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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 June 2018 Meeting held in Weimar, Germany and is submitted for consideration/discussion at the 2018 ExMC meeting.

This report includes, for ExMC clarity, two specific ExPCC Recommendations (#1 & #3) to the ExMC in Sections 4.2 and 22 of the following document.

**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 Schloss Ettersburg near Weimar, Germany**

**on** **Thursday 21st June 2018 (commencing at 8:30 a.m.)**

**Attendance**:

Mr Peter Thurnherr IECEx ExPCC Chairman

Mr Ralph Wigg (RW) IECEx ExPCC Deputy Chairman

Mr Ron Sinclair SGS Baseefa (GB)\*

Ms Janet Middlehurst Sira Certification Services (GB)\*

Mr Thierry Houeix INERIS (FR)\*

Mr Mike Slowinske UL LLC (USA)\* - *as alternate*

Mr Basori HJ Selamat SIRIM (MY)\* - *as alternate*

Mr Klauspeter Graffi TUV Rheinland (DE)\*

Mr Eduardo Galera UL do Brasil (BR)\*

Mr Geir Larsen Trainor AS (NO) \*

Mr Kristof De Gersem TUV SUD PS GmbH (DE)\*

Mr Jeff Strath SEEG (AU)\*

Mr Marty Cole Hubbell (CA)

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

Mr Marty Cole Hubbell (CA)

Mr Roger Jones National Oilwell Varco (GB)

Mr Paul van der Sneppen NCOI Techniek

Mr Arpad Veress Ind\_Ex

Mr Marco Erhuizen PBNA

Mr Mark Amos (MA) IECEx Secretariat

Mr Mike Roy IECEx Secretariat

\* denotes participating Scheme ExCB

**Apologies:**

Mr David Adams QPS (CA)\*

Mr Julien Gauthier LCIE (FR)\*

Mr Geoff Barnier Simtars (AU)

Mr Dirk-Jan Schreurs DEKRA (NL)\*

Mr Chris Agius (CA) IECEx Executive Secretary

Mr John Allen Sheppard Engineering (GB)

Mr Heribert Oberhem Currenta GmbH & Co OHG (DE)

Mr A Wahid Jafar Petronas (MY)

Mr Nick Maalouf QPS (CA)\*

Mr Tim Marks AEMT (UK)

Mr Robert Bulgarelli Petrobras (BR)

Mr Tor Arne Appfjell Presafe (NO)

Mr Arild Roed NEK (NO)

1. OPENING OF THE MEETING

The Meeting was opened by the Chairman, Mr Peter Thurnherr at 8:30AM followed by self -introduction of all participants. Members were reminded of the “three meeting attendance rule” noting that some members have not attended the last two meetings. Observers were also reminded of the conditions of their attendance.

1. Apologies

Members tendering apologies are listed above.

1. Approval of this Agenda

Members approved the agenda as circulated as ExPCC\_101A\_DA for this meeting.

1. Constitution
   1. ExPCC Constitution & Membership Update

Members considered and approved the proposed update of the ExPCC Constitution and Membership as circulated as *ExPCC/001F/Inf (Draft)* with an additional amendment to remove Mr Schwarz as a member.

Members also recalled the following principles agreed at the 2014 Dubai Meeting of the ExPCC and listed below:

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 (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”
   1. ExPCC Officers and Leadership Succession Planning

Members agreed to request the ExMC to appoint

* Mr Peter Thurnherr for a second term of three years as ExPCC Chairman commencing 1st January 2019 as ExPCC Chairman (refer Clause 4.2.11 of IECEx 05)
* Mr John Allen as ExPCC Deputy Chairman to commence upon or before Mr Wigg’s completion of one further term of three years that commenced on 1st January 2018 (refer ExMC Decision 2017/69).

RECOMMENDATION #1: that the ExMC appoint Mr Thurnherr as ExPCC Chairman for a second term commencing 1st January 2018 and Mr Allen as ExPCC Deputy Chairman elect

1. Confirmation of ExPCC WG Constitutions

Members approved the proposed update of ExPCC Working Group constitutions and members as circulated as ExPCC/001F/Inf (Draft) with an additional amendment to remove Mr Schwarz as a member.

1. Report on Actions Items arising from Decisions at the ExPCC Meeting in Hawarden, UK on 10th May 2017.

Members noted a report from the Secretariat on the status of Action Items detailed in the Report to the IECEx 2017 ExMC Meeting in Washington DC (refer document ExMC/1230/RM) as summarised in ***Annex A*** to this Agenda.

