



# IECEX OPERATIONAL DOCUMENT

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

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IECEX Certified Equipment Scheme

**Requirements and Guidelines for the Suspension, Cancellation  
and Reinstatement of Certificates of Conformity**



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## CONTENTS

INTRODUCTION.....	3
1 Scope.....	4
2 Normative references .....	4
3 Terms and definitions .....	4
4 Mechanisms to initiate Certificate of Conformity status change .....	5
4.1 General.....	5
4.2 Acting on Information Received .....	6
4.2.1 Initiation by Applicant.....	6
4.2.2 Initiation by IECEX Certification Body .....	6
5 Actions to be completed prior to suspension/cancellation.....	6
6 Actions to be completed as part of a certificate of conformity suspension/cancellation.....	7
7 Investigation of non-conforming products .....	7
7.1 General.....	7
7.2 Coordination with other parties in the case of safety issues.....	7
8 Informing of other parties.....	7
8.1 General.....	7
8.2 IECEX Secretariat .....	8
8.3 Applicant.....	8
8.3.1 Suspension or Cancellation not as a result of non-conforming product .....	8
8.3.2 Suspension or Cancellation as a result of non-conforming product .....	8
8.3.3 Reinstatement following suspension .....	9
8.3.4 Cancellation following suspension .....	9
8.4 Public (through the on-line certificate of conformity system) .....	9
8.5 Regulatory Authorities, e.g. Market surveillance authorities.....	9
8.6 Complainant.....	9
8.7 Recipients of certified product under suspension/cancellation .....	9
9 Informing of the market.....	10
9.1 General.....	10
9.2 No impact on products already supplied.....	10
9.3 Impact on products already supplied.....	10
10 Cancellation or reinstatement of a certificate of conformity following suspension.....	10
10.1 General.....	10
10.2 Reinstatement of a certificate of conformity to Current following suspension.....	10
10.3 Cancellation of a certificate of conformity following suspension .....	11
11 Ongoing reporting of status.....	11
11.1 Applicant requirements.....	11
11.1.1 Certificates not under investigation.....	11
11.1.2 Certificates under investigation .....	11
11.2 Certification Body requirements.....	11
11.2.1 Certificates not under investigation.....	11
11.2.2 Certificates under investigation .....	11
Annex A (informative) Checklist for actions to be completed by the ExCB throughout suspension process.....	12
A.1 Checklist.....	12

Annex B (informative) Example text for notification of Applicant of certificate suspension/cancellation .....	13
B.1 Text to be used where certificate suspension is not due to non-conforming product .....	13
B.2 Text to be used where certificate suspension is due to non-conforming product .....	13
Annex C (informative) Example text for notification of Applicant of certificate reinstatement or cancellation .....	14
C.1 Reinstatement of certificate/s .....	14
C.2 Cancellation of certification .....	14

## INTERNATIONAL ELECTROTECHNICAL COMMISSION

**IECEX OPERATIONAL DOCUMENT****IECEX Certified Equipment Scheme****IECEX OD 209****Requirements and Guidelines for the Suspension, Cancellation and Reinstatement of Certificates of Conformity**

## INTRODUCTION

This Operational Document, IECEX OD 209, is supplementary to the operational documents, manuals and procedures of the IECEX Certified Equipment Scheme as operated by IECEX Certification Bodies (ExCBs).

The document provides clarification to IECEX Certification Bodies (ExCBs) within the IECEX Certified Equipment Scheme on the steps to be taken and processes to be followed when suspending or cancelling an IECEX Certificate of Conformity.

The document has been produced as there was limited guidance available to IECEX Certification Bodies on the appropriate steps that should be taken when suspending or cancelling an IECEX Certificate of Conformity, resulting in potential inconsistencies in the approach taken. Although all IECEX Certification Bodies (ExCBs) have their own procedures in dealing with suspensions and cancellations, in order to ensure that the IECEX Certification Bodies (ExCBs) of the IECEX Certified Equipment Scheme operate in a fair and consistent manner, the IECEX provides suitable guidance to all its ExCBs through this document.

