee (ExPCC) following their May 2017 Meeting held in Hawarden, UK and is submitted for consideration/discussion at the 2017 ExMC Washington meeting.

This report includes, for ExMC clarity, IECEx Secretariat addendums in text boxes of three specific ExPCC recommendations to the ExMC.

**IECEx Secretariat**

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

**Meeting of the IECEx ExPCC (Personnel Certification Committee)**

**MEETING REPORT**

**Held at CSA Group premises in Hawarden, UK**

**on** **Wednesday 10th May 2017 (commencing at 8:30 a.m.)**

**Attendance**:

Mr Peter Thurnherr IECEx ExPCC Chairman

Mr Ralph Wigg (RW) IECEx ExPCC Deputy Chairman

Dr Thorsten Arnhold IECEx Chairman

Ms Janet Middlehurst Sira Certification Services (GB)\*

Mr Thierry Houeix INERIS (FR)\*

Mr David Adams QPS (CA)\*

Mr Julien Gauthier LCIE (FR)\*

Mr Mike Slowinske UL LLC (USA)\*

Mr Dirk-Jan Schreurs DEKRA (NL)\*

Mr Muhammad Nazif Zakaria SIRIM (MY)\*

Mr Klauspeter Graffi TUV Rheinland (DE)\*

Mr Eduardo Galera UL do Brasil (BR)\*

Mr Geoff Barnier Simtars (AU)

Mr Kristof De Gersem TUV SUD PS GmbH

Mr Marty Cole Hubbell (CA)

Mr Einar Thoren Trainor AS (NO)

Mr Tor Arne Appfjell DNV GL Nemko Presafe

Mr Marty Cole Hubbell (CA)

Mr Roger Jones National Oilwell Varco (GB)

Mr Arild Roed NEK (NO)

Mr Paul van der Sneppen NCOT Techniek

Mr John Allen Sheppard Engineering (GB)

Mr Gerhard Schwarz GSA Consult (DE)

Mr Robert Bulgarelli Petrobras (BR)

Mr Mark Amos (MA) IECEx Secretariat

\* denotes participating Scheme ExCB

**Apologies:**

Mr Chris Agius (CA) IECEx Executive Secretary

Mr Allan Ogden SGS Baseefa (GB)\*

Mr Harman Alang Kasim SIRIM QAS International SDN BHD (MY)\*

Ms Ursula Aich RP Darmstadt, Abt IV/Wi (DE)

Ms Erin LaRocco UL LLC (US)

Mr Heribert Oberhem Currenta GmbH & Co OHG (DE)

Mr Christian Lechtenboehmer TUV Rheinland (DE)\*

Mr A Wahid Jafar Petronas (MY)

Mr Nick Maalouf QPS (CA)

Mr Tim Marks AEMT (UK)

1. OPENING OF THE MEETING

The Meeting was opened by the Chairman, Mr Peter Thurnherr at 8:30AM and this was followed by self -introduction of all participants.

The Deputy Chairman took this opportunity to thank CSA Group for hosting this meeting in the Bob Cooper Suite that has been dedicated to the memory of Mr Bob Cooper as a founding contributor to the development of the IECEx CoPC Scheme and also noted that Bob is missed by all.

1. Apologies

Nil in addition to those listed above.

1. Approval of this Agenda

Members approved the agenda as issued and without additional items.

1. Constitution
   1. ExPCC Constitution & Membership Update

Members approved the proposed update of the ExPCC Constitution and Membership with the replacement of Mr Harman Alang Kasim (SIRIM) by Mr Muhammad Nazif Zakaria (SIRIM).

Document considered: ExPCC/001E/Inf (Draft)

and in doing so recalled the following principles agreed at the 2014 Dubai Meeting of the ExPCC:

1. individuals nominated to WGs may delegate to others within their organisations,
2. alternates are only permitted at meetings for ExCBs (as defined in the revised constitution and membership summary document (to be published as ExPCC/001B/Inf) due to the confidential information of the Question Bank
3. Observers may only attend WGs (with the exception of WG3) at the agreement of the Conveners
4. Membership provisions allow for ExCBs that have applied to attend as be observers on the ExPCC and WGs BUT must have submitted an application to show their commitment noting the amount of IP generated within the Scheme. In this regard meeting participants will be identified as representatives of “Accepted ExCBs” and “Applicant ExCBs”
5. Confirmation of ExPCC WG Constitutions

Members approved the proposed update of ExPCC Working Group constitutions and members with the replacement of Mr Harman Alang Kasim (SIRIM) by Mr Muhammad Nazif Zakaria (SIRIM).