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

Members noted a report (as ***Annex B*** to this Agenda) from the Secretariat on progress on Action Items detailed in ExMC/1330/RM, Item 11 (Minutes of the 2017 ExMC Meeting) as referred to the IECEx ExPCC.

1. Reports from ExPCC Working Groups
   1. ExPCC Working Group 1 - Rules

Members noted that ExPCC WG1 has not met since the 2017 ExPCC Meeting and therefore will not submit a report to this meeting.

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

In the unexpected late absence of the ExPCC WG2 Convenor, Mr Allen, Mr Amos from the IECEx Secretariat provided a verbal report on the activities of ExPCC WG2 and the last meeting held on 20th June 2018. This report also included an update on ExPCC WG2 activities regarding Agenda Items 13.1 for this meeting.

Following the report the ExPCC members endorsed the ExPCC WG2 recommendation that, with respect to the draft revision of IECEx OD 504 circulated for this meeting, more work is needed on revising IECEx OD 504 and IECEx OD 503. To assist in progressing these four separate ad hoc groups with specific tasks were formed – these ad hoc groups are to complete the assigned tasks by end of 2018 so that draft revisions of IECEx OD 504 and IECEx OD 503 can be prepared for discussion at the next meetings of ExPCC WG2, ExPCC WG3 and ExPCC in May 2019.

* 1. ExPCC Working Group 3 – *Question Bank*

In the absence of the ExPCC WG3 Convenor, Mr Dirk-Jan Schreurs, Mr Amos from the IECEx Secretariat reported on the activities of ExPCC WG3 and the last meeting held on 20th June 2018.

Following the report the ExPCC members endorsed the ExPCC WG3 plan to commence final review of the IECEx Question Bank content using IECEx OD 506 as a project to run in parallel with the project of sourcing management software for the Question Bank accordin to the specification approved at the 2017 ExPCC Meeting on recommendation from ExPCC WG3. The Chairman reminded the members of the importance of the Question Bank in providing consistency and quality of competence assessment and also the urgency of the availability of the Question Bank to be used in accordance with the requirements of IECEx OD 503.

* 1. ExPCC Working Group 4 – Qualification of Training Bodies

**8.4.1 ExPCC WG4 Report**

Members noted the report from Mr Wigg as ExPCC WG Convenor that ExPCC WG4 has not met since the 2017 ExPCC Meeting and therefore will not submit a report to this meeting. Mr Wigg took this opportunity to express his view that the growth of the IECEX RTP Program is pleasing and advised that ExPCC WG4 plan to meet in 2019 to review progress to date.

**8.4.2 RTPP Review Panel Membership**

ExPCC members endorsed the membership of the RTPP Review Panel (as per Clause 6 of IECEx OD 521) for 2018/2019.

1. 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 2017 ExMC approval and subsequent publication of Edition 4.1 of IECEx 05. This document was further revised and republished as Edition 4.1 to align with IEC CA 01, Harmonized Basic Rules and IECEx 01-S, IECE Supplement to CA 01. Member also noted that these apply to all ExCBs immediately upon publication. This was subsequently confirmed by the IECEx Executive Secretary as a member of IEC CAB and CAB WG11.

* 1. Other Issues with IECEx 05

Members did not raise any suggestions and other issues regarding IECEx 05.

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 2017 ExMC approval and subsequent publication of Edition 3.1 of IECEx OD 501.

* 1. Other Issues with OD 501

Members did not raise any suggestions and other issues regarding IECEx OD 501.

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 also noted the plans of ExPCC WG2 to prepare a draft revision of IECEx OD 502, Clause 2.5.2 to address the question of how to certify trainers on the basis of past workplace ‘hands-on’ experience.

* 1. Proposal for Record of Review Form

Members to consider a proposal from the IECEx Secretariat for a form (as circulated as *ExPCC\_200\_T, Review Record Proforma\_DRAFT.docx*) to be used by all ExCBs to record the results of a documentation review prior to the decision and then agreed that:

1. Its use be optional in the near future
2. It be published for use subject to changing “… decision to certify” to “… decision to assess”
   1. Other Issues with OD 502

Members did not raise any suggestions and other issues regarding IECEx OD 502.

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 2017 ExMC approval and subsequent publication of Edition 4.1 of IECEx OD 503 and also endorsed the plans of ExPCC WG2 to conduct further work on revising IECEx OD 503 in conjunction with a revision of IECEx OD 504.

