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

## Title: New IECEx Operational Document, IECEx OD 099, IECEx Document Management, Edition 1.0

To: Members of the IECEx Management Committee, ExMC

**Introduction**

This document contains a proposed new IECEx Operational Document, *IECEx OD 099, IECEx Document Management* prepared by a Taskgroup of ExMC WG1.

This is now submitted for consideration and approval to publish during the 2020 ExMC meeting.

**IECEx Secretary**

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IECEx OD 099:2020 (en)

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

Procedure for IECEx Document Management

Edition 1.0 2020-09-30

IECEx OD 099

IECEx
OPERATIONAL DOCUMENT

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IECEx OD 099



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INTERNATIONAL
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COMMISSION

Procedure for IECEx Document Management

Edition 1.0  2020-09-30

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

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FOREWORD

**Document Owner**

IECEx ExMC – IECEx Management Committee

**History of changes**

|  |  |
| --- | --- |
| **Date** | **Brief summary of changes** |
| 2020-09-30 | N/A, as first edition |

# Purpose

The purpose of this IECEx Operational Document is to define the processes and procedures for the publication and maintenance of IECEx documents and publications according to their designated type or “level”. The details of the levels are explained in Section 2 of and Annex A to this IECEx Operational Document.

This IECEx Operational Document does not provide guidance on the detailed steps, software and procedures that IECEx Commmittes, Working Groups or other groups may use to prepare, review, discuss or recommend the publication of IECEx documents publications. Where already defined, these aspects are detailed in other IECEx Operational Documents (for example, IECEx Rules of Procedure, IECEx OD 035 and IECEx OD 302).

# Terminology and Descriptions

The following list of terminology and descriptions is provided to assist the application of this IECEx Operational Document:

IEC CAB – IEC Conformity Assessment Board

ExMC - IECEx System Management Committee

ExTAG - IECEx Ex Testing and Assessment Group (reports to the ExMC)

ExSFC - IECEx Service Facility Committee (reports to the ExMC)

ExMarkCo - IECEx Conformity Mark Committee (reports to the ExMC)

ExPCC - IECEx Personnel Certification Committee (reports to the ExMC)

## ExAG – IECEx Assessment Group (reports to the ExMC)

Levels of IECEx Publications

### Level I – Rules of Procedure and Operational Documents of the IECEx system. These documents can be revised periodically and are systematically reviewed.

### Level II – Decisions of the IECEx System that are not changed once published as final and typically require no additional systematic content review following approval as a decision taken or endorsed by the ExMC.

### Level III – These are fixed meeting documents that are not changed once published as final and require no additional systematic content review following their acceptance by the supervising Scheme Committee, ExTAG, ExMC or Member Bodies as appropriate to the content.

### Level IV – These are publications that are prepared in response to extraordinary events and need to be published as a matter of urgency so that IECEx Member Bodies, Certification Bodies or Testing Laboratories have a timely reference and guidance on required actions. These will normally be published upon approval by the IECEx Executive Secretary (exercising the authority of Chief Executive Officer provided by *IEC CA 01*) in consultation with the IECEx Executive.

IECEx Scheme Rules of Procedure – Operational Rules for the structure, constitution and organization of the different IECEx schemes

IEC Conformity Assessment Systems – Basic Rules (IEC CA 01) – a document prepared and approved by the IEC Conformity Assessment Board (IEC CAB) that establishes Rules that apply generally to all IEC Conformity Assessment Systems of which the IECEx System is one. The HBR is published as IEC CA 01.

IECEx Supplement to IEC CA 01 – more detailed specific requirements in addition to IEC CA 01 as applied to the IECEx System. The IECEx Supplement to the HBR is published as *IECEx 01-S*.

