

**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 WG1 - Revision of IECEx Scheme
Rules and Procedures, Meeting Agenda and Report**

INTRODUCTION

This document sets out the report of the 12th May 2020 meeting of ExMC WG 1 conducted by web conference facilities.

This report is submitted for ExMC consideration during the 2020 ExMC Meeting.

IECEx Secretariat

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
Web: www.iecex.com

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

MEETING REPORT & AGENDA

Meeting of IECEx ExMCs
Working Group WG1 – Revision of IECEx Scheme Rules and Procedures
Held remotely via GoToMeeting
on Tuesday 12th May 2020
Session from 12:00 to 15:00 hrs (Time Zone = UTC)

MEETING REPORT + AGENDA

Attendance is shown in Annex A

SUBJECT
<p>1. OPENING OF THE <u>WORKING GROUP 1</u> MEETING Opening by the Convenor, self-introduction of the participants, and noting of apologies for absence</p> <p>The Convenor Mr Marty Cole Commenced the meeting at 1200 UTC welcoming participants noting that this is the first meeting of this WG to held remotely.</p> <p>Apologies were noted.</p>
<p>2. WG1 Terms of Reference and Membership Members to <u>confirm</u> WG1 Terms of Reference and Membership (as indicated on IECEx Website).</p> <p><i>Working Group 1 - ongoing technical revision of the IECEx Scheme Rules 02. The Convenor of Working Group 1 will report back to the ExMC at the IECEx annual meeting.</i></p> <p>The Meeting reviewed the Terms of reference and at this stage did not seek to change these.</p> <p>The meeting noted a report from the Secretariat concerning non participation in WG1 noting that only 2 members indicated that 2 members have been removed due to retirement, with all other members remaining active.</p>
<p>3. APPROVAL OF THE AGENDA – Working Group 1 Members are asked to <u>consider</u> any other items for raising that are not listed on the agenda and then approve the agenda as presented here or as amended to include agreed additional items.</p> <p>The Meeting approved the Agenda as presented.</p>
<p>4. Report / Discussion on Action Items Members to review action list from the 2019 Singapore meeting report ExMC/1488/R ensuring all actions are closed, or if actions still open are to be considered for WG1 Meeting Dubai 2020. (refer to annex of Agenda for summary of action items)</p>

SUBJECT

The Meeting reviewed the actions from the 2019 Singapore meeting noting that most have been completed or well in hand.

The meeting noted actions that have been completed noting the improvement to the accessing of ODs from the website.

The Convener did raise the desire to provide a sorting feature on the IECEx website list of ODs and also the need for some (not specified) publications to be secured (with a password or similar method) with others to remain publicly available. The meeting noted that the Secretariat is examining the provision of a "Members Area" and a "Public Area" for the website.

In line with further discussions concerning past meeting action items, the meeting noted a report of the Secretariat concerning monitoring of Certificates that sit at the "Surveillance" status noting that the Secretariat is dealing with these as part of the on-going review of CoCs and their QARs, noting that as at today less than 0.5% of issued CoCs are at Suspended status.

5. Outcome of WG1 Report and Recommendations to the ExMC 2019 Dubai meeting

Members to note the ExMC's acceptance (via Decision 2019/25) of all WG1 recommendations submitted to ExMC following the 2019 **WG1** Singapore meeting as **ExMC/1488/R**.

Members to also note that the 2019 ExMC Meeting approved the publication of the proposed revisions of:

- IECEx 02 Edition 7.1
- IECEx OD 009 Ed. 4.3
- IECEx OD 255 Ed. 1.0 New Publication 'IECEx Changes to Business Continuity'

The Meeting noted publications posted since the 2019 Dubai ExMC meeting

6. Outstanding action from the 2019 Singapore meeting report:

Members noted the following summary of the status of Action items from the 2019 Singapore meeting of ExMC WG1:

ACTION: Secretariat Compliance will be addressing CoCs suspended for greater than a year requiring Cancellation as per rules with ExCBs. – Ongoing, reviewed in conjunction with quarterly QAR 'Out of date' report.

ACTION: Secretariat to contact certain members to ask for them to show cause why they should not be removed from the membership due to lack of participation. Action Completed. Refer to WG1 Attendance Summary.

ACTION: Update OD website page so Schemes are listed as suggested. Also, update Password protocol so this is required prior to searching for a document
Action Completed.