* 1. Further Revision of OD 503

In considering a proposed revision of IECEx OD 503 as circulated as *IECEx\_OD503\_Ed4.2\_Text\_RLV\_DRAFT03.doc,* members again endorsed the plans of ExPCC WG2 to conduct further work on revising IECEx OD 503 in conjunction with a revision of IECEx OD 504 and reminded ExPCC WG2 that this work needs to be presented for consideration before the 2019 ExPCC Meeting.

* 1. Proposal for Certificate Holder Contact detail

Members considered the suggestion from an end-user / potential employer of competent personnel that ExCBs be permitted (subject to applicant or their employer’s consent) to include the applicant or their employer’s contact details in the PCAR. Members were reminded of privacy legislation restrictions and then agreed the following:

ACTION #1: IECEx Secretariat to consult with IEC CO on how to handle privacy concerns

ACTION #2: IECEx Secretariat to investigate the possibility of including a “Job Board” on www.iecex.com as one means of satisfying the suggestion from the end-user proposer

ACTION #3: that ExPCC WG2 be tasked to consider the development of IECEx Units of Competence for aspects related to non-electrical equipment

* 1. Other Issues with OD 503

Members are invited to raise suggestions and other issues regarding IECEx OD 503.

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 discussions as per Item 8.2 preceding in this report regarding the 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 did not raise any suggestions and other issues regarding IECEx OD 504.

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 did not see any need to revise IECEx 505 Edition 2.0 however it was suggested that all IECEx 05 Scheme Assessors need to familiarise themselves with this document and use it. Mr Wigg advised that he has commenced a draft revision of IECEx OD 505 that will incorporate suggestions and ideas arising from assessments that he has conducted.

* 1. Other Issues with OD 505

Members did not raise any suggestions and other issues regarding IECEx OD 505.

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 did not see any need to revise IECEx 506 (noting ExPCC WG3’s plans to use this to review the Question Bank content as per Item 8.3 preceding in this meeting report)

* 1. Other Issues with OD 506

Members did not raise any suggestions and other issues regarding IECEx OD 506.

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

Members noted the 2017 ExMC approval and subsequent publication of Edition 3.0 of IECEx OD 521.

* 1. Revision of OD 521 Edition 3.0

Members consider the proposed revision of IECEx OD 521 Edition 3.0 and agreed that Clause 4.3 be amended as follows and then presented for ExMC approval to publish:

*Employ training specialists with at least four of the following items:*

1. *an IECEx CoPC Certificate of Competence relevant to the training they are delivering,*
2. *demonstrated knowledge of Ex technologies and relevant Ex standards (IEC, ISO and others)*
3. *an understanding of the application of standards, directives, specifications and regulations pertaining to the Ex sector.*
4. *access to the Ex sector and relevant Ex standards as the basis for ensuring the currency and relevance of training materials and methods.*
5. *Some form of evidence of their personal involvement in the preparation of training materials.*
   1. Other Issues with OD 521

Members did not raise any suggestions and other issues regarding IECEx OD 521.

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 did not see a need to further revise IECEx Guide 05A.

* 1. Other Issues with IECEx Guide 05A

Members did not raise any raise suggestions and other issues regarding IECEx 05A.

1. IECEx CoPC Question Bank
   1. Outstanding Question Bank

Members noted the ExPCC WG3 report as Item 8.3 preceding in this meeting report and await a report on further progress at the next ExPCC Meeting.

* 1. Outstanding ExCB contributions to Question Bank development

Members agreed that no action is needed at this point in time.

1. New Business
   1. ExPCC ISO/IEC 17024 Checklist

Members considered a proposed Checklist intended for use by IECEx 05 Scheme Applicants, ExCBs and IECEx Assessors regarding the specific requirements of ISO / IEC 17024 and agreed that this content be added to a revision of IECEx OD 505 instead of being published as a separate Operational Document.

ACTION #4: content of proposed Checklist to be incorporated in draft revision of IECEx OD 505.

* 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,* ExPCCmembers continued the preparation of a project brief to guide ExMC WG13 with consideration of ***Annex C*** (as updated with the outcomes of the 2017 ExPCC Meeting) to this Agenda and ***Annex D*** presented to this meeting as recent and relevant market feedback.

ACTION #5: IECEx Secretariat to obtain a copy of the IEC CAB WG10 SWOT Analysis template and circulate to ExPCC members for use to prepare for further discussions on the ExPCC Strategy at the next ExPCC Meeting.