IECEx Operational Documents - are mandatory procedural documents that supplement IECEx Rules of Procedure and provide details on how to comply with IECEx Rules of Procedure

Guides – These documents are to provide guidance for a specific activity

Forms - A document for recording, storing or providing information in a predetermined format

IECEx Decisions

These are documents of the following types:

1. **ExMC Decisions** – decided by the ExMC and may be based on recommendations to the ExMC
2. **IECEx Executive Decisions** – decided by the IECEx Executive in accordance wiuth IECEx 0D 002 and may form recommendations to the ExMC, IEC CAB or other group as appropriate
3. **ExTAG Decisions** – decided by the ExTAG (typically at the annual ExTAG meeting) and may form recommendations to the ExMC
4. **ExTAG Decision Sheets** – prepared under the supervision of the ExTAG in order to ensure consistent application of requirements until such consistency can be provided by the relevant IEC Standard or other publication (Note that these may require systematic review)
5. **ExMC’s Committees Recommendations** - submitted to the ExMC by Committees (other than ExTAG) reporting to the ExMC (ExSFC, ExMarkCo, ExPCC and ExAG).
6. **ExSFC Decision Sheets** – prepared under the supervision of the ExSFC in order to ensure consistent application of requirements until such consistency can be provided by the relevant IEC Standard or other publication (Note that these may require systematic review)
7. **ExPCC Decision Sheets** – prepared under the supervision of the ExPCC in order to ensure consistent application of requirements until such consistency can be provided by the relevant IEC Standard or other publication (Note that these may require systematic review)
8. **ExAG Decisions** – decided by the ExAG and may form recommendations to the ExMC
9. **Working Group Recommendations** – submitted to the relevant Committee(s). These may be endorsed or rejected by the supervising Committee.

Document Approver – A body or person having the authority to approve the document

Document Owner – A body or person that has authority and responsibility for development, content and maintenance of a document

Effective Date – Date at which a document becomes effective when applicable if different from the publication date. Unless otherwise stated, IECEx publications require implementation from the date of publication and a new Edition or version supersedes all previous Editions or versions. If a transitional period or transitional arrangements apply to a specific document these shall be specified in the document (ideally in the Foreword or Introduction sections as appropriate)

Template - A document format that serves as a basis for a new document

History of changes – a brief summary of changes as illustrated in the examples below should, according to Document Level, be included in the publication to record the complete history of the publication or document:

|  |  |
| --- | --- |
| Date | Brief summary of changes |
| 2015-06-08 | Added responsibilities for Secretariat in Clause 8 |
| 2016-06-12 | Multiple changes as outlined in ExMC/####/R |

# General process for document management

## Software for document management

A currently supported version of Microsoft Word shall be used for the preparation, review and storage of all IECEx publications.

## Identification of document changes

All proposed and agreed changes to a document shall be clearly indicated (by track changes as the preferred method) in a Redline Version published in addition to the new version.

## Controlled Document Categories

All controlled documents are classified into one of the categories identified in Annex A and shall include the following details as content:

### Level I Documents

Level I documents shall include the following basic elements:

* Title nor subject
* document number
* issue date (yyyy-mm-dd)
* effective date
* revision date
* scope
* history of changes
* footer disclaimer as follows:

*This document is controlled and has been released electronically.
Only the version on the IECEx Website is the current document version.*

### Level II Documents

Level II documents shall include the following basic elements:

* title or subject
* document number
* issue date (yyyy-mm-dd) or applicable approval or implementation date(s)

### Level III Documents

Level III documents shall include the following basic elements

* title or subject
* document number
* issue date (yyyy-mm-dd)

### Level IV Documents

Level IV documents shall include the following basic elements

* title or subject
* document number
* issue date (yyyy-mm-dd)
* effective date for implementation (if not on date of publication)
* who must implement the contents of the document
* expiry &/or withdrawal &/or scheduled review date (if relevant)
* details of who approved its publication and who was consulted prior to publication

## Requirements for all Levels of Documents

1. Working documents still under preparation and consideration shall be clearly marked as draft (i.e. by use of a DRAFT watermark).
2. Documents shall be submitted for approval according to *Annex A*prior to publishing.
3. Invalid or obsolete documents shall be archived and removed from or moved within the IECEx website to prevent unintended use (refer Clause 11).
4. Record of approvals and status changes shall be maintained by the IECEx Secetariat for all controlled documents.

