



ExMC/1610/R
July 2020

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

TITLE: Report from the IECEx Service Facility Certification Committee (ExSFC)

Circulation to: Members of the IECEx Management Committee, ExMC

INTRODUCTION

This document (based on ExSFC/014/RM) contains a report from the IECEx Service Facility Certification Committee (ExSFC) following their May 2020 Meeting and is submitted for consideration/discussion at the 2020 ExMC meeting.

This report includes:

1. A **RECOMMENDATION** to the **ExTAG** that ExTAG DS 2012/002 be withdrawn [refer Action #15 in the following report].
2. A **RECOMMENDATION** to **ExMC WG1** that they respond (on behalf of both IECEx 02 and 03 Schemes) to the letter from the GB National Committee regarding the need for more and clearer information on national differences to IEC Standards [refer Item 10 in the following report]

and it is requested that the ExMC endorse these two recommendations.

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6th Meeting of the IECEx ExSFC (Service Facility Certification Committee)

Conducted with web-based conferencing facilities
on Wednesday 13th May 2020

MEETING REPORT

1. Opening by Chairman, Mr Ron Sinclair at 12:00 midday UTC

2. Membership and Constitution of ExSFC

Members considered and **approved** a revision of the ExSFC membership as tabled as ExSFC/001C/INF with further revisions notified since the original circulation to members.

ACTION #1: Secretary to publish this as ExSFC/001D/INF

3. Review of report from ExSFC Meeting #5 of May 2019

Members noted the report on the fifth meeting of the ExSFC in May 2019 as circulated as ExSFC/012/RM and also noted that the 2019 ExMC Meeting agreed with both Recommendations from the 2019 ExSFC meeting (refer Agenda Item 6.3 below on this matter).

4. Review of status of Outstanding Actions assigned during past ExSFC Meetings

Members discussed the summary of outstanding and recently assigned Actions and **agreed** the updated the comments and **additional Actions** on some items - refer to **Annex A** to this report.

5. IECEx 03-* and IECEx OD 060

Members considered whether the IECEx 03-* series need to be revised to incorporate the contents of IECEx OD 060 that was published as a document generally applicable to all IECEx Schemes. Following an additional review of the ExMC WG5 comments, the ExSFC meeting **agreed** that:

- a) there is no need for an IECEx 03 Scheme specific publication based on IECEx OD 060 Edition 1.0
- b) there is a need to expand Section 3.2 of IECEx OD 060 Edition 1.0

ACTION #8: ExSFC Chair to provide additional details for inclusion in a revision of Clause 3.2 of IECEx OD 060 Edition 1.0

ACTION #9: Secretary to circulate output from Action #8 to ExSFC members for a final review prior to submission to ExMC for consideration (deadline for final comments from ExSFC members to be advised)

ACTION #10: Secretary to add details to draft of IECEx OD 099 to require that the relevant Committee or Working Group maintain their IECEx Scheme specific parts of IECEx publications that apply to all IECEx Schemes

{Post meeting response to Action #10: proposed edits to IECEx OD 099 from the ExSFC Chairman are included in the updated Draft embedded below.

This draft is subject to further changes as other Committees and Working Groups provide their feedback. Comments and feedback from ExSFC members are invited but must be submitted by no later than 19th June 2020 to the IECEx Secretariat using Track Changes on the file below}



IECEX OD 099
_Draft03

6. IECEx Certified Services Scheme – Operational Documents and supporting publications

6.1. IECEx OD 314-5

Members considered and **supported** (in the absence of input from ExSFC WG5) a proposal from UL LLC that the following text be removed from Clause 8.2 (fourth paragraph) of IECEx OD 314-5:

Agreements mentioned above shall be registered by the IECEx secretariat.

ACTION #11: Secretary to prepare a revision of OD 314-5 for ExMC approval to publish

6.2. FARs

Members **agreed** that there is a need to revise the FAR format following publication of IEC 60079-19 Ed 4.0 in October 2019 and assigned the following Action.