Document considered: ExPCC/001E/Inf (Draft)

1. Report on Actions Items arising from Decisions at the ExPCC Meeting in Northbrook, USA on 26th May 2016.

Members noted without comment or questions, a report from the Secretariat on the status of Action Items detailed in the Report to the IECEx 2016 ExMC Meeting in Christchurch (refer document ExMC/1115/R) as summarised in *Annex A*to this Report.

1. IECEx Documentation Process

Members noted without comment or questions, a document prepared by the Secretariat in response to Action Item #7 from the 2016 ExPCC meeting

(refer Meeting Pack for file titled *IECExPUbsProcess01.pdf*).

1. Action Items Referred to the IECEx ExPCC for consideration:

Members noted without comment or questions, a report (as *Annex B* to this Report) from the Secretariat on progress on Action Items detailed in ExMC/1197/RM, Item 11 (Minutes of the 2016 ExMC Meeting) as referred to the IECEx ExPCC.

1. Reports from ExPCC Working Groups

* 1. ExPCC Working Group 1 - Rules

The Working Group Convenor provided members with an update on the activities of ExPCC WG1 and member discussed various items with the following outcomes:

Regarding Item 5 (a) of the ExPCC WG1 Report, ExPCC members accepted the recommendation #1 and tasked ExPCC WG1 with the following:

Action #1 = ExPCC WG1 to prepare a revision of IECEx 05 to (and possibly Table 2 of OD 503 regarding “changes in Scheme”) include the proposals detailed in Annex A to the May 2017 ExPCC WG1 Agenda and Meeting Report.

Recommendation #1 – that the ExMC approve the publication of IECEx 05 Edition 4.1 as circulated as ExMC/1231/DV (refer separate ExMC 2017 agenda item regarding IECEx 05)

Regarding Item 13(b) of the ExPCC WG1 Report on Certificate Fees, the IECEx Charirman, Dr Arnhold commented that the major element of costs to IECEx CoPC applicants is not the Certificate fee charged by the IECEx Secretariat and that this minor element is the only thing that IECEx can control. Mr Wigg also suggested that any notion of a discount must be associated with some form of performance guarantee so that total revenue is not reduced and so that fixed costs can be recovered (noting the ‘not for profit’ status of IEC and the restrictions and obligations that this imposes)

Action #2 = ExCBs to provide estimates of potential for growth of the IECEx CoPC Scheme for different levels of Certificate Fees as invoiced on ExCBs by the IECEx Secretariat

Further, members members agreed that price and costs are matters that need to be considered by ExMC WG13 in assisting the ExPCC to develop a strategy for the IECEx CoPC Scheme (refer Agenda Item 20.1)

Following discussions on Item 9 of the report on the ExPCC WG1 Meeting of 8th May 2017 regarding proposals for revisions to OD 503, ExPCC members present at the meeting prepared the following alternative proposal ‘on-screen’

***Alternative Proposal from ExPCC Meeting to ExMC for approval***

*Temporary revision (via revision of OD 503 for approval by ExMC at an ExMC Meeting) of pass mark (currently specified in OD 503 as 80%) to 70% for the knowledge assessment of all Units (in English only) to be used in parallel with further work by ExPCC WG3 to replace this a facility for a variable or adaptive ‘pass mark’ facility within the Question Bank Management Software.*

and then voted on the above text with the following outcomes:

1. Majority of members (4 objected) supported proposal for temporary revision of the pass mark
2. Majority of members also supported the provision of an adaptive/variable pass mark after the Question Bank and associated Software is available along with data from ExCBs on pass rates, specific questions etc etc.