**Document History**

<b>Date</b>	<b>Summary</b>
2018 April	First published as approved by ExMC Decision 2017/37 (based on ExMC/1259/CD)

# IECEX OPERATIONAL DOCUMENT IECEX Certified Equipment Scheme

## IECEX OD 209

### Requirements and Guidelines for the Suspension, Cancellation and Reinstatement of Certificates of Conformity

#### 1 Scope

This Operational Document, OD 209, specifies the requirements and provides guidance for suspension, cancellation and reinstatement of IECEx Certificates (abbreviated as certificates).

The document is applicable to certificates of conformity issued under the IECEx Certified Equipment Scheme.

IECEX Certification Bodies (abbreviated as ExCB or ExCBs) within the IECEx Certified Equipment Scheme are also recognised certification bodies within their own region. As a result, they are required to fulfil their local, legal obligations. Therefore this document should be treated as a supplement to those requirements.

#### 2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC 80079-34, *Explosive atmospheres – Part 34: Application of quality systems for equipment manufacture*

IECEX 02, *IEC System for Certification to Standards relating to Equipment for use In Explosive Atmospheres (IECEX System) – Rules of Procedure*

OD 011-1, *IEC System for Certification to Standards relating to Equipment for use In Explosive Atmospheres (IECEX System) – Guidance on Use of the IECEx Internet based “On-Line” Certificate of Conformity System – Part 1: General Information*

OD 011-2, *IEC System for Certification to Standards relating to Equipment for use In Explosive Atmospheres (IECEX System) – Guidance on Use of the IECEx Internet based “On-Line” Certificate of Conformity System – Part 2: Creating IECEx Equipment Certificates of Conformity CoCs*

#### 3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

##### 3.1

##### **Applicant initiated certificate suspension**

A request, made by the Applicant (as defined in Clause 3.16 of IECEx 02) to the certificate's issuing ExCB, to change the status of a “Current” certificate to "Suspended" in accordance with IECEx OD 011-2.

EXAMPLE Typical example would be a product that the manufacturer has temporarily taken out of production, or has ceased to produce but may resume production of in the near future.

##### 3.2

##### **Applicant initiated certificate cancellation**

A request, made by the Applicant to the certificate's issuing ExCB, to change the status of a “Current” certificate to "Cancelled" in accordance with IECEx OD 011-2.

EXAMPLE Typical example would be a product that the manufacturer has permanently taken out of production and does not intend to resume production of in the future.

Note 1 to entry: Certificate cancellations are permanent and a certificate cannot be reinstated after cancellation.

### 3.3

#### **Applicant initiated certificate cancellation after suspension**

A request, made by the Applicant to the certificate's issuing ExCB, to change the status of a "Suspended" certificate to "Cancelled" in accordance with IECEX OD 011-2.

EXAMPLE Typical example would be a product that the manufacturer had temporarily taken out of production, or had ceased to be produced but production of which has now been determined as being permanently taken out of production.

Note 1 to entry: Certificate cancellations are permanent and a certificate cannot be reinstated after cancellation.

### 3.4

#### **Applicant initiated certificate reinstatement after suspension**

A request, completed by the Applicant to the certificate's issuing ExCB, to change the status of a "Suspended" certificate to "Current" in accordance with IECEX OD 011-2.

EXAMPLE Typical example would be a product that the manufacturer had temporarily taken out of production, or had ceased to be produced but production of which is now to resume, with or without modification.

### 3.5

#### **Certification Body initiated certificate suspension**

An action completed by the certificate's issuing ExCB to change the status of a "Current" certificate to "Suspended" in accordance with IECEX OD 011-2.

EXAMPLE Typical reasons for suspension are provided in IECEX 02, Clause 9.11.

### 3.6

#### **IECEX Certification Body initiated certificate cancellation**

An action completed by the certificate's issuing ExCB to change the status of a "Current" certificate to "Cancelled" in accordance with IECEX OD 011-2.

EXAMPLE Typical reasons for cancellation are provided in IECEX 02, Clause 9.11.

Note 1 to entry: Certificate cancellations are permanent, a certificate cannot be reinstated after cancellation.

### 3.7

#### **IECEX Certification Body initiated certificate cancellation after suspension**

An action completed by the certificate's issuing ExCB to change the status of a "Suspended" certificate to "Cancelled" in accordance with IECEX OD 011-2.