ACTION #12: ExSFC WG5 Convenor agreed to consider this decision and provide a report by the end of May 2020.

Members also **agreed** that the ExSFC WG5 considerations need to specify a transition period or process regarding the use of IEC 60079-19 Ed 3.0 in audits of certified service providers.

ACTION #13: ExSFC Chair agreed to prepare a draft ExSFC Decision Sheet on the processes and requirements for future audits of certified service providers against Editions 3.0 and 4.0 of IEC 60079-19.

6.3. ExSFC Decision Sheets

Members noted that the 2019 ExMC Meeting took the decision to permit the ExSFC to prepare Decision Sheets and to permit the transfer, as appropriate, of existing ExTAG Decision Sheets to ExSFC management as ExSFC Decision Sheets.

Members then

1. Considered a draft Operational Document prepared by the IECEx Secretariat as guidance on the preparation and publication of ExSFC Decision Sheets

Document reviewed: IECEx OD 302_Draft

and then **agreed** the following:

- That more work is needed on this document
- That Clause 4.5 c) needs to have the reference to ExSFC WG1 replaced with ExSFC
- That there is a need to include a role for IEC TC 31 (noting that Clause 4.2 already includes IEC TC31 officers via their membership of the ExSFC)

ACTION #14: Secretary to send an amended draft to (i) Mr Coppler as IEC TC31 & IECEx liaison for comment, and then (ii) to ExSFC members for final comment before submission to ExMC for approval to publish

2. Discussed if specific ExTAG Decision Sheets (refer attached list) need to be transferred to the management of the ExSFC and published as ExSFC Decision Sheets.

Document reviewed: **ExTAG DS for ExSFC**

and then **agreed** the following:

- a) There is no need to transfer ExTAG DS 2015/001A
- b) **ACTION #15: ExSFC to recommend to the ExTAG that ExTAG DS 2012/002 be withdrawn**
- c) **ACTION #16: Mr Allen and Mr Massey to make a proposal to IEC TC31 WG27 regarding the current content of ExTAG DS 2013/006 and also consider making a recommendation to the ExTAG that this ExTAG DS be either transferred to ExSFC or be withdrawn**

7. ExSFC Working Group Activity

7.1. ExSFC Working Group 4 – Inspection & Maintenance Services

Members noted, in the absence of the Convenor, that ExSFC WG4 meeting planned for May 2020 has been postponed to 2021 – refer Annex A for a list of outstanding actions for ExSFC WG4.

7.2. ExSFC Working Group 5 – Repair and Overhaul

Members accepted a report from the Convenor that meeting planned for May 2020 has been postponed to 2021 and that no progress has been achieved on the outstanding actions for ExSFC WG5 listed in Annex A. The Convenor suggested that electronic media tools will, as appropriate, be used to make some progress on these tasks.

8. Status of implementation of expanded IECEx 03 Scheme

8.1. Applications from ExCBs

Members accepted a verbal report from the Secretariat that four organisations are currently being assisted in their preparation of applications for acceptance or for scope extensions.

9. General Business

9.1. Witnessed Assessments

Members

1. noted the outcomes of the discussions at the 2019 ExSFC meeting in Singapore on the concept of witnessed / accompanied assessments during on-site audits of manufacturers and service providers and then
2. considered the responses received from members regarding a request sent by the Secretary on 31st January,

Document considered: **“Responses received Witness Assessment Criteria.docx”**

and **agreed** in principle that

- a) where possible, we accept the witness assessment outcomes when coordinated by an accreditation authority
- b) more scrutiny may be required (and outcomes may not be accepted) where an accreditation authority has not been involved
- c) any difficulties resulting from the use of languages other than English may mean that outcomes may not be accepted
- d) **ACTION #17: ExSFC Chair to accept the invitation from the ExAG to participate in the May 2020 ExAG meeting when the ExSFC input to the ExAG is discussed. ExSFC Chair to report to the ExSFC on ExAG's plans regarding the application of witnessed assessments and the acceptance of the outcomes of these.**