# Responsibilities

## 4.1 Document Control Administrator (IECEx Secretariat)

### Document Control Administrator is a role assigned to the IECEx Secretariat unless otherwise decided by the ExM

### Reviews submitted document for any inconsistencies.

NOTE: The IECEx Secretariat is permitted to fix typographical errors and make editorial revisions provided that the changes are not substantive (the intent of the content of the document is not affected) and that requirements are not added or removed.

### Verifies that submitted document has been approved for publication.

* Publication of the final controlled document

## 4.2 Document Owner

* Prepares the document for review, consideration or approval as appropriate to the stage of development.
* Ensures accuracy of the content before submitting for consideration.
* Confirms that included definitions are not in conflict with, nor duplicated in, the *IECEx Guide 01C*, Terms and Definitions document.
* Helps resolve issues and comments raised during the document review process and after the publication.
* Reviews the document within the prescribed review cycle.

In the case of some IECEx publications (for example, those IECEx Operational Documents that apply to more than one IECEx Scheme) more than one Committee, Working Group or other group may have a need to provide input to their maintenance or revisions – in this case the Document Ownership can be designated in terms of Sections or Clauses of the publication. These details of Document Owner(s) are specified in Annexes A, B and C of this Operational Document.

IECEx publications should include details of the Document Owner and these can be added at the next revision of publications where such details are not currently included.

## 4.3 Document Approver

Ensures that each document submitted for review or consideration is acted upon in due time and that notification is provided to the document owner upon approval or rejection of the submitted document. The processes employed by the Document Approver will be determined by the policies and procedures of their respective Committee or Working Group and these may be defined in other IECEx Publications (for example, IECEx OD 035)

# Document Format

* All documents must be prepared and submitted to the IECEx Secretariat by the Document Owner in Microsoft Word using *.docx* format.
* IECEx publications provided to users for completion by editing may be published in Microsoft Word using *.docx* format.
* All other publications shall be be published in PDF format.
* The IECEx Secretariat shall conduct an editorial review and correction, where necessary, of format, font, punctuation and spelling prior to publication.

# Document Identity Control

* The IECEx Secretariat will assign a unique Document Number to each new document or publication in accordance with Annex A prior to publication. Ideally a unique Document Number will be assigned in the early stages of development and a document proposer may request the assignment of a Document Number from the IECEx Secretariat.
* This IECEx Operational Document shall be regularly updated to include details of any new documents or publications.

# Document Version Control

* Original publications shall be designated as Edition 1.0
* Amendments that provide additional guidance, change only minor parts of the document, or add content to existing requirements shall be designated with as Edition #.1 following by Edition #.2 for any subsequent amendments to the same Edition etcetra.
* The revision of a publication that adds new requirements and / or represents major changes shall be designated as a new Edition #.0

# Document Accessibility

* Level I controlled documents and their most recent “red-line version” shall be electronically accessible to all relevant parties via the IECEx website.
* For all other controlled documents, the latest version shall be electronically accessible to all relevant parties via the IECEx website.
* IECEx Publications that contain commercially sensitive content or that are “committee-in-confidence” may be password protected and hence are only accessible to parties that have been provided with the relevant password. The need for a password will be evident when an attempt to open the link to a publication that is displayed on [www.iecex.com](http://www.iecex.com)

# Document Maintenance

1. For Level I controlled documents shall be subject to periodic review on a maximum three**-**year cycle by the Document Owner. If the document has been reviewed prior to the assigned review date, together with or independent of any modifications, the cycle may be reset at the discretion of the Document Owner.
2. The ExMC shall require each Committee and ExMCWG to report during the annual ExMC meeting on the status of their relevant controlled documents.
3. The Secretariat shall publish all Level I publications on the IECEx Website and provide details of:
	1. Document number
	2. Document name or title
	3. Publication date/ effective date

# Proposals for new IECEx documents and amendments to existing documents

The process for stakeholders to propose:

1. a new IECEx document or publication, or
2. amendments to existing IECEx documents or publications

is outlined in the followng Figure:



# Document Archiving

Unless otherwise stated, IECEx publications require implementation from the date of publication and a new Edition or version supersedes all previous Editions or versions. In order to prevent inadvertent use, superseded Editions and versions are withdrawn from normal access at [www.iecex.com](http://www.iecex.com). Upon withdrawal, these documents are archived in either the Archives section of [www.iecex.com](http://www.iecex.com) or on the IECEx server depending on the future needs for bodies to access these documents.