EXAMPLE The Applicant of a suspended certificate has failed to meet pre-arranged corrective actions imposed upon them as a result of a certificate misuse within a given timeframe.

Note 1 to entry: Certificate cancellations are permanent, a certificate cannot be reinstated after cancellation.

### 3.8

#### **IECEX Certification Body initiated certificate reinstatement after suspension**

An action completed by the certificate's issuing ExCB to change the status of a "Suspended" certificate to "Current" in accordance with IECEX OD 011-2.

EXAMPLE The Applicant of a suspended certificate has successfully completed pre-arranged corrective actions imposed upon them as a result of a certificate misuse, and within a given timeframe.

### 3.9

#### **Market Surveillance Authority / Regulatory Authority**

An organisation, often a public authority, whose responsibility is to monitor the safety and conformity of products against the local or regional law.

## 4 Mechanisms to initiate Certificate of Conformity status change

### 4.1 General

The initiation of the change in status of a certificate of conformity can be performed either by the Applicant or the certificate's issuing ExCB. The change in status of a certificate may result in other certificates requiring the same action, or may impair the certification of other certified items.

NOTE: There are many examples of certificates that will be affected by a certificate status change. Examples include, but not limited to:

- "Trade agent" certificates of the certificate changing status.



- The suspension/cancellation of an Ex Component certificate, resulting in equipment certificates which incorporate the Ex Component requiring amendment.
- Certificates of users of the certified item, these may not be known to the Applicant who is suspending/cancelling the certificate.

Typical reasons for suspension or cancellation of a certificate are provided in IECEX 02, Clause 9.11.

#### **4.2 Acting on Information Received**

Attention is drawn to the possible confidential nature of material and information that may be provided to an ExCB from a third party; e.g., copies of drawings, reports, records.

In such an instance, the ExCB receiving the information may acknowledge the receipt and advise the third party that an investigation may be conducted. Any further communication is subject to confidentiality requirements.

##### **4.2.1 Initiation by Applicant**

An Applicant may initiate the suspension/cancellation of a certificate. The initiation of the certificate suspension/cancellation by the Applicant shall be by the person authorised by the Applicant to do so.

The Applicant shall provide:

- the certificate number/s of the certificate/s affected;
- the reason for suspension/cancellation;

and the Applicant also should provide details of any certificates they are aware of that may be linked to, or make use of, the suspended/cancelled certificate/s.

##### **4.2.2 Initiation by IECEX Certification Body**

An ExCB may initiate the suspension/cancellation of a certificate if they determine that a reason provided in IECEX 02 Clause 9.11 has been met.

NOTE: IECEX 02 provides the following reasons for certificate cancellation initiated by the ExCB:

- It is used in a misleading way;
- The Ex equipment no longer corresponds to the design of the certified equipment, or the QAR no longer adequately covers the relevant Ex equipment;
- The manufacturer's quality system and associated quality plan no longer provides adequate confidence that Ex equipment will be produced in conformity with the design of the certified equipment.
- It has been issued in error;
- The assessment by an ExTL has been found to be deficient;
- The equipment design cannot be considered as explosion protected.

## **5 Actions to be completed prior to suspension/cancellation**

Before a certificate can be suspended/cancelled the following information shall be gathered by the ExCB:

- a) Details of the certificate/s to be suspended
- b) Details of any other certificates that may be affected by the suspension that have been provided by the Applicant

For suspensions/cancellations initiated by the Applicant, the details of the person making the request for suspension, and confirmation that they have the authority to do so, is also required, as well as the reason provided by the Applicant for the decision to suspend/cancel the certificate.

For suspensions/cancellations initiated by the ExCB, the reason for suspension is also required. If the reason has been determined to be due to non-conforming product in the market, an investigation in accordance with clause 9 is required to be initiated. Where the Applicant is unaware of the preparation for certificate suspension/cancellation, they shall be informed of the intended actions unless a covert investigation is ongoing prior to the suspension/cancellation.

