The Twenty Second Meeting of the ExTAG

To be held remotely - September 29th and September 30th 2020

**NOTES RELATING TO THE AGENDA**

**Note 1 Delegations are asked to abide by the following rules concerning attendance at the meeting:**

**Maximum of 3 delegates per accepted ExCB / ExTL (these may alternate with other delegates)**

* **Representatives of candidate ExCB / ExTL and Chairpersons / Secretaries of IEC Technical committees TC31 / SC31 - may attend the meeting**
* **ExTAG discussions may touch sensitive matters that must not be disclosed to manufacturers, users or other organisations that are not ExCBs or ExTLs. Observers are permitted to attend the meeting but may be asked to leave should the Chair and members of ExTAG believe it to be required.**
* **All delegations are encouraged to participate during discussions**

**Note 2 It is intended that the meeting be conducted in English, however allowances will be made for Delegates from non-English speaking countries, including allowing delegations to bring their own interpreter.**

**Note 3 All ExTAG meeting documents referred to are, or will be, available from the IECEx** [**2020 Remote Annual Meetings of the IECEx System**](https://www.iecex.com/meeting-and-events/2020-remote-annual-meeting-of-the-iecex-system/meeting-documents/)

**Note 4 The 2020 ExTAG Meeting will be conducted as a Remote Meeting to coordinate with the IECEx Management Committee, ExMC. Details and guidelines for the remote meetings can be found in** [**ExMC/1602/Inf**](https://www.iecex.com/meeting-and-events/2020-remote-annual-meeting-of-the-iecex-system/)**, available from the 2020 IECEx Meeting** [**website**](https://www.iecex.com/meeting-and-events/2020-remote-annual-meeting-of-the-iecex-system/)

***ExTAG Secretariat***

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**REMOTE MEETING CONNECTION DETAILS:**

**DAY 1**: Tuesday 29 September 2020 Time 1200 – 1600 UTC

**DAY 1:** Meeting Conference Link: <https://global.gotomeeting.com/join/699842781>

**DAY 2**: Wednesday 30 September 2020 Time: 1200 – 1600 UTC

**DAY 2** Meeting Conference Link: <https://global.gotomeeting.com/join/989918221>

NOTES:

1. Refer to **ExMC/1602/Inf** for details regarding meeting attendance
2. Each day requires its own meeting Conference Link, see above.

**MEETING CHAIR: Prof XU Jianping, National Supervision and Inspection Centre for Explosion Protection and Safety of Instrumentation (NEPSI), China, Chair IECEx ExTAG**

**ExTAG Revised DRAFT MEETING AGENDA**

Marginal bar indicates changes from the previous version of the Draft Agenda

1. **Opening And Welcome**

**1.1 Opening and Welcome,** *ExTAG Chairman, Professor XU Jianping*

The meeting will commence at 1200 Coordinated Universal Time (UTC) Day 1 Tuesday 29th September 2020.

**1.2** **Address by new IEC TC 31 Chair, Dr Martin Thedens**

The meeting to receive an address from the new IEC TC 31 Chair, Dr Martin Thedens.

1. **Approval of the Agenda**

[**ExTAG/613A/DA**](https://www.iecex.com/dmsdocument/3432)Draft Agendathe Twenty Second Meeting of the ExTAG to be held remotely

1. **Report of the ExTAG Dubai 2019 Meeting + Officer Positions**

***3.1*** To note the Report of the last meeting held in Dubai 24th September 2019, and subsequent action items from the meeting.

**Document for noting:**

* [**ExTAG/597/DL**](https://www.iecex.com/dmsdocument/3163) **–** Decision List The Twenty First Meeting of the ExTAG held in Dubai, United Arab Emirates on 24th September 2019
* [**ExTAG/601/R**](https://www.iecex.com/dmsdocument/3231) **-** Report of the Twenty First Meeting of the ExTAG held in Dubai, UAE,

***3.2***To note a report of the action items by the ExTAG Chairman on the ExTAG 2019 Dubai Meeting*.*

**Document for noting:**

* [**ExTAG/619/R**](https://www.iecex.com/dmsdocument/3424) **–** Report on actions since 2019 ExTAG Dubai meeting

***3.3* Officer Positions**

***3.3.1* ExTAG Chair**

The current ExTAG Chair, Professor Xu Jianping, will complete his second term as ExTAG Chair at end of 2020. In accordance with Clause 9.1 of the IEC Harmonised Basic Rules, IEC CA 01 Professor Xu Jianping is not eligible to serve an additional term and a general call for nominations was issued. The following nominations for the position of ExTAG Chair have been received.