10. Any other business

Members considered (at the request of ExMC WG1) a letter from the GB National Committee (with additional explanation from Mr Sinclair) regarding the need for more and clearer information on national differences to IEC Standards (particularly IEC 60079-19) and then **agreed** that:

- a) The ExSFC will not respond directly to the GB NC on this matter.
- b) That the ExSFC **recommends to ExMC WG1** that they respond on this matter on behalf of both IECEx 02 and 03 Schemes


10. Next meeting of ExSFC

Members reconfirmed their past preference of convening the next ExSFC meeting as part of the IECEx Operational Meetings in 2021. Members were informed that the IECEx Executive will consider a proposal from the Secretariat that these meetings be convened in Dubai on dates to be decided in May 2021. Details of the meeting program and venue will be circulated as soon as possible.

11. Meeting closed at 14:38 UTC

ANNEX A:

Status of Action Items from the 6th Meeting of the IECEx ExSFC conducted remotely, 13 May 2019

Item	Mins Item	Actions Arising from the Meeting	By Whom	STATUS
1	2	ACTION #1: Secretary to publish this as ExSFC/001D/INF	Secretary	Complete
2	4	ACTION #2: Secretariat to provide background details to this Action	Secretariat	For next ExSFC meeting
3	4	ACTION #3: the ExSFC Chair to attend the May 2020 meeting of the ExAG to provide input to ExAG discussions on this matter	ExSFC Chair	Complete -see also Action #17
4	4	ACTION #4: ExSFC Chair and Mr Allen (in consultation with Mr Houeix) to prepare a draft ExSFC Decision Sheet that provides instructions to ExCBs on the application of the current Edition of ISO/IEC 80079-34 to services on Ex equipment	ExSFC Chair and Mr Allen (in consultation with Mr Houeix)	Underway
5	4	ACTION #5: Mr Thomas to provide a written response on behalf of SIRA	Wayne Thomas	RESPONSE (from Matthew Fielding): <i>With regards to the Fletcher Moorland – GB/SIR/FAR10.0003-09: As the QAR states the protection concept h, this was included because during the assessment there was documented evidence that the repairs were done to the Original Equipment Manufacturing specifications with regard to the non-electrical protection concept.</i>
6	4	ACTION#6: Draft ExSFC Decision Sheet to be prepared (Chair and Secretary) on guidance on what actions is needed by ExCBs on certificates already issued to organisations conducting repairs on non-electrical equipment	ExSFC Chair and Secretary	Underway
7	4	ACTION #7: ExSFC WG5 to prepare draft documentation on the requirements for certification of organisations conducting repairs on non-electrical equipment (this will, when published, likely supersede the above proposed ExSFC Decision Sheet)	ExSFC WG5	RESPONSE (from ExSFC Chair):  Potential text for an ExSFC Decision Shee
8	5	ACTION #8: ExSFC Chair to provide additional details for inclusion in a revision of Clause 3.2 of IECEx OD 060 Edition 1.0	ExSFC Chair	Complete