Significant comments raised by various members during the discussions on this matter are provided below as input for future discussions:

* There is a gap in knowledge and understanding regarding installation standards
* We need to market the CoPC Scheme
* Marketing efforts must wait until we have a clear strategy that provides directions and objectives for marketing efforts
* We must make it easy for the market to understand the IECEx CoPC Scheme
* We should go where other personnel schemes from other providers are not well known or accepted
* We need to stabilise the IECEx CoPC Scheme by not changing Rules and ODs so often and so significantly

Following discussions on the above, a group tasked with preparing a draft ‘brochure’ on the IECEx CoPC Scheme for consideration by the 2018 ExMC Meeting was formed – the members of this group are as follows:

Peter Thurnherr Jeff Strath

Ron Sinclair Kristof De Gersem

Paul van der Sneppen Einar Thoren

ACTION #6: above listed ExPCC members to prepare a draft ‘brochure’ on the IECEx CoPC Scheme for consideration by the 2018 ExMC Meeting.

ACTION #7: all ExPCC members to assist the above group with Action #6 by providing (via IECEx Secretariat or directly to group members) examples of content from magazines, websites etc. as ideas for the brochure and more broadly for other marketing efforts in the future.

* 1. IECEx Certificate Fee Review

Members considered a proposal from the Brazilian National Committee for a review of IECEx Certificate Fees as supplemented by *ExPCC\_102\_CD, Review of Certificate Fees.pdf* as circulated. During these discussions members suggested the following alternatives and recommended (RECOMMENDATION #2) that these be considered by the IECEx Executive:

1. That further consideration be given to the proposal in ExPCC\_102\_CD for a ‘bulk processing discount’ and this needs to include details of prices for different quantities of certificates processed by the IECEx Secretariat for fees statement preparation
2. That the IECEx Secretariat consult with IEC Finance on the possibility of pre-paying for a committed quantity of certificates (with no credit if the quantity is not achieved) where the Certificate cost is negotiated on the basis of the committed quantity
3. That the Certificate fee could be based on the number of Units of Competence covered by each Certificate.

Members agreed that there is a need for data to enable so that a good decision that meets all objectives and obligation and agreed to the following:

ACTION #8: all 05 Scheme ExCBs are requested to provide the IECEx Secretariat with estimates of the growth of the number of Certificate issued each year possible for each of the fee discount rates of (25%, 50% and 75%) applied to the current fees defined in IECEx OD 019. All estimates are to be provided to the IECEx Secretariat before the end of August 2018.

* 1. IECEx Scheme Expansion

Members considered opportunities to expand the IECEx 05 Scheme and agreed to support the inclusion of non-electrical equipment in the IECEx 02 Scheme (noting that this is work under consideration by ExPCC WG2). It was suggested during this discussion that there is a possible need for a Unit of Competence for Ignition Hazard Assessment – this may or may not need to have Ex 001 as a prerequisite. This suggestion will be referred to Ex PCC WG2 for consideration.

1. Feedback on IECEx CoPC Scheme Operation

Members did not provide any additional comments and suggestions regarding the IECEx CoPC Scheme during this part of the meeting.

1. Promotional Activities

Members noted the report from the Secretariat regarding the April 2018 IECEx Conference in Split, Croatia and the planning for the upcoming IECEx Conference in Jakarta, Indonesia on 8th and 9th August 2018.

1. General Business

Members raised the following items of business for ExPCC consideration.

* Members considered a proposal from Mr Wigg regarding provisions to include (either on the Certificate, PCAR or ID Card) information on national deviations or endorsements. It was agreed, following consideration of proposed method options, that this information can be displayed (in summary only following a title of “Additionally endorsed in: … “) on the reverse side of the ID Card at time of printing by the IECEx Secretariat (based on information provided in the PCAR by the issuing ExCB. Mr Wigg thanked the members for this and offered to prepare draft revisions of IECEx Rules and Operational Documents to (i) permit national deviations or additional endorsements in the IECEx CoPC Scheme, and (ii) to reinforce that this must be managed by the ExCB (perhaps through some form of ‘gap analysis’

* Members considered the need for immediate (instead of waiting of until the next revision of IECEx OD 503) information to ExCBs regarding the ExPCC WG2 proposal on the clarification of IECEx OD 503 requirements for reviewing a candidate’s knowledge assessment results and proposed that an ExPCC Decision Sheet be prepared. In absence of ExMC permission for such a document it was agreed:
  + ACTION #9: the IECEx Secretariat will prepare and circulate the outcomes of ExPCC WG2 discussions in the form of an ExPCC Information Document
  + RECOMMENDATION #3: that the ExMC permit the ExPCC to prepare and publish ExPCC Decision Sheets

1. Next Meeting

Members noted that the next ExPCC Meeting will be scheduled (on a date to be advised) as part of the 2019 IECEx Operational Meetings in Sao Paulo, Brazil hosted by UL do Brasil.

