



ExMC(2020 Remote/AU)06
October 2020

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

To: Members of the IECEx Management Committee, ExMC

**Title: AU Comments regarding Draft New OD 099 - IECEx Document Management,
Edition 1.0 (ExMC/1611/DV) Agenda item 8.4**

Introduction

This document contains Comments from AU regarding Draft IECEx Operational Document OD 099 Ed 1.0 (ExMC/1611/DV).

This document is issued as a Tabled Document, (previously referred to as Green Paper) and tabled for the IECEx Management Committee, ExMC October 2020 meeting under agenda item 8.4 Agenda ExMC/1614A/DA.

Address:
Level 33, Australia Square
264 George Street
Sydney NSW 2000
Australia

Contact Details:
Tel: +61 2 46 28 4690
Fax: +61 2 46 27 5285
e-mail: info@iecex.com
<http://www.iecex.com>

1 October 2020

Mr Chris Agius
IECEX Executive Secretary
Level 33 Australia Square
264 George Street
Sydney NSW 2000
Australia



JOINT ACCREDITATION
SYSTEM OF AUSTRALIA
AND NEW ZEALAND
HELPING MARKETS
WORK BETTER

JAS-ANZ.ORG

AUSTRALIA

FECCA House
4 Phipps Close
Deakin ACT 2600

PO Box 304
Deakin West ACT 2600

P: +61 (0)2 6232 2000

NEW ZEALAND

Level 4 Berl House
108 The Terrace
Wellington 6143

PO Box 10476
Wellington 6143

P: +64 (0)4 473 4426

Dear Chris,

The AU Member Body apologises for the late submission but requests that if possible this document be raised as a green paper under ExMC agenda items 8.4 and [ExMC/1611/DV](#) (IECEX OD 099 - New Edition 1.0).

The AU member body support the direction and development of OD 099 and believes it represents a great step forward to ensure a more consistent and accurate approach to the production and maintenance of publications for the IECEX System. However, we believe the current document ExMC/1611/DV could be further improved along with the approach to managing IECEX documents in general.

The following proposals are submitted for consideration of the ExMC:

General comments on managing documents:

1. For IECEX documents, we recommend the use of the IEC template, pending development of our own template which could probably be an amended form of the current IEC template. The default Word template is not appropriate for the IECEX needs. We also recommend that the IEC template should be applied to the draft OD 099, which already seems to have some elements of the IEC template. A further benefit of using the same template for all stages of documents is that it would make producing changed documents with tracked changes much simpler.
2. We recommend the implementation of a more formal editing process. Relying on those who develop the documents is problematic and one of the reasons many of our documents have significant editorial issues. It would be good to get the services of an IEC editor once we have this document finalised to review our documents in the future. We also recommend consideration be given to establishing an editing committee, similar that used for TC 31 standards. These two approaches should be able to provide a more consistent, grammatically correct and professionally looking presentation for IECEX documents.

Further to the above, there are errors and formatting inconsistencies in existing IECEX published documents. We



recommend that if agreement is achieved on 1 and 2 above and the actions are implemented, that a one-off review of all existing major documents be made to bring them into the new IECEx template form and to put them through a proper editing process.

Please find additional comments on [ExMC/1611/DV](#) below.

A handwritten signature in black ink, appearing to read 'Steve Keeling', is positioned above the typed name.

Steve Keeling
JAS-ANZ
Australian IECEx Member Body



Comments on ExMC/1611/DV (IECEX OD 099)

Member Body	Clause/ Sub-clause	Paragraph Figure/ Table	Type of comment General/ technical/ editorial	COMMENTS	Proposed change	Observation (to be completed by the originator)
AU	All	All	Editorial	The document appears to have partial application of the IEC template	Apply the IEC template to entire document	
AU	2	All	Editorial	<p>The bullet numbering of 2.1 has started on the incorrect line and appears to have caused incorrect numbering and lack of numbering of most items under clause 2.</p> <p>The entire document requires an editorial check.</p>	<p>2.1 ExAG – IECEX Assessment Group (reports to the ExMC)</p> <p>Levels of IECEX Publications 2.2.1 Level I – Rules of Procedure....”</p> <p>Should be:</p> <p>“ExAG – IECEX Assessment Group (reports to the ExMC)</p> <p>2.1 Levels of IECEX Publications a) Level I – Rules of Procedure..... 2.2 IECEX Scheme Rules of Procedure</p>	



				” Etc.	
AU	4.1	1	Editorial	Typo	Change “ExM” to “ExMC”	
AU	5	5	General	Ensure documents such as assessment reports for voting are issued as .pdf documents	Add new dot point Completed forms, templates and documents for voting when circulated to member bodies shall be issued in pdf format.	
AU	Annex C	1	General	The “responsible committee” and “delegated to” for IECEx OD 026 is incorrect	Responsible committee: ExAG Delegated to: Nil Should be: Responsible committee: ExMC Delegated to: ExMC WG5	
AU	Annex	-	General	Forms such as F-001, F-002, F-003, F-004, F-005, F-006 are not included in the table.	Expand the Annex to include missing forms	