Recommendation #2 – that the ExMC approve the publication of IECEx OD 503 Edition 4.1 as circulated as ExMC/1238/DV and prepared in the context of the points above and in response to industry (as employers of personnel with CoPC Certification) feedback on this matter. (refer separate ExMC 2017 agenda item regarding IECEx OD 503 revision)

* 1. ExPCC Working Group 2 – Units of Competence and outcome criteria

Members considered a report by the ExPCC WG2 Convenor on the activities of ExPCC WG2 and in doing so:

* Supported ExPCC WG2 Recommendation #1 and tasked the IECEx Secretariat to advise IEC TC31 of a request from IECEx for SC31M to consider the development of IEC 60079-17 to include requirements for the competence of persons conducting inspections and maintenance on non-electrical equipment (noting that this work has already been conducted on some sites). It is suggested that these could exist as an Annex to IEC 60079-17
* Endorsed all agreements of ExPCC WG2
* Regarding Item 9 of the ExPCC WG2 Meeting Report, ExPCC members
  + 1. Supported the idea of permitting and encouraging IECEx Question Bank contributions from organisations other than ExCBs (using the same validation and input process)
    2. Rejected the idea of expanding the role of end-users and other non ExCB organisations in the review of contributions to the IECE Question Bank
  1. ExPCC Working Group 3 – *Question Bank*

Members considered a report by the ExPCC WG3 Convenor on the activities of ExPCC WG3 and in doing so:

* Supported ExPCC WG3 Recommendation #1 regarding a process in which all contributions to the Question Bank must be independently verified by ExPCC WG3 or a group formed from ExPCC WG3 members prior to inclusion in the Question Bank. It was also noted that this necessitates a change to current process where Question Bank input is reviewed and approved by Assessors.

Action #3 = IECEx Secretariat to prepare a draft revision of Step 5 in the Table in IECEx OD 501 to reflect this change of process

Recommendation #3 – that the ExMC approve the publication of IECEx OD 501 Edition 3.1 as circulated as ExMC/1232/DV and prepared in response to Action #3 above. (refer separate ExMC 2017 agenda item regarding IECEx OD 501)

* Supported ExPCC WG3 Recommendation #2 regarding the development of a Specification for software to be used to manage and use the IECEx Question Bank

Action #4 = IECEx Secretariat to circulate an updated specification to ExPCC members for comment return to Ms Janet Middlehurst and copy to Mark Amos before 24th May 2017

* Supported ExPCC WG3 Recommendation #3 and agreed that there is no need for further consultation with ExPCC on this matter.
  1. ExPCC Working Group 4 – Qualification of Training Bodies

Members considered a report by the ExPCC WG4 Convenor on the activities of ExPCC WG4 and in doing so:

* Noted the continued vacancy for the position of ExPCC WG4 Deputy Convenor
* Supported ExPCC WG4 Recommendation #1 that:
* all RTPPs must be members of ExPCC WG4 and must actively participate (eg. attend meetings)
* the next meeting of ExPCC WG4 consider the ongoing representation of organisations other than RTPs whilst maintaining balance and input from non RTPs
* Supported ExPCC WG4 Recommendation #2 that if after a reminder, an RTP fails to provide an Annual Report they are removed from the IECEx RTPP website and prevented from using the IECEx logo until the required report has been provided.

Action #5 = IECEx Secretariat to advise RTPs that have not yet reported for 2016 of this policy.

* Supported ExPCC WG4 Recommendation #3 that an OD 521 Taskgroup to be led by Mr Allen provide a draft revision of OD 521 Edition 2.0 to all ExPCC WG4 members by end of July 2017 for a review over a period of one week.
* Supported ExPCC WG4 Recommendation #4 that ExPCC WG2 and ExPCC WG3 be tasked to

1. Action #6: Revise OD 502 Clause 2.5 to provide an exemption for trainers to hold relevant licences (this is currently a potential barrier to trainers obtaining IECEx CoPC Certification as a form of evidence of competence as required by OD 521
2. Action #7: Revise the relevant Clauses of OD 504 regarding work experience to acknowledge that provision of training can satisfy requirements for work experience
3. Action #8: Revise Clause 8.6 of IECEx 05 to acknowledge that provision of training can satisfy requirements for work experience
4. IECEx05 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Rules of Procedure
   1. Revision of IECEx 05, CoPC Scheme Rules

Members noted the 2016 ExMC approval and subsequent publication of Edition 4.0 of IECEx 05 and are invited to consider any recommendations from ExPCC Working Groups and other suggestions on any need to further revise IECEx 05.

