



IECEX OPERATIONAL DOCUMENT

IEC System for Certification to Standards Relating to Equipment for Use in Explosive Atmospheres (IECEX System)

**IECEX Certified Service Facilities Scheme –
Preparation and publication of IECEx Certified Service Facilities Scheme
Committee (ExSFC) Decision Sheets**





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CONTENTS

FOREWORD.....	3
1 Purpose.....	4
2 References.....	4
3 Terms and definitions	4
4 Process steps.....	5
4.1 Step 1 – Proposal and first draft.....	5
4.2 Step 2 – Circulation of the first draft.....	5
4.3 Step 3 – Handling of comments on Draft ExSFC DS	5
4.4 Step 4 – Handling of an accepted Draft ExSFC DS	6
4.5 Step 5 – Handling of a Draft ExSFC DS that requires recirculation.....	6
5 Application of accepted ExSFC Decision Sheet	7
6 Maintenance of published ExSFC Decision Sheet.....	7
7 Transfer of published EXTAG Decision Sheet to ExSFC Management.....	8

INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEX Operational Document OD 302 –**IECEX Certified Service Facilities Scheme –
Preparation and publication of IECEX Certified Service Facilities Scheme
Committee (ExSFC) Decision Sheets**

FOREWORD

This Operational Document IECEX OD 302 defines the process for the preparation and publication of IECEX Certified Service Facilities Scheme Committee (ExSFC) Decision Sheets.

Document History

Date	Summary
2020-10	Original issue (Edition 1.0)

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Preparation and publication of IECEX Certified Service Facilities Scheme Committee (ExSFC) Decision Sheets

1 Purpose

This IECEX Operational Document has been published to define the process requirements for the preparation, publication and ongoing maintenance of IECEX Certified Service Facilities Scheme Committee (ExSFC) Decision Sheets. It also includes details of the process of transferring existing ExTAG Decision Sheets to the management of the ExSFC where this has been discussed with the ExTAG.

- a) The intended application of IECEX Certified Service Facilities Scheme Committee (ExSFC) Decision Sheets is to ensure the uniform application of the IECEX Rules of Procedure and supporting IECEX Operational Documents at all times. To improve and expedite this uniform application, ExSFC Decision sheets are an additional tool that may be used to provide additional guidance on a particular matter until this matter can be addressed through a revision of the relevant IECEX Rules of Procedure, supporting IECEX Operational Documents or IEC or ISO/IEC Standards.
- b) Under no circumstances can an ExSFC Decision Sheet be used to interpret, add, modify or correct requirements specified in IEC or ISO/IEC Standards, IECEX Rules of Procedure or IECEX Operational Documents.

ExSFC Decision Sheets are a mandatory requirement for all accepted IECEX Certification Bodies (ExCBs) operating in the IECEX Scheme for Certification of Service Facilities from their date of publication on the IECEX website and remain as mandatory until withdrawn or modified by a later version. Later versions supersede all previous versions.

2 References

The following documents, in whole or part, whilst not normatively referenced in this IECEX Operational Document, are useful for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

IECEX 03-0, *IECEX Certified Service Facilities Scheme - Part 0: General Rules of Procedure*

IECEX 03-2, *IECEX Certified Service Facilities Scheme - Part 2: Selection of Ex equipment and design of Ex installations - Rules of Procedure*

IECEX 03-3, *IECEX Certified Service Facilities Scheme - Part 3: Ex installation and initial inspection - Rules of Procedure*

IECEX 03-4, *IECEX Certified Service Facilities Scheme - Part 4: Ex inspection and maintenance - Rules of Procedure*

IECEX 03-5, *IECEX Certified Service Facilities Scheme - Part 5: Repair, overhaul and reclamation of Ex equipment - Rules of Procedure*

3 Terms and definitions

Nil.

4 Process steps

4.1 Step 1 – Proposal and first draft

Accepted ExCBs or members of the IECEX Executive may propose content to form the basis for a Draft ExSFC Decision Sheet. The originator shall first consult with the Maintenance Team (MT) Convenor for the responsible Standard, where applicable, noting that the MT Convenor cannot prevent the originator proceeding to issue a proposed Draft Decision Sheet to the IECEX Secretariat. A copy of all correspondence between the originator and the MT Convenor shall be sent to the IEC TC 31 IECEX Liaison.

The IECEX Secretariat, in consultation with the ExSFC Officers and, if necessary, the originator, shall edit the first draft to ensure complete and correct format and content (noting that the wording of the Q&A sections must satisfy the ISO/IEC Directives Part 2 requirements) as the basis for a Draft ExSFC Decision Sheet.

Once a Draft ExSFC Decision Sheet has been approved for circulation by the ExSFC Officers the IECEX Secretariat shall circulate the Draft ExSFC Decision Sheet (Draft ExSFC DS) in accordance with Step 2 as defined below.