The IECEx Secretariat is responsible for archiving controlled documents that have been withdrawn. Requests for a copy of an archived controlled document that is not available in the Archives section of [www.iecex.com](http://www.iecex.com) may be submitted to the IECEx Secretariat.

# Document Retention

Controlled Documents that have been withdrawn or superseded shall be permanently stored and maintained in electronic format (both PDF and MS Word using *.docx* format) by the IECEx Secretariat and remain available (as per Clauses 8 and 11 above) for a minimum of ten (10) years.

1. : Control of Documents

| **Level** | **Controlled Document** | **Document Owner** | **Document Approver** | **IECEx Reference Procedure** | **Document Numbering Convention** |
| --- | --- | --- | --- | --- | --- |
| I | IEC Conformity Assessment Systems Harmonised Basic Rules (HBR) | IEC CAB | IEC CAB | Not applicable | As determined by IEC CAB |
| I | IECEx Supplement to the HBR | ExMC | IEC CAB | Not applicable | As determined by IEC CAB |
| I | IECEx Scheme Rules of Procedure | Relevant Scheme Committee reporting to the ExMC – refer ***Annex B*** | ExMC | Nil | IECEx aa-bWhere “aa” is a number 01, 02, 03, 04, 05 andwhere “b” is optional suffix |
| I | IECEx Operational Documents that establish requirements | Relevant Scheme Committee reporting to the ExMC – refer ***Annex C*** | ExMC | Nil | IECEx OD ccc-dWhere ‘ccc’ = a unique document number andwhere “d” is optional suffix |
| I | IECEx Operational Documents that provide guidance (eg. IECEx OD 011-#) | IECEx Secretariat | IECEx Secretariat | Nil | IECEx OD ccc-dWhere ‘ccc’ = a unique document number andwhere “d” is optional suffix |
| I  | ExTAG Decision Sheets | ExTAG | ExTAG | IECEx OD 035 | ExTAG/DS/yyyy/xxWhere “yyyy” is the year of issue and“xxx” is the xxxth DS issued in the year “yyyy” |
| I | ExSFC Decision Sheets | ExSFC | ExSFC | IECEx OD 302 | ExSFC/DS/yyyy/xxWhere “yyyy” is the year of issue and“xxx” is the xxxth DS issued in the year “yyyy” |
| I | ExPCC Decision Sheets | ExPCC | ExPCC | IECEx OD 508 | ExPCC/DS/yyyy/xxWhere “yyyy” is the year of issue and“xxx” is the xxxth DS issued in the year “yyyy” |
| I | IECEx Guides | IECEx Secretariat | Relevant IECEx Scheme Committee | Nil | IECEx Guide ggg Where “ggg” = a unique document number |
| I | IECEx Bulletin | IECEx Secretariat | ExMC | Nil |  |
| I | Technical Capability Documents | ExMC WG2 | ExMC |  | TCD xxxxxx-##Where“xxxxxx” = IEC, ISO or ISO/IEC Standardand (as appropriate)“xx” = Part number for the Standard |
| I | Forms - Application | Secretariat | ExMC |  | None specified |
| I | Forms – QAR Blanks | ExMC WG5 | ExMC |  | None specified |
| I | Forms – ExTR Blanks | ExTAG WG1 | ExMC |  | None specified |
| I | Forms – FAR Blanks | ExSFC | ExSFC |  | None specified |
| I | IECEx Conformity Mark License Agreements | IEC and Licensee  | IEC and Licensee | IECEx OD 422 | None specified |
|  |  |  |  |  |  |
| II | ExMC’s Meeting Decisions | ExMC | ExMC members at anExMC Meeting or by correspondence between meetings |  | “Decision yyyy/xx”Where “yyyy” is the year of issue and“xx” is the xxth Decision taken by the ExMC in the year “yyyy” |
| II | IECEx Executive Decisions | IECEx Executive | ExMC to endorse at ExMC Meeting or by correspondence between meetings | IECEx OD 002 | “Exec Decision yyyy/xx”Where “yyyy” is the year of issue and“xx” is the xxth Decision taken by the IECEx Executive in the year “yyyy” |
| II | ExMC’s Committees Meeting Decisions | Relevant Scheme Committee or Group reporting to the ExMC | ExMC to endorse at ExMC Meeting or by correspondence between meetings |  | “Decision ggggg/yyyy/xx”Where “ggggg” is the group ID (eg. ExTAG or ExAG)“yyyy” is the year of issue and“xx” is the xxth Decision taken by the group in the year “yyyy” |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| III | ExMC Meeting DocumentsNote: The final document may be in the next year meeting as the final corrected version | IECEx Secretariat | ExMC |  | Document name: ExMC/xxxxr/zzFile name: ExMC\_xxxxr\_zzWhere “xxxx” is the document number and may include a revision suffix revision (where r is A, B, C…..) and“zz” defines the *document type* as follows:CD = Document for Committee considerationDA = Draft AgendaDL = Decision ListDV = Document for Vote in a meeting or by correspondenceRV = Results of votingR = Report RM = Minutes reportINF= Document for informationQ = questionnaireRQ = Results of questionnaireAC = Administrative Circular |
| III | ExMC Meeting Report | IECEx Secretariat | ExMC |  | Document name: ExMC/xxxxr/RMFile name: ExMC\_xxxxr\_RMWhere “xxxx” is the document number and may include a revision suffix revision (where r is A, B, C…..) |
| III | ExMC’s Committees Meeting Documents | Relevant Scheme Committee reporting to the ExMC | ExMC |  | Document name: ccc/xxxx/zzFile name:  ccc\_xxxx\_zz Where “ccc” = the Committee ID and may be:* ExSFC
* ExMarkCo
* ExPCC
* etc.