* 1. Other Issues with IECEx 05

Members were invited to raise suggestions and other issues regarding IECEx 05 – none were raised.

1. OD 501 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Assessment procedures for IECEx acceptance of Certification Bodies (ExCBs) for the purpose of issuing and maintaining IECEx Certificates of Personnel Competence (CoPCs)
   1. Revision of OD 501

Members noted the 2016 ExMC approval and subsequent publication of Edition 3.0 of IECEx OD 501 and are invited to consider any recommendations from ExPCC Working Groups and other suggestions on any need to further revise OD 501.

* 1. Other Issues with OD 501

Members were invited to raise suggestions and other issues regarding IECEx OD 501 – none were raised.

1. OD 502 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Application for an IECEx Certificate of Personnel Competence (CoPC), documentation and information requirements
   1. Revision of OD 502

Members noted the 2016 ExMC approval and subsequent publication of Edition 3.0 of IECEx OD 502 and are invited to consider any recommendations from ExPCC Working Groups and other suggestions on any need to further revise OD 502.

* 1. Other Issues with OD 502

Members were invited to raise suggestions and other issues regarding IECEx OD 502 and the following matters were raised and discussed:

* Mr Ogden suggested that there is a need to address the situation where an applicant that fails an assessment with one ExCB then applies to a different ExCB. Mr Ogden further suggested that there is a need for a mechanism for preventing such a situation occurring within a specified period of time. Members generally agreed that this is an issue but it will be adequately resolved when the IECEx Question Bank is issued and hence all assessment are of equal stringency.
* Action #9: amend Clause 2.2 in OD 502 from “Language of Certificate” to “Language of Assessment”

1. OD 503 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – ExCB Procedures for issuing and maintaining IECEx Certificates of Personnel Competence
   1. Revision of OD 503

Members noted the 2016 ExMC approval and subsequent publication of Edition 4.0 of IECEx OD 503 and are invited to consider any recommendations from ExPCC Working Groups and other suggestions on any need to further revise OD 503.

* 1. Other Issues with OD 503

Members were invited to raise suggestions and other issues regarding IECEx OD 503 and Mr Ogden suggested that there is a need to expand Clause 4.3.6.2 of OD 503 to clarify what action, if any, needs to be taken when a candidate is proven to be cheating or having cheated in an assessment. Members generally agreed that the consequence is that the candidate not be issued with a Certificate based on the specific assessment of concern.

1. OD 504 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Specification for Units of Competence Assessment Outcomes
   1. Revision of OD 504

Members noted the 2016 ExMC approval and subsequent publication of Edition 4.0 of IECEx OD 503 and are invited to consider any recommendations from ExPCC Working Groups and other suggestions on any need to further revise OD 504 as a consequence of the publication of Edition 4.0 of OD 503.

* 1. Other Issues with OD 504

Members were invited to raise suggestions and other issues regarding IECEx OD 504 – none were raised.

1. OD 505 – Site Re-Assessment Report for Assessment of IECEx Candidate and Accepted Ex Certification Bodies (ExCBs) for the IECEx 05 Certificate of Personal Competencies Scheme (CoPC)
   1. Revision of OD 505

Members were invited to raise suggestions on any need to revise IECEx 505 Edition 2.0 – none were raised.

* 1. Other Issues with OD 505

Members were invited to raise suggestions and other issues regarding IECEx OD 505 and it was suggested by Mr Wigg that OD 505 needs a major overhaul in order to align it with other IECEx Schemes.

Action #10: IECEx CoPC Scheme Assessors to prepare a draft revision of OD 505 and present this for ExPCC consideration at the 2018 ExPCC Meeting.