## **6 Actions to be completed as part of a certificate of conformity suspension/cancellation**

The following actions are required to be completed as part of a certificate suspension/cancellation:

- a) Certificate is suspended on the on-line system following the procedures in operational documents IECEX OD 011-1 and OD 011-2;
- b) Applicant is informed of the change in certificate status and their obligations (see Annex B for example text that may be used)
- c) Other parties are informed in accordance with Clause 8.
- d) Products or services listed on suspended certificates may not be offered for sale, e.g., refer to IECEX 02.
- e) Investigation of non-conforming products
- f) General

Where a certificate is to be suspended/cancelled by a ExCB due to non-conforming product being placed on the market, it is principally the responsibility of the Applicant to investigate the potential effects of the non-conformance and to communicate with the ExCB/bodies responsible for the certificate of conformity and supporting on-line QAR Summary (hereafter abbreviated as QAR).

The Applicant shall conduct their investigation in accordance with ISO/IEC 80079-34 Clause 8.3 for the control of non-conforming product.

- g) Coordination with other parties in the case of safety issues

Where a safety issue has been identified, in addition to informing the recipients of the affected products, the ExCB shall inform the IECEX Secretariat in accordance with Clause 8.2 and regulatory authorities shall be informed in accordance with Clause 8.4.

## **7 Investigation of non-conforming products**

### **7.1 General**

Where a certificate is to be suspended/cancelled by an ExCB due to non-conforming product being placed on the market, it is principally the responsibility of the Applicant to investigate the potential effects of the non-conformance and to communicate with the ExCB/bodies responsible for the certificate of conformity and QAR.

The Applicant shall conduct their investigation in accordance with ISO/IEC 80079-34 Clause 8.3 for the control of non-conforming product.

### **7.2 Coordination with other parties in the case of safety issues**

Where a safety issue has been identified, in addition to informing the recipients of the affected products, the ExCB shall inform the IECEX Secretariat in accordance with Clause 8.2 and regulatory authorities shall be informed in accordance with Clause 8.4.

## **8 Informing of other parties**

### **8.1 General**

The change in the status of a certificate may have an impact on other parties, thus, the ExCB shall identify which parties require informing and shall inform those parties.

The parties that may require informing are, but not limited to:

- IECEX Secretariat
- Applicant
- Public (through the on-line certificate of conformity system)
- Regulatory authorities

- Other interested parties

NOTE: It is the Applicant's responsibility to identify and inform the recipients of certified product under suspension/cancellation.

Other interested parties may include certification bodies using the IECEX certificate and ExTR towards local/regional certification.

## **8.2 IECEX Secretariat**

The security features of the IECEX "On-Line" Certificate System require that changing the status of an IECEX On-line Certificate from "Current" to "Suspended" or "Cancelled" can (as per IECEX OD 011-2) only be completed by the IECEX Secretariat acting as the System's Administrator, upon instruction from the ExCB that issued the IECEX Certificate, that the ExCB has taken such a decision therefore any certificate suspension is required to be communicated to the IECEX Secretariat. The following information is required for the IECEX Secretariat to complete this action:

- Certificate/s of Conformity affected
- Reason for suspension/cancellation, including proposed details to be placed on the suspended/cancelled certificate (see 8.4)
- Instructions for recipients of the affected product, if required (see 8.4)
- For suspensions, the expected outcome (reinstatement after the completion of certain actions or cancellation)
- What is the impact to Ex products supplied to the market prior to the date of suspension/cancellation
- Effective date of status change

## **8.3 Applicant**

When the status of a certificate is changed, the ExCB is required to inform the Applicant of the change in status. The ExCB shall provide instruction to the Applicant on what they are obliged to do.

### **8.3.1 Suspension or Cancellation not as a result of non-conforming product**

The communication to the Applicant with regards to the suspension/cancellation of a certificate/s should make them aware that they are no longer permitted to describe the products covered by the certificates as "IECEX certified", nor shall they affix the IECEX Conformity Mark to the product. They should also be made aware that, with immediate effect, they are required to update any publicly available information (such as website and marketing material) to remove any association between IECEX and the products in the affected certificates.

The ExCB should inform the Applicant that they are required to inform any trade agents/distributors/representatives involved in the sales and distribution of the affected product/s that the certificates are suspended/cancelled and that they are required to instruct them to remove any association between IECEX and the products in the affected certificates. An example of text to address this requirement is provided in Annex B.1.

