**INTERNATIONAL ELECTROTECHNICAL COMMISSION IEC SYSTEM FOR**

**CERTIFICATION TO STANDARDS RELATING TO EQUIPMENT FOR USE IN**

**EXPLOSIVE ATMOSPHERES (IECEx SYSTEM)**

**TITLE: Draft Revised IECEx Operational Document OD 003-1, Assessment Procedures for IECEx acceptance of Applicant Ex Certification Bodies (ExCBs), Ex Testing Laboratories (ExTLs) and Additional Testing Facilities (ATFs)**

Part 1: Appointment and surveillance of assessors for IECEx certification schemes

**CIRCULATED: IECEx Management Committee, ExMC**

**INTRODUCTION**

In line with Recommendation 2 from the ExAG Report, ExMC/1639/R, This document is issued as the Draft Edition 3.0 of the IECEx Operational Document, OD 003-1,

*Part 1: Appointment and surveillance of assessors for IECEx certification schemes,*

prepared by the ExAG and submitted for consideration at the 2020 IECEx Remote Meeting under Agenda Item 7, ExMC/1614A/DA.

**Chris Agius**

**IECEx Executive Secretary**

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| **Visiting address:****IECEx Secretariat** **Level 33, Australia Square264 George StreetSydney NSW 2000Australia** | **Contact Details:****Tel: +61 2 4628 4690****Fax: +61 2 4627 5285****E-mail: info@iecex.com**[**http://www.iecex.com**](http://www.iecex.com) |

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

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IECEx Operational Document 003-1

**Assessment Procedures for IECEx acceptance of Applicant Ex Certification Bodies (ExCBs), Ex Testing Laboratories (ExTLs) and Additional Testing Facilities (ATFs)**

Part 1: Appointment and surveillance of assessors for IECEx certification schemes

INTRODUCTION

This operational document has been prepared to detail the process for appointing IECEx assessors and to establish a general Code of Conduct for all IECEx assessors appointed by the IECEx ExMC， via the IECEx Ex Assessment Group, ExAG. This document replaces the previous edition of the document OD 003-1.

This document also sets out requirements for the maintenance of assessors’ competencies and the on-going verification of acceptance by ExMC as a means of maintaining international confidence in the IECEx ExCB, ExTL and ATF Assessment process.

Document History

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| Date | Summary |
| April 2009 | Edition 1This document supersedes and replaces ExMC/102/CD Surveillance of IECEx Assessors |
| September 2017 | Edition 2.0This document supersedes and replaces OD 003-1 Edition 1.0 |
| May 2020 | Edition 3.0This document supersedes and replaces OD 003-1 Edition 2.0 |

Address:

IECEx Secretariat

Level 33, Australia Square

264 George Street

Sydney NSW 2000

Australia

Contact Details:

Tel: +61 2 4628 4690

Fax: +61 2 4627 5285

e-mail: info@iecex.com

<http://www.iecex.com>

Appointment and surveillance of assessors for IECEx certification schemes

# Scope

This operational document addresses the appointment and surveillance of IECEx assessors for all the schemes within the IECEx System.

# Application

The applicant assessor shall complete [ExMC/43/Q](http://www.iecex.com/committee_docs/ExMC_43C_Q_Assessor_Application_Updatel_data.doc) (latest version) IECEx Assessor Application, and attach a copy of their current Curriculum Vitae.

# Endorsement of application

The application shall be reviewed and endorsed by the applicant’s National Member Body and forwarded to the ExMC Secretariat. This process shall include a review of the assessor competences as required by 10.1 and Annex A. The supporting information for this review may initially be provided to the National Member Body by the applicant assessor's sponsoring organization/employer.

# IECEx assessor training

The applicant will need to attend IECEx assessor training prior to final acceptance. This day may be attended any time after the application is made. But consideration will be given to including others when the training is conducted, for example those just about to make application.

NOTE The members of ExAG have a standing invitation to attend IECEx assessor training sessions.

# Review by IECEx Secretariat

The IECEx Secretariat then checks if the application contains all the required documents and for evidence that the applicant has completed assessor training, and seeks additional information if needed. Once the application is complete it is forwarded to the Convenor and Deputy Convenor of ExAG for them to review the application against the criteria for an assessor.

# Review by ExAG

The review by the ExAG Convenor and Deputy Convenor is documented in a spreadsheet and a recommendation is also included in that spreadsheet. The recommendation will include the IECEx Schemes for which acceptance is recommended and may include recommended restrictions based on the assessor’s competencies.

# Voting and acceptance by ExAG

The Convenor of ExAG will then organise with the IECEx Secretariat to submit the application to vote by ExAG, together with the application documents and the review spreadsheet. The voting period will normally be four weeks, but may be extended to six weeks if it is close to a summer holiday period (Northern or Southern Hemisphere).

# Entry into the list of approved assessors

If there is a majority of votes in favour of the application, the candidate is appointed as an assessor by the IECEx Executive Secretary and added to the list of assessors on the IECEx website. The applicant will be advised of his/her appointment by the Convenor of ExAG.

# Reporting to ExMC

The ExAG will provide a report to the ExMC for noting, with information about assessors who have been accepted by ExAG.

# General requirements for all assessors

All assessors, when conducting ExCB, ExTL and ATF assessments, shall follow the assessment procedures as outlined in the following documents, as applicable: OD 003-2, IECEx Technical Capability Documents, and the IECEx Scheme Rules IECEx 02, IECEx 03 series, IECEx 04 and IECEx 05.

IECEx assessors are expected to act professionally and in a timely manner at all times during the assessment process, including not allowing any commercial or other interests to impair their judgement.