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Item	Mins Item	Actions Arising from the Meeting	By Whom	STATUS
9	5	ACTION #9: Secretary to circulate output from Action #8 to ExSFC members for a final review prior to submission to ExMC for consideration (deadline for final comments from ExSFC members to be advised)	Secretary	Complete
10	5	ACTION #10: Secretary to add details to draft of IECEx OD 099 to require that the relevant Committee or Working Group maintain their IECEx Scheme specific parts of IECEx publications that apply to all IECEx Schemes	Secretary	Complete
11	6.1	ACTION #11: Secretary to prepare a revision of OD 314-5 for ExMC approval to publish	Secretary	Refer ExMC/1613/DV
12	6.2	ACTION #12: ExSFC WG5 Convenor agreed to consider this decision and provide a report by the end of May 2020.	ExSFC WG5 Convenor	Complete
13	6.2	ACTION #13: ExSFC Chair agreed to prepare a draft ExSFC Decision Sheet on the processes and requirements for future audits of certified service providers against Editions 3.0 and 4.0 of IEC 60079-19.	ExSFC Chair	Underway
14	6.3	ACTION #14: Secretary to send an amended draft to (i) Mr Coppler as IEC TC31 & IECEx liaison for comment, and then (ii) to ExSFC members for final comment before submission to ExMC for approval to publish	Secretary	Step (i) complete
15	6.3	ACTION #15: ExSFC to recommend to the ExTAG that ExTAG DS 2012/002 be withdrawn	ExSFC Chair	Refer to Recommendation to ExMC 2020
16	6.3	ACTION #16: Mr Allen and Mr Massey to make a proposal to IEC TC31 WG27 regarding the current content of ExTAG DS 2013/006 and also consider making a recommendation to the ExTAG that this ExTAG DS be either transferred to ExSFC or be withdrawn	Mr Allen and Mr Massey	Underway
17	9.1	ACTION #17: ExSFC Chair to accept the invitation from the ExAG to participate in the May 2020 ExAG meeting when the ExSFC input to the ExAG is discussed. ExSFC Chair to report to the ExSFC on ExAG's plans regarding the application of witnessed assessments and the acceptance of the outcomes of these.	ExSFC Chair	Complete

Status of Action Items from the 5th Meeting of the IECEx ExSFC in Singapore, May 2019

(Reference document = ExMC/1397/RM based on ExSFC/012/RM)

Item	Mins Item	Actions Arising from the Meeting	By Whom	STATUS
1	7	ACTION #1 Secretary to remove completed items and on-going items from the Actions Summary Tables in Annex B	Secretary	Complete
2	7	ACTION #2 ExSFC to maintain communications with IEC TC31 on the proposal from ExSFC Meeting #2 regarding the expansion of ISO/IEC 80079-34 to apply to services for or on 'Ex equipment'	ExSFC	Ongoing ADDITION ACTION #4: Chair and Mr Allen (in consultation with Mr Houeix) to prepare a draft ExSFC Decision Sheet that provides instructions to ExCBs on the application of the current Edition of ISO/IEC 80079-34 to services on Ex equipment
3	9b	ACTION #3 Secretary to remind DEK and SIRA of the need to provide this information as input to the planned work of ExSFC WG5.	Secretary	More work required – refer summary of responses as tabled at the 2020 ExSFC WG5 meeting  Response Summary ADDITIONS ACTION #5: Mr Thomas to provide a written response on behalf of SIRA RESPONSE (from Matthew Fielding): <i>With regards to the Fletcher Moorland – GB/SIR/FAR10.0003-09: As the QAR states the protection concept h, this was included because during the assessment there was documented evidence that the repairs were done to the Original</i>

Item	Mins Item	Actions Arising from the Meeting	By Whom	STATUS
				<p><i>Equipment Manufacturing specifications with regard to the non-electrical protection concept.</i></p> <p>ACTION#6: Draft ExSFC Decision Sheet to be prepared (Chair and Secretary) on guidance on what actions is needed by ExCBs on certificates already issued to organisations conducting repairs on non-electrical equipment</p> <p>ACTION #7: ExSFC WG5 to prepare draft documentation on the requirements for certification of organisations conducting repairs on non-electrical equipment (this will, when published, likely supersede the above proposed ExSFC Decision Sheet)</p> <p>RESPONSE (from ExSFC Chair):</p>  <p>Potential text for an ExSFC Decision Sheet</p>
4	9b	ACTION #4 Secretary to use the proposal as amended during this ExSFC meeting to prepare draft revisions of IECEX 03-5 (Clause 9.6), IECEX OD 313-5 and IECEX OD 314-5 for approval to publish by the ExMC.	Secretary	Complete – revisions published in updates of relevant documents
5	9b	<p>... agreed that the IECEX Assessment Group (ExAG) be asked to ensure that assessors are:</p> <ul style="list-style-type: none"> Sufficiently experienced in the activities covered by the IECEX Certified Services Facility Scheme Sufficiently experienced in the “Ex service sector” 		<p>Underway - Secretary has written to ExAG Convenor and Deputy Convenor with a request for ExAG to work on this and to report progress via the Secretary.</p> <p>ADDITION</p> <p>ACTION #3: the ExSFC Chair to attend the May 2020 meeting of the ExAG to provide input to ExAG discussions on this matter</p>