### **8.3.2 Suspension or Cancellation as a result of non-conforming product**

The communication to the Applicant with regards to the suspension/cancellation of a certificate/s of a non-conforming product should include the information as detailed in Clause 8.3.1 but is to be supplemented with the following additional information.

The Applicant shall be informed that the certificate suspension will remain in effect until the agreed upon remedial actions have been completed and the ExCB is satisfied that no further non-conforming product will be placed on the market.

They should also be informed that if the remedial action is not completed satisfactorily and they are unable to demonstrate that no further non-conforming product will be placed on the market, then the certificates will be cancelled in accordance with the relevant parts of Clause 7 and further action will be taken to rectify the issue of non-conforming products in the field.

An example of the additional text to address this requirement is provided in Annex B.2.

### 8.3.3 Reinstatement following suspension

The communication to the Applicant with regards to the reinstatement of a certificate/s should make them aware that they are again permitted to describe the products covered by the certificates as “IECEX Certified”, and reaffix the IECEX Conformity Mark to the product. They may also reinstate any publicly available information that refers to the products in the affected certificates as being IECEX certified.

### 8.3.4 Cancellation following suspension

The communication to the Applicant with regards to the cancellation of a certificate/s should make them aware that their certificate is now cancelled and that reinstatement is no longer possible.

## 8.4 Public (through the on-line certificate of conformity system)

Through the IECEX On-Line Certificate System, the reason for the certificate suspension/cancellation along with, if appropriate, instructions for recipients of the products covered by the effected certificate.

This action is to be completed by the IECEX Secretariat but requires the input of the ExCB.

## 8.5 Regulatory Authorities, e.g. Market surveillance authorities

If a certificate of conformity is being suspended or cancelled due to non-conforming, where there is potentially non-conforming product having being placed on the market, the ExCB will be required to comply with their national regulatory requirements, including notification to authorities, e.g. Market Surveillance Authorities.

When contacting the relevant regulatory authorities the ExCB may need to provide the following information:

- Overview of the product/s affected, including:
  - An estimate of quantities affected;
  - An explanation of the industries it may be being used in;
  - The likelihood of an incident occurring
  - The likely (primary) incident that could occur
- Reason for suspension/cancellation
- Certificate/s of Conformity affected
- For suspensions, the expected outcome (reinstatement after the completion of certain actions or cancellation)

NOTE: This will provide the market surveillance authority some indication of the severity of the non-conforming product. The principle role of market surveillance authorities is protection public safety, a non-conforming product may be determined as remaining safe or with a low risk of incident or a higher risk of incident. The market surveillance authorities will most likely need to work with the ExCB to determine what the level of risk is and whether they need to act quickly or not.

## 8.6 Complainant

Where a suspension/cancellation has occurred following information provided by a complainant, the ExCB should follow their own complaints procedure.

## 8.7 Recipients of certified product under suspension/cancellation

If a certificate of conformity is to be suspended or cancelled due to non-conforming, or potentially non-conforming product being placed on the market, the recipients of those certified products may need to be notified.

Principally, it is the responsibility of the Applicant to inform the market of any issues that may affect users. The Applicant shall determine who the recipients of the potentially affected products are and provide them with the following:

- Overview of the product/s affected, including:
  - Model numbers
  - Certificate number

- The likelihood of an incident occurring
  - The likely (primary) incident that could occur
- Instructions on what they are to do to mitigate the risk;

NOTE: Examples include: withdrawal of product from service; replacement of a part of the product; amendment of the operating parameters; increase in service intervals; completion of an inspection process.

## **9 Informing of the market**

### **9.1 General**

Throughout the process of suspending or cancelling certification, the confidentiality of the client will require retention. However, due to the nature of suspension or cancellation of certificates, certain information will need to be released to the public. In determining the level of information to be released the following should be considered:

- a) Is there an impact on products already supplied prior to date of suspension/cancellation (see Clause 10.2);
- b) Are products supplied prior to the date of suspension/cancellation currently under review by the ExCB and/or manufacturer and are further actions, such as withdrawal or rectification a possible outcome of that review (see Clause 10.3);
- c) Have products supplied prior to the date of suspension/cancellation been determined to require withdrawal from the market or rectification to bring them into compliance (see Clause 10.4);

### **9.2 No impact on products already supplied**

Where the products already supplied are compliant and are unaffected by the certificate suspension/cancellation, no further information to that required in Clause 8 is necessary to be released to the public.