# Competencies and skills of assessors and lead assessors

## Assessors

Applicant assessors are expected to have the competencies and skills shown in Annex A. These shall be reviewed by the national member body as part of the application process. Assessors must have both general competence, and technical competence and skills detailed in the annex. In addition, assessors shall meet the following, which shall be detailed in the application form:

* Good English skills, both written and verbal
* Auditor training on ISO/IEC 17065, ISO/IEC 17025, ISO/IEC 17024 or ISO 9001
* Employment or other experience relevant to Ex
* IECEx experience over a period of at least 5 years
* Relevant auditing experience of at least five years

## Lead assessors

Appointment of lead assessors will be by invitation by the Chairman of IECEx from the existing pool of assessors. Each new lead assessor will be required to initially lead at least one assessment under supervision of an existing lead assessor, prior to being recommended for appointment as a lead assessor. The Chairman of IECEx may consult with ExAG Convenor as part of the process of making a decision on the appointment of a lead assessor.

Lead assessors are expected to be able to demonstrate the ability to lead ISO 9001 audits. For example, a lead auditor with an ExCB body auditing to ISO/IEC 80079-34 would meet this requirement.

# Communication

Assessors shall respond in a timely manner to all correspondence relating to the IECEx Assessment or any other IECEx System matters. In general, a maximum response time of 48 hrs, from receiving the correspondence.

E-mail correspondence is expected. Assessors shall at all times ensure that their contact details, as recorded on the IECEx website Directory, are current and if not, to immediately notify the IECEx Executive Secretary at chris.agius@iecex.com.

# Maintenance of competencies and skills

It is expected that all assessors will ensure that their technical knowledge of Ex matters and audit skills remain current and that they maintain up to date knowledge of changes in Ex Standards and IECEx Schemes' requirements.

Assessors are expected to maintain auditing skills.

Assessors are required to attend an IECEx assessor training at least once every two years. Those who do not meet these requirements may be removed from the assessor panel by the IECEx Executive Secretary on recommendation of ExAG.

# Acceptance of assigned tasks

Assessors are expected to accept assessment tasks assigned to them, noting that there may be periods during which assessors may be unavailable. In such instances assessors shall inform the Secretariat of their unavailability and the period of time for which they are unavailable.

As noted in the application form, the availability of assessors is critical to the bodies being assessed and to the credibility of the IECEx System and its Schemes. If assessors are consistently unable to be available for assessments, or are not able to respond to issues related to assessments so they can be carried out and concluded in a timely manner, then their position as an IECEx assessor will be reviewed.

# The re-appointment of assessors

A periodic review of assessors (at approximately 5-year intervals) will be carried out by ExAG. At this time assessors may be required to submit a new IECEx Assessor Questionnaire form [ExMC/43/Q](http://www.iecex.com/committee_docs/ExMC_43C_Q_Assessor_Application_Updatel_data.doc) (latest version).

If an assessor fails to submit a new IECEx Assessor Questionnaire when requested during the review, the IECEx Executive Secretary may remove the assessor from the panel of appointed IECEx assessors.

# Feedback on assessments and assessors

At the end of an assessment, when all issues have been resolved and the report finalised, the IECEx Executive Secretary will issue a form (IECEx OD 206) to the body that has been assessed seeking their feedback on the assessment process and the performance of the assessors.

In addition to the above, complaints regarding the conduct of an assessor may separately be raised with the IECEx Executive Secretary. These complaints shall be in writing.

Where there is a complaint, the Secretary shall notify the Convenor of ExAG and in consultation with the IECEx Chairman and Officers shall determine the course of action in relation to complaints about assessors. One option available is the removal of the assessor as an appointed assessor. In such cases, the Convenor of ExAG shall report at the next ExMC meeting. The Secretary may need to adjust the above process if the Convenor of ExAG is the subject of the complaint.

The Secretary shall maintain a record of complaints and the action taken.

Feedback on the assessment process will be used by ExAG as a means to identify potential improvements to the assessment process.

1. Competencies and skills for assessors
	1. General competence

Assessors shall possess the following general competence:

1. Good interpersonal skills;
2. Good oral and written communication skills;
3. Basic knowledge of ISO 9001, ISO/IEC 17065, ISO/IEC 17025, ISO/IEC 80079-34, ISO/IEC 17040, and ISO/IEC 17024 as far as appropriate; and
4. Familiarity with the relevant IECEx rules, procedures and operational documents relevant to the Scheme for which they are applying to be an assessor.
	1. Technical competence and skills

Assessors shall possess the following technical competence and skills:

1. A broad knowledge of Ex philosophies including an understanding of:
* The ignition properties of flammable and combustible materials;
* The properties, mechanisms and control of ignition; and
* A significant range of protection techniques in the IEC 60079 series and ISO/IEC 80079 series.
1. Access to, or involvement in:
* IEC or corresponding national standards such that there is assured access to knowledge of all developments in those standards; and
* Ex research
1. Documentation and reporting skills
2. At least five years' practical experience in the scope of the relevant IECEx scheme(s). This may be achieved, but not limited by:
* Employee or contractor for an ExCB, ExTL or ATF
* Ex responsible person within an Ex equipment manufacturer or situations associated with explosive atmospheres
* Involved in IECEx working groups or committees
* Expertise / consulting for IECEx products or services

For the IECEx 03 Scheme the following technical experience and knowledge is also relevant:

* Sufficient experience in the activities covered by the IECEx Certified Services Facility Scheme;
* Sufficient experience in the “Ex service sector”;
* Familiarity with the Standards as they apply to explosion protection techniques used by organisations covered by IECEx Certificates for Service Facilities; and
* Familiarity with 03 Scheme Rules of Procedure and Operational Documents.