1. OD 506 – Guidance on the use of the IECEx Certificates of Personnel Competence Scheme’s Assessment Question Bank by ExCBs
   1. Revision of OD 506

Members were invited to raise suggestions on any need to revise IECEx 506 (noting that its application is dependent on completion and issue of the IECEx Question Bank and commented that this task is dependent on the outcome and timing of release of the IECEx Question Bank.

* 1. Other Issues with OD 506

Members were invited to raise suggestions and other issues regarding IECEx OD 506 – none were raised.

1. OD 521 – IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres - IECEx Recognised Training Provider Program
   1. Revision of OD 521

Members were invited to raise suggestions on any need to revise IECEx 521 noting the outcomes of the ExPCC WG4 meeting earlier this week – none were raised.

Members noted the publication of Edition 2.0 of IECEx OD 521 and are invited to consider any recommendations from ExPCC Working Group 4 and other suggestions on any need to further revise OD 521.

* 1. Other Issues with OD 521

Members were invited to raise suggestions and other issues regarding IECEx OD 521 – none were raised.

1. [IECEx 05A - Guidance and Instructions for Applicants to obtain a Certificate of Personnel Competence (CoPC)](http://www.iecex.com/docs/iecex05A%7bed1%200%7dpt%20(2013-12-05).pdf)
   1. Revision of IECEx Guide 05A

Members noted the 2016 ExMC approval and subsequent publication of Edition 2.1 of IECEx Guide 05A and are invited to consider any recommendations from ExPCC Working Groups and other suggestions on any need to further revise IECEx Guide 05A.

* 1. Other Issues with IECEx Guide 05A

Members are invited to raise suggestions and other issues regarding IECEx 05A and Mr van der Sneppen advised of the need for an editorial correction to Clause 12 regarding the recertification period.

1. IECEx CoPC Question Bank
   1. Outstanding Question Bank

Refer to the earlier report on the ExPCC WG3.

* 1. Outstanding ExCB contributions to Question Bank development

Members noted that all accepted ExCBs have now provided required Question Bank contributions to the Secretariat.

1. New Business
   1. ExPCC Strategy

Further to a suggestion from SIRA in 2015 that there is a need to establish a strategy and a “Five Year Plan” for the CoPC Scheme and noting the request from the 2015 ExPCC meeting for assistance by *ExMC WG13, Business Development.* Members considered *Annex B* provided with the meeting Agenda and attached to this Report and then prepared the Brief attached to this Report as ***Annex C***.

1. Feedback on IECEx CoPC Scheme Operation

Members were invited to discuss:

* Any comments and suggestions from participating Ex CBs
* Any comments from other members

No comments or questions were raised

1. Promotional Activities

The members noted a verbal report from the IECEx Secretariat on recent and planned Promotional Events regarding the IECEx CoPC Scheme and the IECEx System generally.

1. General Business

Members were invited to raise any other items of business for ExPCC consideration – none were raised.

1. Next Meeting

Members noted that the IECEx Executive will discuss this matter at their meeting later this week.

