

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

**Title: 2020 Meeting of Working Group WG5 - Quality System requirements of  
Ex Manufacturers - Meeting Report**

---

**INTRODUCTION**

This document is a report on the web conference format meeting of ExMC WG 5 on 12th May 2020 and is now submitted for ExMC consideration.

The report includes the following recommendation and the 2020 meeting of the ExMC is also requested to take a decision on this.

**RECOMMENDATION #1: to the ExMC that IECEx OD 208 be withdrawn on the basis that the updated of F-001 will now serves this purpose.**

**IECEx Secretariat  
Level 33, Australia Square  
264 George Street  
Sydney NSW 2000  
Australia**

**Tel: +61 2 8206 6940  
Fax: +61 2 8206 6272  
Email: [info@iecex.com](mailto:info@iecex.com)  
Web: [www.iecex.com](http://www.iecex.com)**

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

**Meeting of Working Group WG5 – Quality System  
requirements of Ex Manufacturers**  
held remotely via GoToMeeting  
on Tuesday 12<sup>th</sup> May 2020  
at 15:00 to 18:00hrs (Time Zone = UTC)

**MEETING REPORT**

SUBJECT
<p><b>1. OPENING OF THE <u>WORKING GROUP 5</u> MEETING – Mr Roy Teather</b> Opening by the Convenor at 15:00 UTC followed by comments from the Convenor and confirmation of attendance. No apologies for absence were received.</p>
<p><b>2. WG5 Terms of Reference and Membership</b> Members <u>confirmed</u> the ExMC WG5 Terms of Reference and Membership (as indicated on IECEx Website and copied below).</p> <p><i>Working Group 5 – preparation of quality management system requirements for manufacturers. Guidance for the assessment and auditing of quality management systems will be a further output of this WG.</i></p>
<p><b>3. APPROVAL OF THE AGENDA – Working Group 5</b> Members approved the agenda as circulated with the addition of the “Audit Report Template 80079-34 ed 2” document circulated by the Convenor for discussion under Agenda Item 14.</p>
<p><b>4. Report / Discussion on Action Items</b> Members noted (without comment or questions) the summary of outstanding actions from previous meeting as circulated as <i>2019 ExMC WG5 Meeting report in ExMC/1487/R</i></p>
<p><b>5. Report / Discussion on Action Items from the 2019 ExMC Meeting in Dubai</b> The meeting noted the agreed action (refer <u>ExMC/1546/DL</u>, IECEx ExMC Decision 2019/31) for the WG5 Convenor to conduct a webinar to explain the use of F-001 and discussed various options to progress this noting the support services available from the IEC Central Office. The meeting <b>agreed</b> to leave this to the Convenor and Secretariat to organise noting the various possibilities available including a recorded session for ExCBs to view at their leisure.</p> <p><b>ACTION #1:</b> Convenor and Secretariat to organise within the next quarter and as soon as possible after the revision of F-001 is finalised.</p>
<p><b>6. Revision to IECEx Quality Assessment Report Form (F-001 Ed.3.1)</b> The Convenor presented the latest draft new F-001 Audit Report Form (2020-05-07 Version), with the meeting noting that the format provides for use of this report format to cover IECEx as well as other Schemes, eg ATEX</p>

## SUBJECT

The meeting then **agreed** to include the following changes/points:

- Change “Critical Suppliers” to “External Providers” to align with the ISO/IEC 80079-34
- Review to ensure consistent font and size of text throughout
- Change 2.8 to advise that only QA docs used in Section 4 are to be recorded (and possibly recommend addition of details to IECEx OD 025, Clause 6.6.1 on what needs to be included in F-001
- Edit Note 1 under Section 4 in accordance with the above item
- Remove reference to ATEX identifier on bottom page 1
- Remove Section 3 as this duplicates Section 1
- {regarding above ...refer **Draft #5 of F-001** prepared during this meeting}

**ACTION #2:** Secretariat to update the Form in line with the decisions from this meeting and proceed to publish and issue.