**Documents for Consideration:**

* [**ExTAG/603/Inf**](https://www.iecex.com/dmsdocument/3281) Term of Office –ExTAG Chair
* [**ExTAG/628/Inf**](https://www.iecex.com/dmsdocument/3438) – Draft Voting procedures for ExTAG Officer Positions
* [**ExMC/1597/Inf**](https://www.iecex.com/dmsdocument/3346) Nomination from Germany for Dr. Frank Lienesch as ExTAG Chair
* [**ExMC/1598/Inf**](https://www.iecex.com/dmsdocument/3347) Nomination from China for Dr. Wang Jun as ExTAG Chair

***3.3.2* ExTAG Deputy Chair**

During the ExTAG 2019 Dubai Meting it was noted that the current ExTAG Secretary, Mr Julien Gauthier, from LCIE of FR, was no longer able to continue in this role. A general call for nominations was issued. The following nominations for the position of ExTAG Deputy Chair have been received.

**Documents for Consideration:**

* [**ExTAG/604/Inf**](https://www.iecex.com/dmsdocument/3282)Term of Office –ExTAG Deputy Chair (previously known as ExTAG Secretary)
* [**ExMC/1599/Inf**](https://www.iecex.com/dmsdocument/3348) Nomination from France for Mr. Thierry Houeix as ExTAG Deputy Chair
* [**ExMC/1601/Inf**](https://www.iecex.com/dmsdocument/3349) Nomination from Denmark for Mr. Jasmin Omerovic as ExTAG Deputy Chair
* [**ExMC/1616/Inf**](https://www.iecex.com/dmsdocument/3370)Nomination for Mr. Nicholas Ludlam as ExTAG Deputy Chair

### *4* IECEx Equipment Scheme – Overview

Secretariat to provide an overview of the IECEx Equipment Scheme and activities since the last meeting, 2019, including noting new [**OD 060**](https://www.iecex.com/dmsdocument/3199) for Business Continuity.

***4.1*** *Membership*

* Countries
* ExCBs and ExTLs
* Applicants

***4.2*** *Statistics*

* CoCs and Reports issued
* Others

***4.3*** *IECEx Website and related*

* General
* On-Line Certificate System

***5* Technical Items for general discussion within ExTAG**

This is an opportunity to discuss technical items arising from feedback since the previous ExTAG meeting with the aim of ensuring a consistent approach by all ExCBs and ExTLs.

The Secretariat requests that ExCBs + ExTLs notify issues to the Secretariat prior to the meeting.

***5.1* Certification of Equipment/Assemblies using heaters to raise internal ambient temperatures**

To discuss a paper prepared by UL with input from NEPSI on this topic for consideration among ExTAG. Mr Slowinske to present.

**Document for discussion:**

* [**ExTAG/622/CD**](https://www.iecex.com/dmsdocument/3450) **–** Discussion paper prepared by UL

***6* Performance feedback from ExCBs and ExTLs (Restricted participation)**

***(Agenda Item 6- Restricted participation will be timed to be most convenient to Delegates attending the meeting)***

***6.1* Co-operation between IECEx Bodies**

Under this item IECEx Bodies will be given the opportunity to discuss their working experiences with other ExCBs and ExTLs. The IECEx Secretary will remind ExCBs of their obligations, according to IECEx Scheme Rules.

The Secretariat requests that ExCBs + ExTLs notify issues to the Secretariat prior to the meeting.

**End of Restricted Session**

***7***  **ExTAG Working Group Status - Review**

To review the status of ExTAG Working Groups and current activities

***7.1* ExTAG WG 01, Preparation and maintenance of ExTRs**

Working Group 01 is tasked to create, revise and update the Ex Test Reports to be used within the IECEx System. The work is ongoing.

