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

## Title: Draft Constitution for an IECEx Ex Assessment Group to replace ExMC WG4

To: **Members of the IECEx Management Committee, ExMC**

**Introduction**

During the Washington DC 2017 IECEx Management Committee meeting the meeting considered an initial proposal from the IECEx Executive for transformation of ExMC WG4 to a more permanent Group dealing with the IECEx assessment of ExCBs and ExTLs across all IECEx Schemes (re ExMC/Washington/Executive/08).

During the recent 2018 series of IECEx Operational meetings held in June in Weimar Germany, the IECEx Executive held its meeting and following consultation with ExMC WG4 (whom also met in Weimar) has now produced this updated document to take into account initial remarks from the 2017 ExMC meeting and further input from ExMC WG4.

This Draft Document proposes the transformation of ExMC WG4 from a WG to a more permanent Group and sets out the Terms of Reference, Scope and Responsibilities.

As part of the transition from ExMC WG4 to this new Group IECEx Assessment Group (IECEx AG), the Executive further propose the following appointments to serve as Officers of the Group and existing ExMC WG4 members invited to join:

 IAG Convenor - Dr Jim Munro (AU)

 IAG Deputy Convenor – Ms Katy Holdrege (US)

This document is issued for consideration at the September 2018 ExMC Cannes meeting where the meeting will be asked to approve this document.

**IECEx Secretariat**

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| **Address:****Level 33, Australia Square****264 George Street****Sydney NSW 2000****Australia** | **Contact Details:****Tel: +61 2 4628 4690****Fax: +61 2 4627 5285****e-mail: info@iecex.com**[**http://www.iecex.com**](http://www.iecex.com) |

**IECEx Ex Assessment Group**

**Terms of Reference:**

To act as the dedicated IECEx Maintenance and Consultative Group for matters relating to the IECEx Assessment of ExCBs and ExTLs across all IECEx Schemes

**Structure:**

The IECEx Assessment Group (IECEx AG) reports to the ExMC but may consult directly with Committees reporting to the ExMC including:

* ExTAG
* ExSFC
* ExPCC

The IECEx AG shall have a Convener and a Deputy Convener appointed by ExMC with a 3 year term and eligible to serve a second 3 year term.

The Convenor and Deputy Convenor of the IECEx Ex Assessment Group will become members of the IECEx Executive.

IECEx Secretariat shall provide Secretary Services to the group.

**Membership:**

The IECEx AG shall comprise Lead Assessors plus up to15 experts appointed by ExMC. The 15 experts shall be nominated by IECEx Member Bodies. ExMC shall ensure that a balance of interest across all IECEx Schemes is maintained

As start up for the Group, Members of previous ExMC WG4 that fit this criteria and wish to continue shall comprise part of the membership.

The IECEx AG shall meet on an as needs basis.

**Responsibilities:**

Responsibilities as directed by the ExMC and include:

* Ensure on-going alignment with the Peer Assessment fundamentals of CAB (re CAB Policy documents, eg IEC CAB-P02)
* Develop and maintain criteria for Assessors and Lead Assessors in consultation with the Scheme Committees
* Review and approval of assessor applications for all schemes, with newly appointed assessors to be reported to ExMC for noting
* Periodic review of existing pool of assessors for all schemes
* Maintenance of Assessment Procedures for all IECEx Schemes.
* Maintenance of report forms and records used in assessments
* Maintenance of IECEx Assessors' Guide(s)
* Development and delivery of assessor training
* Provide a consultative forum for recommendations on issues found during assessments
* Development of common interpretations, for example for ISO/IEC 17025
* Maintenance of checklists such as those for ISO/IEC 17024, 17025 and 17065.

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