### 7. ISO 9001 and ISO / IEC 80079-34

Members **noted** (without comments or questions):

*Decision 2018/38 (ExMC/1436/DL)*

*The Meeting accepted the ExMC WG5 report contained in Document ExMC/1417/R and accepted ExMC WG5 Recommendation #1 as amended to read:*

- *that New Edition 2.0 of ISO/IEC 80079-34 be applied immediately upon publication with a maximum transition period from Ed 1.0 to 2.0 be no more than 2 year from date of publication of Ed 2.0.*
- *endorsed ExMC WG5 Recommendation #2 as amended to read*  
*In noting that Ed 2.0 of ISO/IEC 80079-34 will include information covered by OD 005-3 that ExMC approves the withdrawal of OD 005-3 at the completion of the Transition period to Ed 2.0 of ISO/IEC 80079-34.*  
*Transition period is 31 August 2020 – OD 005-3 to removed from IECEx Website and discontinued, after this date.*

and also, that the IECEx Secretariat sent ExTAG Circular ExTAG/247C/Inf as a final reminder of this change on 2020-03-11.

### 8. Revision of OD 208 Audit Checklist Ed. 01– (WG5)

The meeting noted the draft Ed 2.0 of new OD 208 Checklist, questioned the need for IECEx OD 208 and then **agreed** to recommend to ExMC to withdraw the OD on the basis that F-001 provides the information needed.

**ACTION #3:** **Recommendation #1** to the ExMC that IECEx OD 208 be withdrawn on the basis that the updated of F-001 will now serves this purpose.

### 9. Revision of IECEx OD 025 Ed 3.1

Members suggested that we need to consider incorporating some of the remote auditing practise of OD 060 into a revision of IECEx OD 025 as future work

### 10. Revision of IECEx OD 026 Ed 3.0

Members discussed whether the current edition of IECEx OD 026 contains sufficient requirements regarding the level of relevant knowledge of auditors of manufacturers and noted that Auditor Competence is a matter for the ExCB and that this is also addressed at IECEx peer

## SUBJECT

Assessments It was also noted that manufacturers have an avenue to raise concerns if ExCBs use insufficiently competent auditors.

The above discussion did not result in any conclusions or suggestions for revisions of IECEx OD 206 at this point in time.

### 11. Feedback on OD060 Ed 1.0 “Management of Extraordinary Circumstances”

Members reviewed additional text for Section 3 of OD060 as proposed by the Convenor and also considered the possible need for the use of remote auditing practices after the impacts of Covid-19 are reduced (noting that this will also need revision of IECEx OD 025). The meeting then agreed to support the Convenor’s proposed edits for inclusion in a revision of IECEx OD 060.

**ACTION #4:** IECEx Secretariat to include the ExMC WG5 Convenor’s proposed changes to Section 3 in an updated version of OD 060 for consideration by the ExMC

### 12. Feedback on IECEx OD 250 “Guidance on the Management of IECEx Quality Assessment Reports (QARs) (Ed. 2)”

Members **agreed** that no revisions are needed to IECEx OD 250 at this point in time.

### 13. Feedback on OD 011-2

Members **agreed** that no revisions are needed to IECEx OD 011-2 at this point in time however further consideration of the Convenor’s proposals on Audit Scheduling and on the format of the Online QAR Summary may necessitate expansion or revision of IECEx OD 011-2 in the future.

### 14. Other Business

The meeting considered the proposed Scheduling tool prepared by the Convenor and suggested that this could be included in a draft revision of OD 025 for further review by WG5

The meeting also considered a proposal from the Convenor on an improved Online QAR Summary layout update and **agreed** to explore this further but noted that many ExCBs issue a QAR for each site audited while some use one QAR covering more than one site.

The Convenor offered to prepare an updated specification for alterations to the QAR On-Line Summary for the Secretariat to take to the IEC IT based on comments from this meeting.

**ACTION #5:** Updated template specification to be prepared by the Convenor and Secretariat and circulated to ExMC WG5 members for further review

### 15. Next Working Group 5 Meeting

To be scheduled as part of the May 2021 IECEx Operational Meetings to be held in Dubai.

### 16. Close of Working Group 5 Meeting at 1800 UTC