WG 01 Convener,Mr Paul Kelly to report.

***7.2* ExTAG WG 03 Documentation and Drawing Requirements**

Working Group 03 is tasked with the role of maintaining OD 017 *Drawing and Documentation Guidance for IECEx Certification – for use by Manufacturers and ExTLs*. Members to receive a report from the Convener, Mr Webb regarding publication of new Edition of OD 017.

**Document for noting:**

* [**ExTAG/627/R**](https://www.iecex.com/dmsdocument/3434)Report from ExTAG WG 03 – Documentation and Drawing Requirements (Report to be issued)
* [**OD 017**](https://www.iecex.com/dmsdocument/1784)**– Revised New Edition: -** Drawing and documentation Guidance for IECEx Certification – for use by Manufacturers and ExTLs

***7.3*** **ExTAG WG 04 Uncertainty of measurement**

This Working Group was set up to build a proposal concerning the Uncertainty of Measurement and the use of test data in test reports. During the ExTAG Melbourne 2010 Meeting it was agreed that with the publication of OD 012 the work was completed. The WG was then put on standby. During the 2019 ExTAG Dubai meeting however there was a calling for a revision to OD 012 and any other related matters. As a result, ExTAG WG04 was reactivated with Mr Stubbings once again as the Convenor.

**Document for discussion:**

* [**OD 012**](https://www.iecex.com/dmsdocument/1593) ExTAG Guide for Application of Uncertainty of Measurement to conformity for laboratory tests carried out under the IECEx System OD 012
* [**ExTAG/623/R**](https://www.iecex.com/dmsdocument/3460) **–** Report from Mr David Stubbings, ExTAG WG04 Uncertainty of Measurement.

***7.4*** **ExTAG WG 06 Rules of procedures for Testing at Other Locations**

ExTAG WG 06 have not met since the 2019 ExTAG Dubai meeting however, the meeting is to note a report from the Convener.

**Documents for consideration:**

* [**ExTAG/615/R**](https://www.iecex.com/dmsdocument/3429) **–** Report from the ExTAG WG6

***7.5*** **ExTAG WG 10 Proficiency Testing**

ExTAG WG 10 have been overseeing the operation of the IECEx Proficiency Testing Program. Mr. Tim Krause of PTB, WG10 Convener will present a report on the latest Programs and outcomes, including the outcomes and recomendations from their 10 September 2020 meeting.

**Documents for noting:**

* [**ExTAG/611/R**](https://www.iecex.com/dmsdocument/3416)Report from Tim Krause, Convenor ExTAG WG 10, Proficiency Testing.
* [**ExTAG/629/R**](https://www.iecex.com/dmsdocument/3465) Report & Presentation of the ExTAG WG10 remote meeting held 10 September 2020

***7.6* ExTAG WG12 Retention of Records, re OD 207**

During the 2019 ExTAG Dubai meeting there was a call for a revision to OD 207. As a result ExTAG WG12 agreed to prepare the revision with Mr Jasmin Omerovic to continue as the Convenor.

**Document for Consideration:**

* [**ExTAG/617/CD**](https://www.iecex.com/dmsdocument/3425) **–** Draft Revision of OD 207 Operational Document – Retention of Records
* **OD** [**207**](https://www.iecex.com/dmsdocument/3118) Guidance on the Retention of Records, current edition

***7.7* ExTAG WG 14 Certification of Ex Equipment Assemblies**

This Working Group was re-convened in September 2019 to monitor and support the work of PT 60079-46 in maintaining IEC TS 60079-46, and to provide feedback to ExTAG regarding any issues needing ExTAG consideration. Mr Paul Kelly to report.

***7.8* ExTAG AdhocWG1** ***Modular concept for electrical Ex Equipment***

During the ExTAG 2019 Dubai Meeting it was agreed to recommend the revision of OD 034 Operational Document - Guidance on the preparation of IECEx Equipment Certificates and Reports covering more than one identifiable item of equipment to the ExMC. The ExMC agreed to the revision. A revised document has been prepared by ExTAG Adhoc WG1. The Convener Dr Detlev Markus to report.