and“xxxx” = the document numberand“zz” denotes document type\*  |
|  |  |  |  |  |  |
| IV | IECEx Extraordinary or Emergency publications | IECEx Executive Secretary | IECEx Executive Secretary in consultation with IECEx Executive | IECEx OD 002 | IECEx/xxx/EPWhere ‘xxx’ = a unique document number |

1. : IECEx Rules – Management Responsibility

|  |  |  |
| --- | --- | --- |
| **Document**  | **Responsible Committee** | **Delegated to:** |
| IECEx 01-S | ExMC | Nil |
| IECEx 02 | ExMC  | ExMC WG1 |
| IECEx 03-0 | ExSFC | Nil |
| IECEx 03-2 | ExSFC | Nil |
| IECEx 03-3 | ExSFC | Nil |
| IECEx 03-4 | ExSFC | ExSFC WG4 |
| IECEx 03-5 | ExSFC | ExSFC WG5 |
| IECEx 04 | ExMarkCo | Nil |
| IECEx 05 | ExPCC | ExPCC WG1 |
| IECEx 06 | ExMC | ExAG |

1. : IECEx Operational Documents - Management Responsibility

|  |  |  |
| --- | --- | --- |
| **Document**  | **Responsible Committee** | **Delegated to:** |
| IECEx OD 002 | ExMC | Nil |
| IECEx OD 003-1 | ExAG | Nil |
| IECEx OD 003-2 | ExAG | Nil |
|  |  |  |
| IECEx OD 008 | ExMC | Nil |
| IECEx OD 009 | ExMC | ExMC WG1 |
| IECEx OD 010-1 | ExMC | ExTAG |
| IECEx OD 010-2 | ExMC | ExTAG |
|  |  |  |
| IECEx OD 011-1 | ExMC | IECEx Secretariat |
| IECEx OD 011-2 | ExMC WG1 | IECEx Secretariat |
| IECEx OD 011-3 | ExSFC | IECEx Secretariat |
| IECEx OD 011-4 | ExMarkCo | IECEx Secretariat |
| IECEx OD 011-5 | ExPCC | IECEx Secretariat |
| IECEx OD 011-10 | ExMC | IECEx Secretariat |
|  |  |  |
| IECEx OD 012 | ExTAG | Nil |
| IECEx OD 017 | ExTAG | Nil |
| IECEx OD 018 | ExTAG | Nil |
| IECEx OD 019 | ExMC | Nil |
| IECEx OD 020 | ExTAG | Nil |
| IECEx OD 021 | ExTAG | Nil |
|  |  |  |
| IECEx OD 023 (to be renamed as IECEx OD 423) | ExMarkCo | Nil |
| IECEx OD 024 | ExMC | ExTAG WG6 |
| IECEx OD 025 | ExMC | ExMC WG5 |
| IECEx OD 026 | ExAG | Nil |
|  |  |  |
