



ExMarkCo/09/CD
March 2008

**INTERNATIONAL ELECTROTECHNICAL COMMISSION IEC SCHEME FOR
CERTIFICATION TO STANDARDS FOR SAFETY OF ELECTRICAL EQUIPMENT
FOR EXPLOSIVE ATMOSPHERES (IECEX SCHEME)**

**Title: Application from VTT for approval to issue the IECEx Conformity
Mark License.**

Circulated to: Members of the IECEx Conformity Mark Committee, ExMarkCo

INTRODUCTION

The IECEx Secretariat is pleased to advise that an application has been received from VTT an accepted ExCB within the IECEx Scheme, for approval to issue the IECEx Conformity Mark License.

This document is issued for consideration by the IECEx Conformity Mark Committee, ExMarkCo, in accordance with IECEx 04 - IEC Scheme for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEX Scheme) – IECEx Conformity Mark Licensing System – Regulations, during the coming Singapore Meeting.

The secretariat will present a review document of VTT's application during this meeting.

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**ExMarkCo/09/CD
March 2008**

APPLICATION FROM VTT

The Certification Body of VTT seeks agreement to issue the IECEx Conformity Mark License.

The Certification Body of VTT has been an accepted IECEx Certification Body, ExCB, within the IECEx Scheme since 2006.

The Certification Body of VTT agrees to abide by the IECEx Conformity Mark Regulations and Operational Procedures and also with the decisions of the IECEx Management Committee.

The authorised person who shall act on behalf of the TUP, ExCB in matters relating to the IECEx Conformity Mark License is Mr Risto Sulonen, Team Leader of Electrical Ex-apparatus team.

Copies of the internal procedures from VTT, ExCB, for the issuing and control of IECEx Conformity Mark Licenses are attached as Annexes A to D.

The Certification Body of VTT accepts the payment of any application fee as determined by the IECEx Management Committee.

Appendix A

Application From VTT

VTT seeks agreement to issue the IECEx Conformity Mark License.

VTT has been an accepted IECEx Certification Body, ExCB, within the IECEx Scheme since 2006.

VTT agrees to abide by the IECEx Conformity Mark Regulations and Operational Procedures and also with the decisions of the

IECEx Management Committee.

The authorised person who shall act on behalf of VTT, ExCB in matters relating to the IECEx Conformity Mark License is Mr Risto Sulonen, Team Leader of Electrical Ex-apparatus team.

Copies of the internal procedures from VTT for the issuing and control of IECEx Conformity Mark Licenses are attached

VTT accepts the payment of any application fee as determined by the IECEx Management Committee.

Kind regards

Risto Sulonen

IECEX APPLICATION FORM

VTT fills

Project name:			
Project number:		Project short name:	
Persons in charge:		Review and approval:	
Impartiality checked:			
Received:	Updated:	Started:	Done:

Customer fills

Customer is for the apparatus <input type="checkbox"/> manufacturer <input type="checkbox"/> agent		Tel No.: Fax No.: Email:
Name: Address: Post Code: Contact person:		VAT Registration No.: Reference: (that you wish to use when writing to you)
Object of application <input type="checkbox"/> IEC CERTIFICATE OF CONFORMITY <input type="checkbox"/> IECEX QUALITY ASSESSMENT REPORT (QAR) <input type="checkbox"/> IECEX CONFORMITY MARK LICENSE		
Designation of Equipment Equipment: Type:		<input type="checkbox"/> IECEX TEST REPORT (EXTR) <input type="checkbox"/> ATEX-CERTIFICATE BASED ON EXTR AND QAR
Designation of Equipment Equipment: Type:		
What Ex-standards should be used when for testing and certification:		
Certificate of conformity: identify any certificate of conformity already held for the product or product series.		
Certificate reference:		Provided by:
Short description of the apparatus: This will become the title of your test report and certificate of conformity. It should include all options/variations to be covered.		Ex-coding the apparatus is to be certified: Ambient temperature range for the apparatus: Normal <input type="checkbox"/> (- 20 °C ... + 40 °C) Other <input type="checkbox"/> Range:
Drawings and documents as relevant: Drawings and a list of drawings shall be included with the order or with the specimen Copies of the applicant's internal procedures for use, display and control of the IECEX Conformity Mark and the signed License agreement by Supplier between VTT and the Supplier		

