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

**Title: Scope Assessment report for Royal Dutch PBNA, The Netherlands, to include Units Ex 000, Ex 002, Ex 003, Ex 004, Ex 005, Ex 006, Ex 007, Ex 008 & Unit Ex 010 in their scope as an Ex Certification Body (ExCB) for the IECEx 05 Certification of Personnel Competence Scheme (CoPC)**

**Introduction**

This document provides a Report from the IECEx Assessment Team following an assessment of Royal Dutch PBNA, The Netherlands, for a scope extension, as an IECEx Certification Body (ExCB) operating in the IECEx 05 CoPC Scheme, to include the following units in their scope.

Unit Ex 000 – Basic knowledge and awareness to enter a site that includes a classified hazardous area.

Unit Ex 002 – Perform classification of hazardous areas

Unit Ex 003 – Install explosion-protected equipment and wiring systems

Unit Ex 004 – Maintain equipment in explosive atmospheres

Unit Ex 005 – Overhaul and repair of explosion-protected equipment

Unit Ex 006 – Test electrical installations in or associated with explosive atmospheres

Unit Ex 007 – Perform visual & close inspection of electrical installations in or associated with explosive atmospheres

Unit Ex 008 – Perform detailed inspection of electrical installations in or associated with explosive atmospheres

Unit Ex 010 – Perform audit inspection of electrical installations

***This document is hereby submitted for ExMC approval via correspondence using the IECEx on-line voting system. ExMC Members are requested to submit their vote via the IECEx On-line Ballot System by the closing date 2020 01 13***

***Please refer to OD 050 for guidance on the “IECEx On-line voting system.”***

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| **IECEx Secretariat**  **Australia Square Building  Level 33, 264 George Street**  **Sydney NSW 2000**  **Australia** | **Tel: +61 2 46284690**  **Fax: +61 2 4627 5285**  **Email: info@iecex.com** |

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|  | ASSESSMENT REPORT |
|  |  |
| **BODY UNDER ASSESSMENT:** | Royal Dutch PBNA [PBNA]  H.A. Lorentzstraat lA 3331 EE Zwijndrecht, The Netherlands |
| **SITE(S)**  **ASSESSED:** | Royal Dutch PBNA [PBNA]  H.A. Lorentzstraat lA 3331 EE Zwijndrecht, The Netherlands  This site was previously visited and is covered by this scope extension assessment. |

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| **IECEx ASSESSMENT TEAM:** | Mr Ralph C Wigg – Lead Assessor |
| **REPRESENTATIVE/S OF BODY:** | Mr Marco Erdhuizen, Certification Manager/Examiner, PBNA |
| **DATE(S) OF ASSESSMENT:** | 21st October to 15th November 2019 plus pre and post assessment reviews. |

**IECEx 05 Certificate of Personal Competence Scheme**

**ASSESSMENT REPORT of**

**NEW IECEx APPLICANT BODY EXISTING IECEx CERTIFICATION BODY (ExCB)**

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| **ASSESSMENT TYPE:** | **ATTACHMENTS** | **No. of Pages** |
| Application: | Scope Extension – IECEx05 Application form | 4 |
| Re-Assessment: |  |  |
| Assessment duration: | The scope extension assessment for IECEx05 conducted between 10 October & 25 November 2019, which included video conference (remote) assessment with personnel located in The Netherlands and Australia on 21 & 30 October and 4 & 15 November 2019. |  |
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| **RECOMMENDATION BY IECEx ASSESSOR(S)**  (Select one item only) | That Acceptance be granted for the scope extension  That Acceptance be withheld/suspended  That Acceptance continues  That Acceptance be continued conditional on Non-Compliances raised, having agreed corrective action and time scales to rectify the System within and agreed time agreed by the Assessors. | |

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# PBNA – CURRENT SCOPE

Royal Dutch PBNA have been operating in the IECEx CoPC Scheme according to the requirements of IECEx05 – Certification of Personnel Competencies [CoPC] for the following Units of Competence:

Unit Ex 001 – Apply basic principles of protection in explosive atmospheres

Unit Ex 009 – Design electrical installations in or associated with explosive atmospheres

# SCOPE EXTENSION UNDER THIS ASSESSMENT

Unit Ex 000 – Basic knowledge and awareness to enter a site that includes a classified hazardous area. [EFOC]

Unit Ex 002 – Perform classification of hazardous areas

Unit Ex 003 – Install explosion-protected equipment and wiring systems

Unit Ex 004 – Maintain equipment in explosive atmospheres

Unit Ex 005 – Overhaul and repair of explosion-protected equipment

Unit Ex 006 – Test electrical installations in or associated with explosive atmospheres