1. Close of Meeting

Annex A – Status of Actions Items arising from Decisions at past ExPCC Meetings

| **Item** | **Mins Item** | **Actions Arising from the Northbrook 2016 Meeting of ExPCC** | **By Whom** | **Completion Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1 | 5 | Members also noted the vacancy for a Convenor for ExPCC WG2 and requested that Members provide nominations for candidates for this position to the Secretariat by no later than 30th June 2016 | Members | - | Complete |
| 2 | 5 | Members also noted the vacancy for a Deputy Convenor for ExPCC WG4 and requested that Members provide nominations for candidates for this position to the Secretariat by no later than 30th June 2016 | Members |  | Outstanding |
| 3 | 8.2 | Secretariat to advise all ExCBs of the endorsement of the Recommendation regarding the need to update all PCARs with assessment details | Secretariat |  | Complete |
| 4 | 8.2 | Secretariat to assist ExPCC WG2 to incorporate the details of their Recommendation #2 in a draft revision of OD 503 | Secretariat |  | Complete |
| 5 | 8.3 | Secretariat to advise all ExCBs of the need to correctly map their Question Bank contribution | Secretariat |  | Complete |
| 6 | 9.1 | ExPCC WG1 to consider a revision of IECEx 05 and/or IECEx OD 011-5 to clarify the requirements regarding the calculation and display of Expiry Dates / Reassessment Dates for Certificates and PCARs | ExPCC WG1 |  | Outstanding |
| 7 | 9.1 | Secretariat to prepare a document that defines and explains the process for the development, consideration and publication of IECEx publications | Secretariat |  | Refer Agenda Item 6.1 for 2017 Meeting of ExPCC |
| 8 | 19.2 | DECISION: members endorsed the proposal for a third date field and allocated an ACTION that the Secretariat investigate options for providing this via the IEC IT Department. | Secretariat |  | Possible but has legacy issues for existing certificates (no data exists |
| 9 | 19.2 | DECISION: members endorsed the proposal for a History Summary field and allocated an ACTION that the Secretariat investigate options for providing this via the IEC IT Department. | Secretariat |  | Possible but has legacy issues (eg. Issues not currently ‘linked’ at CoPC level |

Outstanding Actions from past meetings of ExPCC

| **Item** | **Mins Item** | **Actions Arising from the Toronto 2015 Meeting of ExPCC** | **By Whom** | **Completion Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 11 | 17.6 | ExPCC Deputy Chairman to request assistance from ExMC WG13, Business Development in preparing an ExPCC Strategy to align with the IECEx Business Plan | ExPCC Deputy Chairman | ASAP | Ongoing |

| **Item** | **Mins Item** | **Actions Arising from the Dubai 2014 Meeting of ExPCC** | **By Whom** | **Completion Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 5 | 8.3 | ExPCC WG3 need to review and update a specification originally organised by Mr Ogden. This specification will be used to invite at least 3 tenders for supply, implementation and maintenance of suitable software. | ExPCC WG3 | TBA | ExPCC WG3 to report |

| **Ref**  **#** | **Meeting** | **Mtg**  **Item #** | **Actions Arising from the Buxton 2013 Meeting of ExPCC** | **Actioner** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 20 | ExPCC | 16 | **ACTION:** ExPCC WG1 to review IECEx Rules and ODs for consistency with ISO 17024 Clause 5.2 regarding training and certification.  **ACTION**: ExPCC WG1 to investigate the strengthening of IECEx Rules and relevant ODs to highlight this element of ISO 17024 and perhaps include examples of what constitutes a problem. | ExPCC WG1  ExPCC WG1 | Refer Edition 4.0 of OD 503  Refer Edition 4.0 of OD 503 |

ANNEX B – Status of Actions Items arising from Decisions at 2016 ExMC Meeting as extracted from ExMC/1197/RM

| **Item** | **Mins Item** | **Actions Arising from the Northbrook 2016 Meeting of ExPCC** | **By Whom** | **Completion Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 17 | 11 | ExPCC and Secretariat to consider the impact to existing CoPC Certificates on the change to re-certification from 3 to 5 years | ExPCC and Secretariat | Following the ExMC meeting | Complete |
| 18 | 11.2 | Document ExMC/1156/DV to proceed for publication with the change in term to “Units of Competence” to replace “Units for Certification” | Secretary | Following the ExMC meeting | Complete |
| 19 | 11.3 | Document ExMC/1163/DV to proceed for publication with the change in term to “Units of Competence” to replace “Units for Certification” | Secretary | Following the ExMC meeting | Complete |
| 20 | 11.4 | Document ExMC/1164/DV to proceed for publication with the change in term to “Units of Competence” to replace “Units for Certification” | Secretary | Following the ExMC meeting | Complete |
| 21 | 11.5 | Document ExMC/1157/DV to proceed for publication with the change in term to “Units of Competence” to replace “Units for Certification” | Secretary | Following the ExMC meeting | Complete |
| 22 | 11.6 | BR to prepare a proposal concerning special arrangements for IECEx CoPC Certificate fees for consideration by the IECEx Executive and then the ExMC | BR NC | Prior to April 2017 | BR NC to provide / report progress |

Annex B

**Ideas for content of ExPCC Brief to ExMC WG13**

The ExPCC requests the assistance of ExMC WG13 with the following aspects:

* Promotion of
  + IECEx Certified Persons Scheme
  + IECEx Recognised Training Provider Program
  + Is there a need?
  + Are ExCBs doing enough?
  + Is there potential for more promotion?
  + How, who, when, …, etc ?
  + How can IEC and the IECEx Secretariat assist?