### **9.3 Impact on products already supplied**

Where the products already supplied prior to the date of suspension/cancellation have been determined as non-conforming, the ExCB shall ensure that advice is provided on Ex products already in the market prior to the date of suspension or cancellation, including:

- a) Remedial action as required, such as product recalls, public notices, etc
- b) Notification to Regulatory and/or Market Surveillance Authorities as required
- c) Notification to other interested parties as necessary.

This information shall be provided within 30 days of suspension/cancellation of the certificate/s of conformity.

## **10 Cancellation or reinstatement of a certificate of conformity following suspension**

### **10.1 General**

A certificate cannot remain suspended indefinitely. The status of the certificate shall be reviewed by the ExCB at regular intervals.

Where the suspension was initiated by the ExCB, the maximum duration of certificate suspension should not exceed 12 months.

The ExCB shall decide when to change the status of a certificate from 'Suspended' to either 'Cancelled' or 'Current' and advise the IECEx Secretariat.

NOTE: Regular intervals are considered to be time periods of between 3 and 6 months.

### **10.2 Reinstatement of a certificate of conformity to Current following suspension**

The status of a certificate of conformity may be changed from 'Suspended' to 'Current' for one of the following reasons:

- The Applicant had requested the certificate suspension and has subsequently requested that the certificate status be changed to 'Current', as the product will return to production.
- The Applicant has been contacted by the ExCB after an agreed length of time after suspension and the Applicant has confirmed that the product will return to production.
- Pre-agreed conditions regarding the suspension of the certificate have been met within the agreed timeframe.

### **10.3 Cancellation of a certificate of conformity following suspension**

The status of a certificate of conformity may be changed from 'Suspended' to 'Cancelled' for one of the following reasons:

- The Applicant has requested that the certificate status be changed to 'Cancelled', the product will no longer be produced.
- The Applicant has been contacted by the ExCB after an agreed length of time after suspension and the Applicant has confirmed that that the product will no longer be produced, or has not responded.
- Pre-agreed conditions regarding the suspension of the certificate have not been met within the agreed timeframe.

## **11 Ongoing reporting of status**

### **11.1 Applicant requirements**

#### **11.1.1 Certificates not under investigation**

Applicants who have requested the suspension of their certificate should keep the ExCB informed of the status of the product at regular, pre-arranged intervals. A certificate cannot remain suspended indefinitely, therefore, should the manufacturer determine that a recommencement of production of a certified product is unlikely, they should inform the ExCB to cancel the certificate.

#### **11.1.2 Certificates under investigation**

Applicants of certificates under investigation into a non-conformance shall update the ExCB of its progress. The ExCB and Applicant should agree to the frequency, minimum content and lines of communication of the updates.

If the Applicant does not provide the agreed update in time, the certificate should be cancelled.

If, during the course of the investigation, the Applicant ceases trading and is no longer in a position to continue, the ExCB shall seek the assistance of the IECEX Secretariat and regulatory and/or market surveillance authorities.

NOTE: A possible outcome of such a situation occurring is the mandatory extraction of the product in the field, enforced by the regulatory and/or market surveillance authorities.

### **11.2 Certification Body requirements**

#### **11.2.1 Certificates not under investigation**

The ExCB should keep the IECEX Secretariat informed of any updates relating to a suspended certificate.

#### **11.2.2 Certificates under investigation**

ExCBs of certificates under investigation into a non-conformance shall update the IECEX Secretariat, and any other involved organisation, of its progress. The ExCB, IECEX Secretariat, and any other involved organisation should agree to the frequency, minimum content and lines of communication of the updates.

If the Applicant does not provide the agreed update in time, the incident may be reported to the IECEX ExMC to determine if further action or intervention is required.