**Document for consideration:**

* [**ExTAG/614/CD**](https://www.iecex.com/dmsdocument/3413)Revision of OD 034 Ed 2.0 Operational Document - Guidance on the preparation of IECEx Equipment Certificates and Reports covering more than one identifiable item of equipment.
* [**OD 034**](https://www.iecex.com/dmsdocument/1584)Operational Document - Guidance on the preparation of IECEx Equipment Certificates and Reports covering more than one identifiable item of equipment, (current Ed 2.0)

***7.9* ExTAG AdHocWG2 Identification of Ancillary Devices and Marking Identification**

During the ExTAG 2019 Dubai Meeting it was agreed to form an AdHoc WG under the convenorship of Mr. Fred Lankamp, CNEX, to consider the development of an ExTAG Decision Sheet to cover the issue of identifying ancillary equipment and the associated marking code identification on IECEx Certificates. Since the Dubai 2019 meeting the AdHoc WG have issued ExTAG/606/CD and ExTAG/606A/CD for comment by ExTAG. The meeting will be asked to finalise the Draft DS in light of comments contained in ExTAG/624/CC.

**Document for consideration:**

* [**ExTAG/606A/CD**](https://www.iecex.com/dmsdocument/3335) – Draft DS Identification of Ancillary Devices and Marking Identification
* [**ExTAG/624/CC**](https://www.iecex.com/dmsdocument/3449) **–** Compilation of Comments received concerning ExTAG/606A/CD Draft DS Identification of Ancillary Devices and Marking Identification

***8*  ExTAG Decision Sheets – Current Status**

***8.1* Current Status**

***8.1.1* To note the current list of ExTAG Decision Sheets**

Members are requested to note the list of current ExTAG Decision Sheets available from the IECEx web site. <https://www.iecex.com/publications/extag-decision-sheets/>

***8.1.2* Decision sheets and Draft DS not elsewhere covered on the agenda**

Members to note Draft DS dealt with via correspondence.

**Document for Noting:**

* [**ExTAG/625/Inf**](https://www.iecex.com/dmsdocument/3428) **–** Draft Decisions Sheets dealt with via correspondence including those that were withdrawn since 2019 Dubai Meeting

***8.1.3* ExSFC recommendation for dealing with Decision Sheets impacting on the IECEx 03 Certified Service Facility Scheme**

Members to consider the request from ExSFC (IECEx Service Facility Certification Committee) for ExTAG Decision Sheet DS 2012/002 to be withdrawn. Refer Recommendation 1 listed in ExSFC Report to ExMC, Doc ExMC/1610/R.

**Documents for Consideration:**

[**ExMC/1610/R**](https://www.iecex.com/dmsdocument/3382) **–** Report from the ExSFC Committee

[**ExMC/1638/Inf**](https://www.iecex.com/dmsdocument/3436) **–** Comments from US

***8.2*** **Decision Sheets now falling under the 5year review, that require confirmation.**

There a number of ExTAG Decisions Sheets that require review of their need to be retained in accordance with the provisions of OD 035. The meeting will be asked to agree with the proposal to request the ExTAG Chair and Deputy Chair to consider reconfirmation of each of the Decision Sheets, following the meeting.

**Document for Noting:**

* [**ExTAG/626A/Inf**](https://www.iecex.com/dmsdocument/3433) **–** Decisions Sheets falling under the 5 year review of their validity in accordance with IECEx OD 035

***8. 3*  Review of process for the preparation and approval of Decision Sheets.**

To note current publication of Edition of OD 035 – Procedure to generate, discuss, report and publish ExTAG Decision Sheets.

**Documents for Noting:**

* [**IECEx OD 035**](https://www.iecex.com/dmsdocument/2650) **-** A procedure to generate, discuss, report and publish ExTAG Decision Sheets Edition 2.3

***9* ExTAG Proposed Decision Sheets in progress**

***9.1* Draft Decision Sheet Compounded wire-feedthrough constructions between motor frame and terminal box**

Members to consider finalising Draft DS, latest version being ExTAG/563C/CD in light of comments received on ExTAG/563B/CD contained in ExTAG/616/CC. The meeting will be asked to finalise this latest version of the Draft DS for publication.