Unit Ex 007 – Perform visual & close inspection of electrical installations in or associated with explosive atmospheres

Unit Ex 008 – Perform detailed inspection of electrical installations in or associated with explosive atmospheres

Unit Ex 010 – Perform audit inspection of electrical installations

**SECTION 1. GENERAL INFORMATION**

* 1. **Name of Body:**

Royal Dutch PBNA

H.A. Lorentzstraat lA  
3331 EE Zwijndrecht, The Netherlands

* 1. **CURRENT IECEx PARTICIPATION:**

Royal Dutch PBNA is an existing ExCB for the following IECEx Scheme:

* IECEx Certification of Personnel Competencies (IECEx 05)
  1. **DETAILS OF ASSESSMENT TEAM:**

Mr Ralph C Wigg – Lead Assessor (AU)

* 1. **DATE OF ASSESSMENT:**

A combination of Off-site reviews of related documentation and video conferencing was conducted during the period 10th October to 25th November 2019 with video conferencing on 22nd & 30th October plus 4th & 15th November 2019.

It was noted that during the on-site assessment conducted during November 2018, as part of the application assessment, the assessment team confirmed the availability of artefacts for the practical assessment for all Units that require such.

* 1. **LOCATION OF ASSESSMENT:**

PBNA personnel are located in The Netherlands.

* 1. **RESOURCES FOR IECEx 05 CERTIFICATION ACTIVITIES:**

The Assessment team have assessed and verified the availability of competent technical staff, support staff and facilities to undertake this scope extension of IECEx 05 certification activities for Units Ex 000, Ex 002, Ex 003, Ex 004, Ex 005, Ex 006, Ex 007, Ex 008 & Unit Ex 010.

**SECTION 2. ASSESSMENT - SUMMARY OF RESULTS**

| **IECEx CoPC SCHEME REQUIREMENTS** | | | **Findings** | **COMMENTS AND REFERENCE TO ATTACHMENTS** |
| --- | --- | --- | --- | --- |
| **IECEx 05 requirements** | Confirmation of Scope of IECEx Acceptance or scope of application, (for new applicant) | | COMPLIES | PBNA cross refers to the Scope of IECEx05 and has included competencies as given in OD504 Edition 3 associated with Units Ex 001 & Ex 009 and with this scope extension for Units Ex 000, Ex 002, Ex 003, Ex 004, Ex 005, Ex 006, Ex 007, Ex 008 & Unit Ex 010 completes all Units given in OD 503. |
| Confirmation that details in original application are still current (for new application) | | N/A |  |
| Confirm currency and scope of accreditation (ISO/IEC 17024) applicable | | COMPLIES | PBNA has no accreditation regarding ISO/IEC 17024 and these requirements are taken into account with the IECEx05 assessments. |
| Clause 9.1 | (a) in a participating country | COMPLIES | The Netherlands is a participating country in the IECEx System |
| (b) operate recognized certification scheme | COMPLIES | PBNA are participating in the IECEx 05 Certificate of Personnel Competence Scheme |
| (c) competence demonstrated by assessment | COMPLIES | IECEx Assessment included a technical interview of PBNA staff for competence to evaluate to OD 504 for Units Ex 000, Ex 002, Ex 003, Ex 004, Ex 005, Ex 006, Ex 007, Ex 008 & Unit Ex 010.  The results of these assessments and the accepted examiner, together with the introduction of an “Experts Group” to support the examiner. is given at Review of Examiners on page 7. |
| (d) ) suitable and sufficient questions for each Unit of Competence | COMPLIES | PBNA have provided the required number of questions as given in OD 503 for Units Ex 000, Ex 002, Ex 003, Ex 004, Ex 005, Ex 006, Ex 007, Ex 008 & Unit Ex 010. |
| Assessment facilities considered by Assessment team to be appropriate and adequate for assessment of Units, according to OD 504? | | COMPLIES | This assessment limited to scope extension for Units Ex 002, Ex 003, Ex 004, Ex 005, Ex 006, Ex 007, Ex 008 & Unit Ex 010 and uses existing facilities previously assessed. |
| Confirmation of which location is the official ExCB location, where more than 1 location is identified?  an official ExCB location is one where the following are conducted:   * applications received, * contract review (review of application) * assignment of application to ExCB staff * review of exam/assessments * decision to issue Certificate   (Contact IECEx Secretary for any questions) | | COMPLIES | Royal Dutch PBNA [PBNA]  H.A. Lorentzstraat lA 3331 EE Zwijndrecht,  The Netherlands |
| **ISO/IEC 17024 Assessment**–Satisfactorily Completed (for bodies without acceptable national Accreditation) | | | COMPLIES | Royal Dutch PBNA [PBNA] have no accreditation regarding ISO/IEC 17024. Policies & Procedures, forms and Instructions previously assessed comply with all aspects of ISO/IEC 17024 and IECEx requirements. |