ACTION: Editorial error IECEx 01-S in clause 6 where bullet point starts as D.

SUBJECT

Secretariat to amend and post revised document on IECEx website. Note: **Action Completed.**

ACTIONS: OD 009 document was reviewed by ExMC WG01 and the following sections were updated with minor editorial changes as noted in the document.

Step 2: was revised to be clear.

Step 7: Revised.

Step 8: Editorial change accepted

Step 10:11,12: Editorial change accepted

Step 13: Minor editorial change

Action Completed, Ed. 4.3 published

ACTION: Secretariat to include workflow for document management (OD, DS, etc in this new OD) – **Under development – refer to Draft OD 099**

Members then received a report on progress on the previously assigned

ACTION: Secretariat to include workflow for document management (OD, DS, etc in this new OD)

and considered a draft of IECEx OD 099 with the following outcomes:

The Secretariat presented the initial draft IECEx OD 099 Procedures for Document Management noting that the issues of numbering convention as well as document ownership is clearly identified

The meeting agreed to proceed with the development of this document and considered a way forward

- Helpful to know which WG is responsible for each of the documents
- Include a consistent convention for naming the electronic file name

and then agreed to form a Task Group consisting of

Mark Amos - Secretariat – Convener

Jim Munro

Guenter Gabriel

Jasmin Omerovic

Marty Cole

that is tasked to have a final draft prepared for submission to ExMC for the September 2020 meeting

ACTION #1:

1. **WG1 members to submit comments by end May to Mark Amos**
2. **Task Group to prepare a final document for submission to ExMC**

7. IEC Conformity Assessment Systems Harmonised Basic Rules

Members to receive a report from the IECEx Secretary regarding the status of *IEC Harmonised Basic Rules* and note the publication of:

- *IEC CA 01 Edition 2.4 – IEC Harmonised Basic Rules*
- *IECEX 01-S, Edition 2.0 – IECEx Supplement to IEC CA 01*

The Meeting noted Ed 2.4 of IEC CA 01 noting the changes introduced in Ed 2.4 relate to Clause 5 Membership and the role of Member Bodies:

- Clarification that the MC decides whether a new member Body can join

SUBJECT

- MB reporting to the MC shall be every 3 years

The Secretariat informed of the need to update IECEx 01-S to reflect both the reference to IEC CA 01 Ed 2.4 and the new Officer position, ExTAG Deputy Chair, which was agreed to replace the position of ExTAG Secretary.

The meeting raised that the IEC CA 01 Ed 2.4 was not available on the IECEx website

ACTION #2: Secretariat to update IECEx Website to refer to IEC CA 01 Ed 2.4

8. Proposed amendment to IECEx 02 Rules

- As queried by Richard Schuller inconsistencies with IEC CA01 (clause 10.3), IEC Electropedia and IECEx 02 Rules clause 3.17, refer item 18 in annex B of ExMC/1567/RM
“WG1 to review definitions as suggested by NL of Manufacturer, Manufacturing location(s), Production sites, suppliers for any alignment with other IEC publications.”

The Meeting noted the email from Mr Schuller with Mr Neleman providing clarification over the terms of manufacturer in Electropedia and some of the possible understanding of manufacturing locations and that IECEx makes reference to sites as opposed to manufacturing locations.

The meeting also noted the work done by the Task Group led by Mr Slowinske that has now been included in the current edition of IECEx 02, with the Secretariat informing that Electropedia provides general definitions but that ExMC WG5 will be reviewing this in detail with the meeting agreeing to await the outcome of ExMC WG5 discussions.

The Secretary informed of additional input from Ajay Maira of ExT&C, that was submitted today with the meeting feeling that given the late notice of these that this should be held for a future discussion.

9. Proposal from the UK on the handling of National Differences within the IECEx framework

Members to consider the letter from BEAMA, dated 15 March 2019

The meeting noted the proposal of GB and took a discussion on the concepts as proposed by GB noting a suggestion that it appears (because IEC 60079-14 is specifically mentioned) that this may be more suited to discussion in the ExSFC noting that this is a very complex matter but maybe best considered by ExSFC in the first instance.

ACTION #3: Mark Amos to contact GB and to raise during the ExSFC meeting.