**Document for Consideration:**

* [**ExTAG/563C/CD**](https://www.iecex.com/dmsdocument/3421) **–** Draft Revised ExTAG Decision Sheet – Compounded wire-feedthrough constructions between motor frame and terminal box
* [**ExTAG/616/CC**](https://www.iecex.com/dmsdocument/3420) **–** Compilation of comments received on ExTAG/563B/CD Draft Revised ExTAG Decision Sheet – Compounded wire-feedthrough constructions between motor frame and terminal box

***9.2*** **Draft Decision Sheet Materials used to maintain a Sealed Device** Members to consider finalising Draft DS, latest version being ExTAG/602B/CD in light of comments received contained in ExTAG/618A/CC. The meeting will be asked to finalise this latest version of the Draft DS for publication.

**Document for Consideration:**

* [**ExTAG/602B/CD**](https://www.iecex.com/dmsdocument/3457)**-** Draft ExTAG Decision Sheet - Materials used to maintain a Sealed Device
* [**ExTAG/618A/CC**](https://www.iecex.com/dmsdocument/3459) **–** Compilation of comments received on ExTAG/602A/CD, Draft ExTAG Decision Sheet - Materials used to maintain a Sealed Device

***9.3 Draft Decision Sheet Dust blanketing temperature test for intrinsically safe apparatus with EPL Da (group III)***

Members to consider finalising Draft DS ExTAG/608/CD in light of comments received contained in ExTAG/620/CC. The meeting will be asked to finalise this latest version of the Draft DS for publication.

**Document for Consideration:**

* [**ExTAG/608A/CD**](https://www.iecex.com/dmsdocument/3470) – Revised Draft Decision Sheet based on Compilation of Comments ExTAG/620A/CC
* [**ExTAG/620A/CC**](https://www.iecex.com/dmsdocument/3471) **–** Compilation of comments received on ExTAG/608/CD, Draft ExTAG Decision Sheet - Dust blanketing temperature test for intrinsically safe apparatus with EPL Da (group III) – with observations from the originator.

***9.4* Draft Decision Sheet Assessment of devices “Ex ec” (previously “nA”) with integral plug for field wiring**

Members to consider finalising Revised Draft DS ExTAG/610A/CD in light of comments received contained in ExTAG/621A/CC. The meeting will be asked to finalise this latest version of the Draft DS for publication. LCIE to present.

**Document for Consideration:**

* [**ExTAG/610A/CD**](https://www.iecex.com/dmsdocument/3455) **–** Revised Draft ExTAG Decision Sheet - Assessment of devices “Ex ec” (previously “nA”) with integral plug for field wiring,
* [**ExTAG/621A/CC**](https://www.iecex.com/dmsdocument/3456) **–** Compilation of comments received on ExTAG/610/CD, Draft ExTAG Decision Sheet - Assessment of devices “Ex ec” (previously “nA”) with integral plug for field wiring

***10*** **New topics (suggestions for topics to be dealt with during the next ExTAG Meeting)**

This is an opportunity for members to raise topics for discussion at future meetings.

***11*  Contact with other International and Regional Bodies – Status review**

The IECEx Secretary to provide update of IEC/ILAC/IAF co-operation, noting the issue of IEC Administrative Circular, AC/23/2020. Secretariat to report.

**Document for noting:**

* [**ExMC/1606/Inf**](https://www.iecex.com/dmsdocument/3359) **–** IEC Admin Circular AC 23/2020

***12* Matters for proposal to ExMC**

***13***  **Other Business**

***14* Confirmation of next meeting, year and place**

The ExTAG Meeting is normally aligned with ExMC meeting, however ExTAG members are asked to consider whether this should continue.

Members are asked to note the planned meeting dates of **30+31 August 2021.** The location is to be advised and dependent on the situation regarding international travel provisions closer to the time.

***15*  Close of Meeting**