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| **IECEx Operational Document**  **Requirements** | **OD 502** | COMPLIES | Not required for this Scope Extension assessment. |
| **OD 503** | COMPLIES | Adjustments to documentation for the inclusion of Units Ex 000, Ex 002, 003, Ex 004, Ex 005, Ex 006, Ex 007, Ex 008 & Unit Ex 010 were reviewed and found acceptable to the Assessor. |
| **OD 504**  (Review of ExCB assessment criteria including question bank, mapped against Competency Units of OD 504) | COMPLIES | Additional questions have been prepared for the Units Ex 000, Ex 002, 003, Ex 004, Ex 005, Ex 006, Ex 007, Ex 008 & Unit Ex 010 which are added to the PBNA Scope. These questions have been reviewed and required editing prior to submitting to IECEx Question Bank. This has subsequently been completed and accepted by the Assessor. PBNA will draw on the IECEx Question Bank for all future assessments. |

## **Additional Remarks concerning the assessment (if any)**

The review of all PBNA Policies and Procedures was limited to the changes required for the inclusion of the Units of Competence related to the scope extension. These were verified and accepted.

Changes to the PBNA Policies and Procedures, Forms etc to include the addition Units of Competence were verified. Documents were reviewed and found satisfactory and the candidate Application Form has all Units of Competence included. PBNA have included Units Ex 000, Ex 002, Ex 003, Ex 004, Ex 005, Ex 006, Ex 007, Ex 008 & Ex 010 within their scope statement.

The Skills examination artefacts were assessed at the previous assessment and found acceptable. Additional procedures were introduced for the Skills examination covering Units Ex 003, Ex 004, Ex 006, Ex 007 & Ex 008. PBNA will conduct the Skills examination for Unit Ex 005 within a repair workshop (usually where the applicant works) and have established procedures for this to occur. For Unit Ex 002 procedures have been added for this to be done in the applicant’s workplace. In all cases the procedures have been assessed and found acceptable.

PBNA have submitted the required number of questions for the IECEx05 CoPC Central Question Bank. These have been reviewed by the assessor and, after modifications, found acceptable.

Based on the decision taken at the ExPCC meeting Unit Ex 000 is also added to the scope without additional assessment

## **Review of Examiners**

PBNA have a nominated Examiner for all Units of Competence and is accepted based on the capability evident through the preparation of the examinations and additional interview by the video conferencing.

To support the examiner PBNA have introduced an “Expert Group” whose members ‘give advice and support to the Examiners / Certification Managers and undertake internal auditing of the Examiners / Certification Managers’. Policies and procedures have been introduced for this Expert Group, including issues such as confidentiality, conflict of interest, etc., and these have been assessed and found acceptable to the assessor. CVs for members of the group have been sighted and together with their participation in the IEC standards committees are found acceptable.

## **ExPCC Files Reviewed**

As this assessment was for a scope extension only, there were no files reviewed

**Organization Chart.**

## **Organization Chart**

Organization chart PBNA 04-12-2018

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## **Conclusion of Site Assessment**

The purpose of the site re-assessment was to verify continued compliance with the requirements of the IECEx Scheme for the on-going acceptance of an Ex Certification Body (ExCB). The site assessment forms part of the overall evaluation of the body by the IECEx Management Committee, ExMC and was conducted in accordance with the IECEx Scheme Assessment Procedures, IECEx OD 501. A Summary Report of the on-site assessment team is as follows:

The Assessor findings indicate that based on the assessment for compliance with the requirements given in this report and noting that Royal Dutch PBNA operates within the IECEx05 for Units Ex 001 & Ex 009, it is recommended that the following Units are ADDED to the Royal Dutch PBNA Scope:

Unit Ex 000 – Basic knowledge and awareness to enter a site that includes a classified hazardous area. [EFOC]

Unit Ex 002 – Perform classification of hazardous areas

Unit Ex 003 – Install explosion-protected equipment and wiring systems

Unit Ex 004 – Maintain equipment in explosive atmospheres

Unit Ex 005 – Overhaul and repair of explosion-protected equipment

Unit Ex 006 – Test electrical installations in or associated with explosive atmospheres

Unit Ex 007 – Perform visual & close inspection of electrical installations in or associated with explosive atmospheres

Unit Ex 008 – Perform detailed inspection of electrical installations in or associated with explosive atmospheres

Unit Ex 010 – Perform audit inspection of electrical installations

The Assessment Team recommend PBNA continue as an accepted CoPC ExCB,, with the inclusion of these additional Units of Competence within the IECEx System with this extended scope.