Test done by other instances				
Are any supplements or test reports included of the tests made by other instances: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Does the manufacturer have a quality management system complying with iso 9001:2000 or equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, state the name of the third-party certification body and enclose a copy of the certificate showing scope of certification:				
Is there an existing IECEx Quality Assessment Report (QAR) associated with the submitted product?				
<input type="checkbox"/> Yes If yes, please provide a copy. QAR reference number:			<input type="checkbox"/> No If no, please provide the following details:	
Site(s) to be assessed				
Details of Site 1	No. of employees	No. of ExTR to be covered	Do you hold ISO9001 Certification (provide a copy)	List of Ex Standards to be covered
Details of Site 1	No. of employees	No. of ExTR to be covered	Do you hold ISO9001 Certification (provide a copy)	List of Ex Standards to be covered
Details of subcontracted work, eg Machining, subassemblies, surface finishing				
List of ExTR's covered by this assessment				

UNDERTAKING:

I/we confirm that i/we have read, understood, agree and undertake to abide by the rules and procedures of the IECEx Scheme, as outlined in Scheme Rules IECEx 02, IECEx04 and Operational documents as amended, as well as VTT's General and IECEx Certification Terms and Conditions. Further we confirm that the product now submitted for certification was designed to comply with the requirements of the standards outlined in this application. In case of ATEX-certification we additionally declare that no proceeding of a certification of the same apparatus has been given to an other Notified Body.

Sample Testing

I hereby request VTT to examine and test the equipment described in the schedule below for compliance with the specified IEC standard(s) and nominated national differences.

Where the application includes reference to options, variations, or more than one model or type, i request VTT to examine and report on the effect of such options, variations or different models with respect to the requirements of the standard or standards.

I accept that damage may occur to the equipment as a result of the testing carried out.

Invoicing

I agree to pay all costs incurred in carrying out the above work according to the order (based on the offer) by VTT.

Address for forwarding invoice:

Accounts payable contact:.....

Phone: fax:.....

Sample return yes no

I hereby accept all freight and handling charges are the responsibility of the customer. Contact details must be provided for liaison on sample return.

Certificate to be sent to: Name:.....

Address:

Signed for and on behalf of applicant:

(signature of authorized person) *

(name in block letters)

.....
(title or position of signatory)

(in the case of a company, firm, or partnership)

date:

***Person signing on behalf of manufacturer shall be an authorized company representative. If application is lodged by a person not directly employed by the intended certificate holder, then a letter from the intended certificate holder shall be attached.**

LICENSE AGREEMENT BETWEEN VTT, EXPERT SERVICES/ELECTRICAL EX-APPARATUS AND

.....
**CONCERNING
OPERATION AS A SUPPLIER TO OBTAIN IECEX CONFORMITY
MARK LICENSES**

For the next product(s):

Type	IECEX Certificate nro

This Agreement is made on[date] by and between:
VTT,Expert Services/Electrical Ex-apparatus (herein after referred to as 'VTT')

And

.....[Name of the Supplier], with offices at[address]
(herein after referred to as '**the Supplier**')

VTT and the Supplier Body are hereinafter sometimes referred to as 'The Parties' or separately referred to as 'a Party'.

Whereas:

- a. **VTT** is an accepted IECEX Certification Body (ExCB) in accordance with IECEX 02 and has applied to be recognised as an IECEX Conformity Mark License issuing Body to be authorised to license the use of the IECEX Conformity Mark in accordance with the IECEX Conformity Mark Regulations, IECEX 04 and Rules and Procedures detailed in IECEX Operational Document OD 022, as amended.
- b. The Supplier is first an applicant and after a successful assessment/audit becomes a Holder or Licensee.

Definitions

- 1. '**Regulations**' means the IECEX Conformity Mark Regulations, IECEX 04, always in their valid versions.
- 2. '**The IECEX Management Committee (ExMC)**' means the Management Committee of the **IECEX Scheme and all its Programs, including the Licensing of the IECEX Conformity Mark** defined above.
- 3. '**IECEX Conformity Mark**' means the IECEX Conformity Mark owned and

Appendix C

operated by the IEC as defined in the IECEx Conformity Mark **Regulation, IECEx 04**.

It is hereby agreed as follows:

1. Authorisation

VTT is authorised to issue IECEx Conformity Mark Licenses for the use of the **IECEX Conformity Mark** on or associated with Ex products which are covered by a current IECEx Certificate of Conformity, in accordance with IECEx 02 and issued by VTT and meet all the requirements of **the IECEx Conformity Mark Regulations (IECEX 04), the Rules and Procedures (OD 022) and the IECEx Conformity Mark Terms and Conditions (OD 023)**, subject to the conditions and limitations set out hereafter. In authorising the VTT to issue IECEx Conformity Mark Licenses, this agreement does not give any other contractual rights to VTT outside that as provided by the IECEx Conformity Mark License Regulations (IECEX 04).