4.2 Step 2 – Circulation of the first draft

The IECEX Secretariat will circulate the Draft ExSFC DS for comment to ExSFC members (as defined in the latest version of ExSFC/001*/INF) with the exception of the Chairs and Secretaries of IEC TC 31 and SCs. This circulation shall also be to the IEC TC 31 IECEX Liaison who will coordinate the consultation within IEC TC 31 via the IECEX website under ExSFC Committee Documents. In parallel with this action, the IECEX Secretariat shall issue an email circular advising the members of ExSFC, IECEX Management Committee (ExMC) members (for information only) and the IEC TC 31 IECEX Liaison of the availability of the document for comment on the IECEX website. The comment period is normally six (6) weeks. Whenever it is proposed that the comment period be less than six (6) weeks this must be justified by the proposer, agreed by the ExSFC Chair and identified on the cover sheet for the Draft ExSFC DS.

4.3 Step 3 – Handling of comments on Draft ExSFC DS

All ExSFC members are expected to contribute to the development of ExSFC Decision Sheets and may (using the separate comments table provided for each Draft ExSFC DS) submit comments directly to the IECEX Secretariat.

Comments from the IEC TC 31 IECEX Liaison will be considered within the relevant IEC TC 31 groups as determined by the IEC TC 31 IECEX Liaison prior to submission of a single set of comments that represent the IEC TC 31's position to the IECEX Secretariat by the IEC TC 31 IECEX Liaison.

Comments on the Draft ExSFC DS, as well as observations on these comments from the originator, shall be circulated as an ExSFC Compilation of Comments document on the IECEX website as above.

For consistency, the dispositions of comments shall be allocated by the originator as follows (the use of acronyms for the following are not permitted):

a) Accepted

The comment was acceptable as presented.

b) Not Accepted

This disposition indicates that the comment has been rejected and will not be incorporated into the document. All rejections shall have the justification for rejection, whether technical or editorial, documented as part of this disposition.

c) Accepted in Part

This disposition indicates that some parts of the comment will be accepted and incorporated into the document and that other parts have been rejected. An explanation of how the accepted part is to be incorporated into the document shall be given. The parts that have been rejected shall have the justification for doing so, whether technical or editorial, documented as part of this disposition.

d) Accepted in Principle

This disposition indicates that the principle of the comment was accepted but was incorporated into the document in a manner modified from that suggested by the commenter. Explanation of how this was incorporated into the document shall be included along with the justification for the decision.

e) Noted

This is used where there is no action required on the comment.

In cases b), c), and d) above, the justification provided should clearly specify the reasons why the comment was rejected or included with modifications. This will allow the commenter the opportunity to provide additional information and justification at the next stage of review for those cases where, perhaps because of language barriers or interpretation difficulties, the commenter believes that the originator did not fully understand the proposal or comments.

If comments have been received in Step 2 above and once a disposition has been decided and approved by the ExSFC Chair, the originator shall then prepare and send a Final Draft ExSFC DS and associated Compilation of Comments to the ExSFC Deputy Chair. The ExSFC Deputy Chair, with the assistance of the IECEx Secretariat, shall then circulate the Final Draft ExSFC DS and associated Compilation of Comments to the ExSFC members (with the exception of the Chairs and Secretaries of IEC TC 31 and SCs) and to the IEC TC 31 IECEx Liaison for any final comments. Note that if no comments have been received in Step 2, there is no need to prepare a Final Draft ExSFC DS nor to conduct this second and final comment process.

The final comment period is normally four (4) weeks. Whenever it is proposed that the final comment period be less than four (4) weeks this must be justified by the proposer, agreed by the ExSFC Chair and identified on the cover sheet for the Draft ExSFC DS.

4.4 Step 4 – Handling of an accepted Draft ExSFC DS

A Draft ExSFC DS or any subsequent Final Draft ExSFC DS is considered approved to proceed to publication when there are no objections to it proceeding to publication and there is agreement from the ExSFC Chair for this to occur.

A Draft ExSFC DS or any subsequent Final Draft ExSFC DS that has received objections to proceeding to publication shall be handled according to Step 5 below.

Once a Draft ExSFC DS or any subsequent Final Draft ExSFC DS has been approved to proceed to publication it is posted on the IECEx website under the ExSFC Decision Sheets section. ExSFC members and the IEC TC 31 IECEx Liaison are notified by an email circular in parallel with the posting process.

All new ExSFC Decision Sheets shall be included for noting on the agenda of the next ExSFC meeting following their publication.

4.5 Step 5 – Handling of a Draft ExSFC DS that requires recirculation

All proposed comment resolutions (other than those designated as Accepted or Noted) shall be considered by the originator. If, after considering these comments, the originator agrees that a revised Draft (or Final Draft) ExSFC DS is required then the originator shall provide the IECEx Secretariat with a revised Draft (or Final Draft) ExSFC DS for reposting and circulation for comment according to Step 2 above.