| IECEx OD 031 | ExMC | Nil |
| IECEx OD 032 | ExAG | Nil |
| IECEx OD 033 | ExMC | Nil |
| IECEx OD 034 | ExMC | Nil |
| IECEx OD 035 | ExMC | ExTAG |
|  |  |  |
| IECEx OD 050 | ExMC | Nil |
|  |  |  |
| IECEx OD 060 | ExMC | IECEx Executive |
|  |  |  |
| IECEx OD 099 | ExMC | IECEx Secretariat |
|  |  |  |
| IECEx OD 107 | ExMC | ExAG |
| IECEx OD 202 | ExTAG | ExTAG WG10 |
| IECEx OD 203 | ExMC | ExMC WG1 |
| IECEx OD 204 | ExAG | Nil |
| IECEx OD 205 | ExAG | Nil |
| IECEx OD 206 | ExAG | Nil |
| IECEx OD 207 | ExMC | ExTAG WG12 |
| IECEx OD 208 | ExMC | ExMC WG5 |
| IECEx OD 209 | ExMC | ExMC WG1 |
| IECEx OD 210 |  |  |
|  |  |  |
| IECEx OD 233 | ExMC | ExTAG |
|  |  |  |
| IECEx OD 250  | ExMC | ExMC WG5 |
|  |  |  |
| IECEx OD 255 | ExMC | Nil |
|  |  |  |
| IECEx OD 280 | ExTAG | Nil |
|  |  |  |
| IECEx OD 301 | Not applicable | EASA /AEMT |
| IECEx OD 313-2 | ExSFC | Nil |
| IECEx OD 313-3 | ExSFC | Nil |
| IECEx OD 313-4 | ExSFC | ExSFC WG4 |
| IECEx OD 313-5 | ExSFC | ExSFC WG5 |
| IECEx OD 314-2 | ExSFC | Nil |
| IECEx OD 314-3 | ExSFC | Nil |
| IECEx OD 314-4 | ExSFC | ExSFC WG4 |
| IECEx OD 314-5 | ExSFC | ExSFC WG5 |
| IECEx OD 315-5 | ExSFC | ExSFC WG5 |
| IECEx OD 316-2 | ExSFC | Nil |
| IECEx OD 316-3 | ExSFC | Nil |
| IECEx OD 316-4 | ExSFC | ExSFC WG4 |
| IECEx OD 316-5 | ExSFC | ExSFC WG5 |
|  |  |  |
| IECEx OD 422 | ExMarkCo | Nil |
|  |  |  |
| IECEx OD 501 | ExPCC | ExAG |
| IECEx OD 502 | ExPCC | ExPCC WG1 |
| IECEx OD 503 | ExPCC | ExPCC WG2 |
| IECEx OD 504 | ExPCC | ExPCC WG2 |
| IECEx OD 505 | ExPCC | ExAG |
| IECEx OD 507 | ExPCC | ExAG |
| IECEx OD 521 | ExPCC | ExPCC WG4 |
|  |  |  |

INTERNATIONAL IEC SYSTEM FOR CERTIFICATION TO

ELECTROTECHNICAL STANDARDS RELATING TO EQUIPMENT

COMMISSION FOR USE IN EXPLOSIVE ATMOSPHERES

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