The Supplier is authorised to use IECEx Conformity Mark on it's products which are covered by a current IECEx Certificate of Conformity, in accordance with IECEx 02 and issued by the VTT and meet all the requirements of **the IECEx Conformity Mark Regulations (IECEX 04), the Rules and Procedures (OD 022) and the IECEx Conformity Mark Terms and Conditions (OD 023)**, subject to the conditions and limitations set out hereafter. In authorising the supplier to use IECEx Conformity Mark, this agreement does not give any other contractual rights to the Supplier outside that as provided by the IECEx Conformity Mark License Regulations (IECEX 04).

2 Conditions for the use the IECEx Conformity Mark

The supplier shall comply all the terms and conditions for use of the IECEx Conformity Mark as stated in OD 023 "Terms and conditions for use of the IECEx Conformity Mark".

3 Validity

This agreement shall come into force from the date that it is signed by both **Parties** for an initial period of three years, and shall be tacitly renewed for successive periods of equal duration.

4 Termination

This Agreement can be terminated by either **Party** after consultation and following the receipt of written notification. Each **Party** shall take the required measures to duly finalise its existing commitments.

Appendix C

The Supplier agrees to comply with the termination requirements detailed in the Rules and procedures (OD 022) and Terms and Conditions (OD 023).

In witness whereof each **Party** has caused this Agreement to be executed by its duly authorised representatives on the date first set forth above.

SIGNED

For and on behalf
of VTT, Expert Services/Electrical Ex-apparatus

For and on behalf
of the Supplier

Ohjetyyppi:	IECEX-sertifiointilaitoksen ohje
Voimaantulo pvm:	9.3.2008
Korvaa ohjeen:	Uusi ohje
Muutoksen luonne:	-
Jakelu:	Intranet
Ohjeen ylläpitäjä:	Ex-sähkölaitteet

Laatija

Risto Sulonen

Hyväksyjä

Antti Turtola

***Paperikopion haltija vastaa siitä, että hänen käytössään oleva versio on voimassa!
Voimassaoleva versio on intranetissä.***

Rules and Procedures applicable to the issuing of an IECEx Conformity Mark License

This procedure applies when VTT is issuing an IECEx Conformity Mark License:

1 Requirements

The following requirements apply to VTT when processing an application for an IECEx Conformity Mark License:

- a) VTT must hold a current IEC / ExCB License, issued in accordance with Section 1 OD22, prior to accepting any applications from manufacturers.
- b) VTT may only accept an application from a holder of an IECEx Certificate of Conformity (CoC) issued, in accordance with the IECEx Rules of Procedures IECEx 02, the agreement with IEC and where the IECEx CoC has been issued by VTT;
- c) The IECEx Conformity Mark License may be issued to cover one or more than one IECEx CoC, with all IECEx CoC reference numbers shown on the IECEx Conformity Mark License
- d) The IECEx Conformity Mark License shall only cover IECEx CoCs that have a "Current" Status, according to IECEx Operational Document OD 009.
- e) Should any of the IECEx CoCs referred to on the IECEx Conformity Mark License become "suspended" or "Cancelled" the IECEx Conformity Mark License shall be updated by the removal of such IECEx CoC references.
- f) VTT shall ensure that all holders of an IECEx Conformity Mark License, issued by them comply with the "IECEX Conformity Mark License Conditions" detailed in Operational Document OD 023

2. Assessment and Surveillance of IECEx Conformity Mark License holders (Licensees)

VTT shall ensure that all holders of the IECEx Conformity Mark License (Licensees) are subjected to assessment and surveillance for their ability to control application, use and display of the IECEx Conformity Mark in accordance with the IECEx Conformity Mark License Regulations, this Operational Document and the IECEx Conformity Mark License Terms and Conditions, OD 023.

Such surveillance may be considered as an extension to the existing surveillance for holders of an IECEx CoC.

VTT is required to investigate any claims of misuse of the IECEx Conformity Mark or where such evidence exists concerning IECEx Conformity Mark Licenses that it has issued, in order to protect the integrity of the IECEx Conformity Mark and IEC.

3 Appeals

Appeals concerning the issuing and maintaining of an IECEx Conformity Mark License are handled according to VTT's rules in CBEx 001.

4 Procedure for VTT issuing IECEx Conformity Mark Licenses

The more detailed procedures used by VTT to issue IECEx Conformity Mark Licenses are those requirements outlined in Figure 2 with details specified in Table 2 in OD 022.

Document History

Versio	Pvm	Kohta	Kuvaus muutoksesta