Where, after two comment cycles, there are continued and justified objections on the revised Draft ExSFC DS, the ExSFC Chair shall decide on one of the following decision options:

- a) The revised Draft ExSFC DS with a Compilation of Comments shall be listed for discussion on the agenda of the next ExSFC meeting; or
- b) The revised Draft ExSFC DS with a Compilation of Comments shall proceed to publication and be listed for further discussion at the next ExSFC meeting; or
- c) The revised Draft ExSFC DS shall be withdrawn temporarily and referred to ExSFC for treatment by an urgent revision of the relevant IECEx Rules of Procedure and/or IECEx Operational Document(s); or
- d) The revised Draft ExSFC DS shall be withdrawn temporarily and referred to the appropriate IEC TC 31 committee or appropriate subcommittee, MT or working group (for example, if the consensus is that the Draft ExSFC DS introduces new requirements). This action will also be listed for noting on the agenda of the next ExSFC meeting; or
- e) The revised Draft ExSFC DS may be withdrawn permanently (for example in case of widespread opposition to the proposed answer) and in this case, it will be considered that the matters leading to the proposal for an ExSFC Decision Sheet have been resolved or cannot be resolved through the process outlined in this IECEx Operational Document. In order to record the use of this decision option, an INF document (comprising a short summary of the reason for this decision and a link to the Compilation of Comments document) shall be issued by the ExSFC Deputy Chair and posted to the ExSFC section of the Members Area of the IECEx website. If the originator does not agree with the comments or proposed changes from the commenter(s) the matter shall be referred to the ExSFC Chair who will determine the course of action (which may be to refer the Draft ExSFC DS and comments to the next ExSFC meeting).

5 Application of accepted ExSFC Decision Sheet

Immediately an ExSFC Decision Sheet has been approved and published on the IECEx website, all accepted and new IECEx 03 Scheme ExCBs shall immediately apply this ExSFC Decision Sheet as a mandatory part of the IECEx System.

6 Maintenance of published ExSFC Decision Sheet

A revision of IECEx Rules of Procedure or IECEx Operational Document to address the matters covered by a published ExSFC Decision Sheet, shall on publication, automatically supersede the published ExSFC Decision Sheet.

The IECEx Secretariat shall remove all superseded ExSFC Decision Sheets from the IECEx website or clearly label these as “withdrawn”.

Any accepted ExCB may propose a revision of a published and current ExSFC Decision Sheet by proposing changes in the form of a new Draft ExSFC DS in accordance with Clause 4.1 above.

The agenda for every ExSFC meeting shall include an item that requires the ExSFC to:

1. Review each ExSFC Decision Sheet on a frequency of at least once in every five-year period commencing from the original publication date of the ExSFC Decision Sheet;
 2. Confirm the continued need for all published and current ExSFC Decision Sheets;
- or
3. Record a decision to withdraw a specific ExSFC Decision Sheet and to record the reasons for this withdrawal (for example, because updated standards have addressed the original reason for the ExSFC Decision Sheet). In this situation, The IECEx Secretariat shall remove all withdrawn ExSFC Decision Sheets from the IECEx website or clearly label these as “withdrawn” and specify the date of withdrawal.

The ExSFC meeting shall also note the superseding of any ExSFC Decision Sheet by revised Rules of Procedure or IECEX Operational Documents.

7 Transfer of published ExTAG Decision Sheet to ExSFC Management

Prior to the establishment of the ExSFC, the IECEX Testing and Assessment Group (ExTAG) published ExTAG Decision Sheets (refer to IECEX OD 035 for process details) that related to IEC Standards upon which the IECEX Certification Scheme for Service Facilities is based. Now that the ExSFC is operational it is appropriate (and agreed by ExMC Decision 2019/38) that the ExSFC assume the responsibility for the management of ExTAG Decision Sheets pertaining to the following Standards:

- IEC 60079-10-1
- IEC 60079-10-2
- IEC 60079-14
- IEC 60079-17
- IEC 60079-19

The process for ExTAG Decision Sheet transfer to ExSFC Decision Sheet is as follows:

1. The ExSFC shall regularly review the list of published ExTAG Decision Sheets.
2. The ExSFC may identify any ExTAG Decision Sheet that mentions the above listed Standards.
3. The proposed transfer of selected ExTAG Decision Sheets to the management of the ExSFC should be discussed and agreed between the ExTAG and ExSFC Chairs before any subsequent action commences.
4. If transfer is agreed, the ExSFC may then take a decision to use the content of an existing ExTAG Decision Sheet to prepare and publish, in accordance with this Operational Document, a new or revised ExSFC Decision Sheet.
5. The ExSFC Chair shall recommend to the ExTAG Chair that transferred ExTAG Decision Sheet be withdrawn by the ExTAG simultaneously with the publication of the ExSFC Decision Sheet that replaces the ExTAG Decision Sheet.
6. Upon publication of the ExSFC Decision Sheet in accordance with this Operational Document the IECEX Secretariat shall inform the ExTAG Chair and include this in the agenda (as notification to ExTAG) of the next ExTAG meeting.
7. It is expected that the ExTAG meeting will record a decision to withdraw the now superseded ExTAG Decision Sheet in accordance with the requirements and provisions of IECEX OD 035.
8. The withdrawn ExTAG Decision Sheet list on www.iecex.com needs to be updated to include details of the withdrawn status and of the identification number of the ExSFC Decision Sheet that replaces it.

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