1. Close of Meeting

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

| **Item** | **Mins Item** | **Actions Arising from the Hawarden 2017 Meeting of ExPCC** | **By Whom** | **Completion Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1 | 9.1 | 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. | ExPCC WG1 |  | Complete |
| 2 | 9.1 | 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 | ExCBs |  | Outstanding – refer new ACTION #7 above |
| 3 | 9.3 | 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 |  |  | Complete |
| 4 | 9.3 | 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 |  |  | Complete |
| 5 | 9.4 | Action #5 = IECEx Secretariat to advise RTPs that have not yet reported for 2016 of this policy. |  |  | Complete |
| 6 | 9.4 | 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 |  |  | Complete |
| 7 | 9.4 | Action #7: Revise the relevant Clauses of OD 504 regarding work experience to acknowledge that provision of training can satisfy requirements for work experience |  |  | Complete |
| 8 | 9.4 | Action #8: Revise Clause 8.6 of IECEx 05 to acknowledge that provision of training can satisfy requirements for work experience |  |  | Complete |
| 9 | 12.2 | Action #9: amend Clause 2.2 in OD 502 from “Language of Certificate” to “Language of Assessment” | Secretariat |  | Completed |
| 10 | 15.2 | 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. | IECEx CoPC Scheme Assessors |  | Outstanding |

| **Item** | **Mins Item** | **Actions Arising from the Northbrook 2016 Meeting of ExPCC** | **By Whom** | **Completion Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 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 |
| 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 |
| 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 |

| **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 |

ANNEX B – Status of Actions Items arising from Decisions at 2017 ExMC Meeting as extracted from ExMC/1330/RM

| **Item** | **Mins Item** | **Actions Arising from the Northbrook 2016 Meeting of ExPCC** | **By Whom** | **Completion Date** | **Status** |
| --- | --- | --- | --- | --- | --- |
| Nil |  | Nil |  |  |  |

Annex C

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?
  + Objectives of promotion =
    - To achieve an increase in # of Certificate issued by XX%?
    - To increase the number of participating ExCBs?
    - To increase acceptance by employers in YY industry sectors in ZZ countries
    - To …..??

* 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

* Other matters, issues, ideas etc
  + Include Units for non-electrical equipment
  + Add Units for specific Standards
  + ExPCC’s views on the expanded and more formalised use of “Assessment Centres” by accepted ExCBs (via IECEx 02 Scheme ATFs) to assist in reducing costs and travel by applicants
  + The need for / value of standardising equipment, rigs, artefacts etc for practical assessment activities
  + Need to ‘refresh & consolidate’ the Scheme by combining Units regarding Inspection activities
  + To expand the Scheme to enable certification of organisational capability (for example in cybersecurity for Ex areas according to IEC 62443 series)

**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?**

**Annex D RECENT & RELEVANT FEEDBACK**

6th April 2018

Dear Mark,

Kindly note that, currently I have a valid CompEx certificate and is in the process of renewing the certificate (refresher course assessment is over) and I haven’t applied to any CB for IECEx CoPC, till this moment.

Nevertheless, I was interested in IECEx CoPC for the past few years and was actively collecting the information regarding the same. And to my astonishment, I found the following **observations** (and please correct me wherever necessary).

1. CompEx certificate is more recognised in industrial sectors than IECEx CoPC

(Many department heads and HR in particular have never heard of IEC Ex CoPC, though they are well aware about CompEx. This especially in the case of Middle East and some former Soviet Republics, though the trend may be changing.)

1. The cost of taking IECEx CoPC is exceptionally higher compared to CompEx certificate.

(For example, in India, the total cost of attending the training at RTP “KL Training Academy” and attending Ex 001 assessment by SGS-BASEEFA is greater that the total cost for attending and taking assessment for Ex 01, 02, 03 & 04 of CompEx for the first time. As such, you can imagine the total cost to be endured while trying to achieve all the modules competent with CompEx modules. This is definitely a discouraging factor.)