Item	Mins Item	Actions Arising from the Meeting	By Whom	STATUS
		<ul style="list-style-type: none"> Familiar with the Standards as they apply to explosion protection techniques used by organisations covered by IECEx Certificates for Service Facilities Familiar with O3 Scheme Rules of Procedure and Operational Documents. 		
6	12.1	ACTION #5 ExSFC Working Groups to consider revisions of the relevant Operational Documents to remind the market that employing personnel that hold an IECEx Certificate of Personnel Competence is one way of demonstrating competence of staff in accordance with the requirements of IEC 60079-14, IEC 60079-17 and IEC 60079-19.	ExSFC WGs	Underway - ExSFC WGs to report progress
7	12.2	ACTION #6 Secretary to remind all O3-5 ExCBs of this restriction of IECEx O3-5.	Secretary	Complete

Status of **Outstanding** Action Items from the **4th Meeting** of the IECEx ExSFC in Weimar, June 2018

(Reference document = ExMC/1397/RM)

Item	Mins Item	Actions Arising from the Meeting	By Whom	STATUS
5	10b)	ACTION #5: a new ExSF Working Group be established under the convenorship of Mr Roberval Bulgarelli to consider Mr Dennis' comments (as submitted to and considered by the 2018 meeting of ExSFC) in the next revisions of IECEx OD 3**-4 publications.	ExSFC	Outstanding - ExSFC to establish new WG and members to volunteer to participate to support the Convenor, Mr Roberval Bulgarelli
6	10b), 5	ACTION #6: the ExSFC further consider a suggestion that there is value in developing an IECEx Certified Services Scheme specifically " .. intended for small / medium size organisations	ExSFC	Outstanding - ExSFC to consider further
7	10b), 6	ACTION #7: the ExSFC and all ExSFC Working Groups emphasize in IECEx O3 Scheme publications that alternative solutions are permitted subject to contract review processes applied to Design Review and the management thereof	ExSFC & ExSFC WGs	Outstanding - ExSFC and all ExSFC WGs to consider further ADDITION ACTION #2: Secretariat to provide background details to this Action
8	11a)	ACTION #8: ExSFC WG4 members to nominate a Deputy Convenor for ExSFC WG4	ExSFC WG5	Outstanding - ExSFC WG4 to report



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Item	Mins	Actions Arising from the Meeting	By Whom	STATUS

Status of **Outstanding** Action Items from the **3rd Meeting** of the IECEx ExSFC in Hawarden, May 2017

Item	Mins	Actions Arising from the Meeting	By Whom	STATUS
4	8	Each of the ExSFC WGs shall be responsible for the development and maintenance of TCDs that are required		Outstanding - ExSFC WGs to report progress
5	8	Agreed to limit the application of witness assessment to the WG4 work and allow WG5 to consider approaches for the IECEx 03-5 Scheme.		ADDITION ExSFC Mtg #6 agreed to remove this item on the basis that subsequent decisions and assigned Actions supersede this
7	8	WG5 to prepare requirements for nonelectrical Repair and Overhaul for the next edition of TCD 60079-19.		Outstanding - ExSFC WGs to report progress