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

**Scope Assessment report for** **QPS Evaluation Services Inc., CA, to include Units Ex 003,**

**Ex 004, Ex 007 and Ex 009 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 QPS Evaluation Services Inc., CA, 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 003 – Install explosion-protected equipment and wiring systems

Unit Ex 004 – Maintain equipment in explosive atmospheres

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

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

***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 18***

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

***Chris Agius***

**IECEx Secretariat**

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|  | ASSESSMENT REPORT |
|  |  |
| **BODY UNDER ASSESSMENT:** | QPS Evaluation Services Inc. [QPS]81 Kelfield Street, Unit 8Toronto, ON M9W 5A3Canada |
| **SITE(S)****ASSESSED:** | QPS Evaluation Services Inc.81 Kelfield Street, Unit 8Toronto, ON M9W 5A3CanadaThis 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 Dave Adams – Manager of Hazardous Locations DepartmentMr Rob Kohuch – Senior Engineer |
| **DATE(S) OF ASSESSMENT:**  | 18th September to 16th 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 12 September & 2 December 2019, which included video conference (remote) assessment with personnel located in Canada and Australia on 18 September, 17 October & 16 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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# QPS – CURRENT SCOPE

QPS Evaluation Services Inc. 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 000 – Basic knowledge and awareness to enter a site that includes a classified hazardous area. [EFOC]

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

Unit Ex 002 – Perform classification of hazardous areas

# SCOPE EXTENSION UNDER THIS ASSESSMENT

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

Unit Ex 004 – Maintain equipment in explosive atmospheres

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

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

**SECTION 1. GENERAL INFORMATION**

* 1. **Name of Body:**

QPS Evaluation Services Inc. [QPS]

81 Kelfield Street, Unit 8
Toronto, ON M9W 5A3
Canada

* 1. **CURRENT IECEx PARTICIPATION:**

QPS is an existing ExCB for the following IECEx Schemes:

* IECEx Certified Equipment Scheme (IECEx 02)
* IECEx Certification of Personnel Competencies [CoPC] (IECEx05)
	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 12th September & 2nd December 2019 with video conferencing on 18th September, 17th October & 16th November 2019.

It was noted that during the on-site visit for the re-assessment conducted during July 2018 the assessment team confirmed the suitability of the examination facilities. It was confirmed during this assessment that these remain.

* 1. **LOCATION OF ASSESSMENT:**

QPS personnel are located in Canada.

* 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 003, Ex 004, Ex 007 & Unit Ex 009.

**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  | The QPS Scope refers directly to the Scope of IECEx05 and has embraced all the associated Operational Documents. The scope includes competencies as given in OD504 Edition 3 associated with the previously assessed Units Ex 000, Ex 001 & Ex 002 and adds with this scope extension Units Ex 003, Ex 004, Ex 007 & Unit Ex 009. |
| 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  | QPS 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  | Canada is a participating country in the IECEx System  |
| (b) operate recognized certification scheme | COMPLIES  | QPS are participating in the IECEx Equipment Certification Scheme and the IECEx 05 Certificate of Personnel Competence Scheme  |
| (c) competence demonstrated by assessment | COMPLIES  | IECEx Assessment included a technical interview of QPS staff for competence to evaluate to OD 504 for Units Ex 000, Ex 001, Ex 002, Ex 003, Ex 004, Ex 007 & Unit Ex 009.The results of these assessments and the accepted examiners, reviewers & invigilators is given at Review of Examiners on page 7.  |
| (d) ) suitable and sufficient questions for each Unit of Competence | COMPLIES | QPS have provided the required number of questions as given in OD 503 for Ex 003, Ex 004, Ex 007 & Unit Ex 009. |
| 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 003, Ex 004, Ex 007 & Unit Ex 009 and uses existing facilities previously assessed. The introduction of artefacts for the skills examinations have been verified at this assessment. |
| 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  | QPS Evaluation Services Inc. at 81 Kelfield St, Unit 8,Toronto Ontario M9W 5A3CANADA, is confirmed as the official ExCB location. |
| **ISO/IEC 17024 Assessment**–Satisfactorily Completed (for bodies without acceptable national Accreditation) | COMPLIES  | QPS do not have accreditation regarding ISO/IEC 17024. Policies & Procedures, forms and Instructions previously assessed, and including the changes for this scope extension assessment, 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 003, Ex 004, Ex 007 & Unit Ex 009 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 003, Ex 004, Ex 007 & Unit Ex 009 which are added to the QPS 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. QPS will draw on the IECEx Question Bank for all future assessments.  |

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

The review of all QPS 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 QPS 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. QPS have included Units Ex 003, Ex 004, Ex 007 & Unit Ex 009 within their scope statement.

The Skills examination artefacts were assessed and found acceptable. Additional procedures and artefacts were introduced for the Skills examination covering Ex 003, Ex 004 & Ex 007. These were assessed and found to meet IECEx requirements. For Unit Ex 009 the skills examination uses the same facilities as the knowledge examinations. In all cases the procedures and artefacts have been assessed and found acceptable.

QPS 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.

## **Review of Examiners**

QPS have nominated Examiners for all Units of Competence and these are accepted based on the capability evident through the preparation of the examinations and additional interview during the video conferencing.

Staff Competence for the Examiners, Reviewers and Invigilators is given in QPS Document “QSD 27 Ex CoPC - Competency Matrix – Rev 02”.

## **ExPCC Files Reviewed**

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

## **Organization Chart**

Organization Chart is shown in the QPS Quality Manual.

## **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 QPS Evaluation Services Inc. operates within the IECEx05 for Units Ex 000, Ex 001 & Ex 002, it is recommended that the following Units are ADDED to the QPS Scope:

Unit Ex 003 Install explosion-protected equipment and wiring systems

Unit Ex 004 Maintain equipment in explosive atmospheres

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

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

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