* Target Markets
  + Industry sector(s)
  + Geographic
  + Company size, type etc

* Promotional Tools
  + Social media has merit?
  + Other tools …. ?
* Price of CoPC Assessments – are ExCBs competitive in the market?
  + Focus on quantity &/or quality of Certificates and training services ….?

* Approach to co-existing with other Training and Certification Schemes and their providers (refer to Annex C for an extract from a Discussion Paper currently under review by the IECEx Executive)

* Other matters, issues, ideas etc

Annex C

**Draft ExPCC Strategy Brief for ExMC WG13 Consideration**

**Vision**

The ExPCC subscribe to and support the IECEx vision

“To be recognized as the global centre of excellence in providing conformity assessment solutions to satisfy the needs of the Ex industry worldwide”

**IECEx ExPCC Mission Statement**

To assist employers and site operators to manage risk through facilitating and ensuring that every person entering or working in, or near, a hazardous area has the relevant, adequate and currently suitable skills and knowledge necessary to complete their work safely in the Ex industry so that the integrity of safety is maintained. The skills and knowledge are verified by some form of independently verified certification that provides a degree of confidence.

**Objectives:**

1. To ensure that the IECEx CoPC Scheme provides the quality and level(s) of competence required by market needs
2. To grow the IECEx CoPC and RTPP sustainably while maintain quality of outcomes
3. To ensure continued consistency of processes and assessment outcomes across all ExCBs
4. Establish Ex skills and knowledge as elements of technical education at all stages and levels
5. Achieve acceptance of IECEx CoPC certificates by regulators in all countries as sufficient evidence of competence
6. Achieve demand for IECEx CoPC certified personnel by all employers and site operators in Ex industries for their employees, subcontractors and service providers
7. Ensure that IECEx CoPC Scheme is a viable business proposition for ExCBs
8. To continue to develop the IECEx CoPC Scheme to meet market demand by
   1. Introducing different levels (eg. for Operatives, RPs etc) of certification within a Unit
   2. Developing different types of Certificate to meet market needs (especially where such needs are already defined eg. by classification systems, qualifications, “professional engineer” etc.)

**We can provide value and solutions in industries that include (but are not limited to)**

* Automotive refuelling stations or petrol stations
* Oil refineries, rigs and processing plants
* Chemical processing plants
* Printing industries, paper and textiles
* Hospital operating theatres
* Aircraft refuelling and hangars
* Surface coating industries
* Underground coalmines
* Sewerage treatment plants
* Gas pipelines and distribution centers
* Grain handling and storage
* Woodworking areas
* Sugar refineries
* Metal surface grinding, especially aluminium dusts and particles

**QUESTIONS STILL TO BE ANSWERED**

**Is there a market for IECEx CoPC ? If yes, is there demand in this market for IECEx CoPC as a valued tool in managing risk and perhaps other purposes ?**

**Is it understood by employers that IECEx CoPC can provide a path to demonstrating that their employees are ‘competent’**

**What are the needs of the industries where IECEx CoPC can provide value and solutions ?**

**What is the size of market for certification of competence of persons (sector by sector for all the industries where IECEx CoPC can provide value and solutions)**

Oil and gas = 100K globally over next 5 years

**Where are we now, and what products/services we provide to meet market needs?**

**What strategic and operational constraints are imposed on us?**

**What strategies we need to put in place that will enable us to reach our vision and achieve our mission and objectives?**

**What action plans we need to implement in support of the strategies?**

**What funding will be required to successfully undertake all the activities necessary to fulfil our goals?**

**What resources and structure are required to support the vision, objectives and strategies?**

**What action/process is needed to assist in promoting the various services offered under the IECEx CoPC Scheme to make these services a preferred choice by the industries in which IECEx operates?**

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