## Annex A (informative)

### Checklist for actions to be completed by the ExCB throughout suspension process

#### A.1 Checklist

Task to be completed	
<b>Actions to be completed before suspension (Clause 5)</b>	
That the person making the request has the authority to do so	
Identify certificate/s to be suspended	
Request list of any linked certificates from the Applicant (Clause 4.3.1 and Clause 5, a))	
<b>Actions to be completed as part of the suspension (Clause 6)</b>	
If all Certificates of Conformity on a QAR are suspended, the ExCB shall consider if further audits and an update of the QAR Summary is required before the Certificates can be reinstated. Clarity of the status of Certificates linked to the QAR can be provided by insertion (by the issuing ExCB) of explanatory text in the Comment field of the on-line QAR Summary and retained for the period of suspension of the Certificates.	
Check on the Manufacturers marketing material, e.g. website in case they are still advertising that their products are covered by valid IECEX Certificates	
<b>Actions to be completed in the event of non-conforming product in the market (Clause 9.3)</b>	
Advice to the market concerning Ex products already in the market prior to the date of suspension or cancellation	
Regulatory/market surveillance authorities informed if necessary	
<b>Actions to complete prior to reinstatement (Clause 10.2)</b>	
Removal of any explanatory text about the suspension of linked Certificates from the Comment field of the QAR Summary prior to the reinstated of the certificate	
Applicant is informed of reinstatement progress and any limitations	
IECEX Secretariat is consulted regarding the reinstatement process	
Any issues arisen as a result of the suspension have been addressed (non-conformities have been addressed)	
<b>Actions to complete prior to cancellation (Clause 10.3)</b>	
Applicant is informed of intent to cancel, is informed of their obligations and acknowledges the decision	
IECEX Secretariat is consulted regarding the cancellation process	
Any issues arisen as a result of the cancellation and that affect products in the field have been addressed	

## **Annex B** (informative)

### **Example text for notification of Applicant of certificate suspension/cancellation**

#### **B.1 Text to be used where certificate suspension is not due to non-conforming product**

Further to \*\*\*, we can confirm that these certificates have now been suspended until further notice/cancelled.

[INSERT LIST OF CERTIFICATES HERE]

Please be aware that you are no longer permitted to describe the products covered by these certificates as “IECEX certified”, nor shall you affix the IECEX Conformity Mark to the product. Please also ensure that you immediately update the following to remove any association between IECEX and the products in the affected certificates:

- a) Website
- b) Marketing material (data sheets, sales brochures, sales catalogues), as necessary
- c) Product labelling
- d) Packaging

However, products produced prior to the date of suspension/cancellation may be described as being certified.

\*\*\* Replace with the appropriate text describing the reason for suspension/cancellation. The following examples may be used:

Your recent request to suspend/cancel the certificate/s of conformity listed below

Recent information we have received regarding the certificate/s of conformity listed below,

Our recent correspondence of our intentions to suspend/cancel the certificate/s of conformity listed below

#### **B.2 Text to be used where certificate suspension is due to non-conforming product**

The following text is supplementary to the text in B.1:

The certificate suspension will remain in effect until the agreed upon remedial actions have been completed and that we are satisfied that no further non-conforming product will be placed on the market.

Should the remedial actions not be satisfactorily completed in the agreed time or you are unable to demonstrate that no further non-conforming product will be placed on the market, the certificate/s will be cancelled and further action to rectify the issue of non-conforming products in the field may be taken.



## **Annex C** (informative)

### **Example text for notification of Applicant of certificate reinstatement or cancellation**

#### **C.1 Reinstatement of certificate/s**

We can confirm that the following certificates previously suspended have now been reinstated:

[INSERT LIST OF CERTIFICATES HERE]

You are now permitted to again describe the products covered by these certificates as “IECEX certified” and where applicable, you may reattach the IECEX Conformity Mark to the product. You may now update the following to reintroduce any association between IECEX and the products in the affected certificates:

- a) Website
- b) Marketing material (data sheets, sales brochures, sales catalogues)
- c) Product labelling
- d) Packaging

#### **C.2 Cancellation of certification**

We can confirm that the following certificates previously suspended have now been cancelled:

[INSERT LIST OF CERTIFICATES HERE]

The cancellation of IECEX certificates of conformity means that reinstatement is no longer possible.