The Secretary informed the meeting of an action (progress underway but more work to be done) from the 2019 ExMC meeting regarding a survey of IECEx Member Bodies and suggested that this may be an opportunity to seek the information requested by the GB NC. It was also suggested that the results of this survey could serve as input to an update of the IECEx Bulletin. It was agreed that the completion of the survey of the Member Bodies is the first step.

10. Revision of IECEx OD 009

Members to consider proposed changes to IECEx OD 009 as circulated in the

SUBJECT

meeting pack – IECEx 009 Ed4.4 Section 4, to address the issue of ExCB A conducting an audit that results in a negative outcome, notifying ExCB B that has issued a CoC relying on the QAR

The meeting noted that the changes proposed relate to Step 12 of Section 4 “Surveillance Audits – Procedures for maintaining CoCs as current

The concern here is the need to ensure communication between ExCBs that issue the QAR and the ExCBs that issue the CoC. The meeting noted OD 250 regarding surveillance of manufacturers.

The meeting noted that the change in OD 009 is to reflect the OD 250 that action must be taken in the event of a negative result. The meeting took a discussion agreeing that some action is by the ExCB issuing the CoC.

“The ExCB responsible for the QAR must inform ExCBs that have issued CoCs that are linked to their QAR. This can be seen via the IECEx On-Line Certificate System. ExCBs with issued CoCs linked to this “negative” QAR shall take appropriate action (e.g. note to indicate that the negative issue does not affect the CoC or take action according to OD 209).”

ACTION #4: ExMC WG1 to revise IECEx OD 209 to include text about the permitted / required actions on the modification of certificate content as an alternative to suspension or cancellation.

On a separate discussion the meeting raised the need to have a clear identifier to identify ExCBs that have taken over responsibility for previously issued CoCs.

ACTION #5: Secretariat to review website display of showing ExCBs taking over the responsibilities of issued CoCs.

11. Consideration of any additional work for WG1 for the immediate future.

The opportunity to discuss items that relate to the IECEx Equipment Certification Scheme Rules ahead of the next ExMC meeting in Niagara Falls in September 2020.

Nil.

12. Other Business

Nil.

13. Next Working Group 1 Meeting

Possibly being held May 2021 in Dubai to capture the deposit already paid. To be determined by Executive.

14. Close of Working Group 1 Meeting

The meeting closed at 1430 UTC

ANNEX ATTENDANCE:

Country		Name	Organisation
AU		Ralph Wigg	E-x Solutions International Pty Ltd
AU		Jim Munro	Jim Munro Int. Compliance Pty Ltd
AU		Geoff Barnier	Simtars
BR		Mr. Giovanni Borges	HG Inspection and Analysis in Sistemas LTDA
CA		Marty Cole	Hubbell Canada LP
CA		Nick Maalouf	QPS
CA		Dave Adams	QPS
CH		Heinz Berger	CERTICONSULT GmbH
CN		Mr Zhenyu Ma	CQM
CN		Ms Chunjing Du	CNCA
GB		Neil Jones	CSA Group
DE		Dr Thorsten Arnhold	R. STAHL Schaltgerate GmbH
DE		Dr Gerold Klotz-Engmann	Endress+Hauser Messtechnik GmbH+Co KG
DE		Guenter Gabriel	Pepperl+Fuchs AG
DE		Ulrich Jacobs	TUV SUD Product Service GmbH
DK		Jasmin Omerovic	UL International Demko A/S
FR		Thierry Houeix	INERIS
FR		Michel Brenon	E and E Global Certification Expert
GB		Ron Sinclair	SGS Baseefa
GB		Wayne Thomas	Sira Certification Service
GB		Neil Jones	
IEC		Chris Agius	IECEx
IEC		Mike Roy	IECEx
IEC		Mark Amos	IECEx
NL		Karel Neleman	BARTEC
RU		Anna Timofeeva	NANIO CCVE
RU		Yulia Tikhonenko	NANIO CCVE
US		Michael Slowinske	UL LLC (USA)
US		Evans Massey	Baldor Electric Company - ABB
USA		Ms Erin La Rocco	UL LLC
TC 31		Mark Coppler	DNV

Country		Name	Organisation
ZA		Paul Meanwell	IECEx Chair

ABSENT/APOLOGIES

Country		Name	Organisation
FR		Julien Gauthier	LCIE
FI		Jukka Hannuksela	ABB Oy ABB
IT		Francesco Esposito	IMQ
US		Rudolf Pomme	DEKRA Certification Group DEKRA