1. Many Certification Bodies are not willing to conduct assessment self-sponsored candidates.

(Many of the CBs have verbally told me, that, they are not interested to conduct the assessment, unless, I approach them as part of group. It is also interesting to note that in many countries where you can find a RTP, the CB branches in that country don’t have the assessment equipment/ rack/ test-bay. For example, last year, when I decided to attend the training at RTP in Thailand, “HAES Global” (no longer in the current RTP list), I was told that the TUV in Thailand do not have assessment facility and I will have to appear at their Singapore office for assessment. Which means I have to hop from one country to another for certificate.)

1. Since the training is conducted by RTP and assessment is conducted by CB, a considerable time gap exists between achieving competency even for one module (unless CB is arranged by RTP).

(For example in my case, my aim is to achieve Ex 010 and according to my rough calculation, I will take one year minimum for that, while completing all the requirements. This is also done by considering the schedule problems with various RTPs and CB s. In addition to that this arrangement of training by RTP and assessing by CB resembles like a student who has studied under one university appears for an examination set by faculties of another university.)

1. Not all RTPs are entitled or capable of providing training for all the modules in IECEx CoPC.
2. Initial screening procedure by CB is time consuming and also is complicated.
3. There is no established time frame by CB to publish the results (from the date of assessment) for each module.

As such I would like to present the following **suggestions** for the IECEx secretariat for the better value of IECEx CoPC as well as to solve the above mentioned problems.

1. Give RTPs the license to make assessment on their premises. The assessors can be an individual person certified by IECEx secretariat instead of the staff of CB s. (The way currently CompEx centres are working.) Or these RTPs can be associated to any of the recognised CB s rather than leaving the candidates alone to find the CB s of their own.

(I believe many RTPs are dropping the idea of conducting the assessment on their premises because of the lack of availability of schedule of CB’s staff matching with their training or in other case due to lack of “test-bay” by CB in that facility. By implementing my suggestion, this problem can be solved. In addition to that it will also reduce the time required to obtain the certification. It will be also beneficial for all the candidates to have more flexible schedules since RTP s can arrange a number of training schedules with assessment with this kind of arrangement.)

1. Allow CompEx certified personnel to skip the requirement of completing Ex 001 module before proceeding to all other modules.

(As you are aware that the common standard for all the certifications are IEC 60079-14 and IEC 60079-17 and as such CompEx certificate holders need not to show their knowledge once again as Ex 001 paper is completely theoretical. Also it is a common practice to respect peer certifications by recognising their modules. Therefore, I believe no objection will be made by RTPs, if this suggestion is implemented, as many of them are conducting CompEx and IECEx training with little or no difference. As such the implementation of this suggestion will reduce the time required to get a full competency as well as reducing the total cost.)

1. Establish a time frame for CB for declaring and issuing certificate (from the date of assessment).

I understand that no such requirement exists right now and you can set a precedent in this matter.

1. Help in reduce the licence fee (for RTPs) so that many centres can be started in a particular region and thereby increasing the competency and quality of the program.

(For example, for a candidate from India the only training program available is at “KL Training Academy” and the next available centre with easier access is “IndEx Middle East” at UAE. By helping in starting one more centre in India a prospective candidate will have more flexible schedules and more competent training programs).

1. Instead of merely giving the information of CB s (as per your website), the list should also include the countries where these CB s are capable of conducting the assessment along with the number of modules on which they can conduct the assessment. (This is also beneficial for the candidate as he can decide to which CB he should apply considering the long term consequence. For example, a few years ago when I contacted one CB, they informed me that they are not ready for Ex010 module.)
2. Creating a single dedicated certification body for CoPC instead of a number of CB s. (Please re-read suggestion #1 along with this)

(A number of CB s for equipment certification is a good idea. But as far as CoPC is considered, a single dedicated CB is advantageous. This is because of many reasons. Currently if I take Ex 001 module under SGS Baseefa, then I have to follow SGS Baseefa for the rest of the modules throughout my life. This may not be practical due to a number of reasons. A single CB dedicated exclusively of CoPC will solve this problem. Another advantage is the uniform standard of assessment process. I believe CompEx scheme has already set precedence in this.)

1. Availability of a single document with respect to IECEx CoPC.

(In response to my last mail, you have sent me the links for four documents. Needless to say, for a first time person, this cross referencing of documents will be confusing and may give a complex image for the certification process.)

As mentioned earlier, my intention is to bring out certain observations/suggestions to your attention only. Paying heed to it as well as implementing them (wherever necessary) is entirely up to IECEx secretariat.

Thanking you for your understanding,

With Best Regards