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

**Title: Scope Assessment report for** **QPS Evaluation Services Inc (QPS) to include Unit Ex 008 in their scope as an Ex Certification Body (ExCB) for the IECEx 05 Certification of Personnel Competence Scheme (CoPC)**

**Introduction**

This document provides a Report from the IECEx Assessment Team following an assessment of QPS Evaluation Services Inc (QPS), CA, for a scope extension, as an IECEx Certification Body (ExCB) operating in the IECEx 05 CoPC Scheme, to include the following unit in their scope -

**Unit Ex 008** – Perform detailed inspection of electrical installations in or associated with explosive atmosphere

***This document is hereby submitted for ExMC approval via correspondence using the IECEx on-line voting system. ExMC Members are requested to submit their vote via the IECEx On-line Ballot System by the closing date 2021 09 08***

***Please refer to OD 050 for guidance on the “IECEx On-line voting system.”***

***Chris Agius***

**IECEx Secretariat**

|  |  |
| --- | --- |
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IEC System for certification to standards relating to equipment for use in Explosive Atmospheres (IECEx System)

IECEx Assessment Report Form, F-003

IECEx assessment report form for use by IECEx assessment teams to report assessments conducted according to the relevant IECEx assessment procedures of:

Operational Document IECEx OD 003-2 for the Certified Equipment Scheme

Operational Document IECEx OD 316-\* for the Certified Service Facility Scheme

Operational Document IECEx OD 422 for the IECEx Conformity Mark Licensing Scheme

Operational Document IECEx OD 501 for the Personnel Competence Scheme

IECEx ExCB assessment report for QPS

INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION

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# Assessment information

## Type of body covered by this assessment:

|  |  |
| --- | --- |
| ExCB for IECEx Certified Equipment Scheme |  |
| ExTL for IECEx Certified Equipment Scheme |  |
| ATF for IECEx Certified Equipment Scheme |  |
| ExCB for IECEx Certified Service Facilities Scheme |  |
| ExCB for IECEx Conformity Mark Licensing System |  |
| ExCB for IECEx Certification of Personnel Competency Scheme |  |

NOTE 1 ExCB - IECEx Certification Body

NOTE 2 ExTL - IECEx Testing Laboratory

NOTE 3 ATF - Additional Testing Facility

## Type of assessment:

|  |  |
| --- | --- |
| Pre-assessment for candidate body |  |
| Initial assessment for candidate body |  |
| Surveillance |  |
| Re-assessment |  |
| Scope extension |  |

## Details of body

### Country

Canada

### Name of body

QPS Evaluation Services Inc (QPS)

### Name and title of nominated principal contact

|  |  |  |
| --- | --- | --- |
| Name | Title | E-mail address |
| Dave Adams | Manager Ex Equipment | Dadams@qps.ca |

## Assessment information

### Members of the assessment team

|  |  |
| --- | --- |
| Name | Role |
| Ralph Wigg | IECEx Lead Assessor |

### Place(s) of assessment

|  |  |
| --- | --- |
| QPS | 81 Kelfield St, Unit 8,  Toronto, Ontario M9W 5A3 CANADA |

### Assessment date(s)

For IECEx05 - Remote assessment conducted according to IECEx OD 060 on 7th & 14th April & 4th May 2021, plus follow up reviews.

## Application information and background information on the assessment

Scope extension requested by way of completed ExMC/251B/Q form dated January 12th, 2021 to include Unit Ex 008 which was assessed in conjunction with the surveillance assessment.

## ExCB scope for IECEx Personnel Competence Scheme

The scope for the IECEx Personnel Competence Scheme is shown below.

| Unit | | Comments |
| --- | --- | --- |
| Unit Ex 000 – Basic knowledge and awareness |  |  |
| Unit Ex 001 – Apply basic principles of protection in explosive atmospheres |  |  |
| Unit Ex 002 – Perform classification of hazardous areas |  |  |
| Unit Ex 003 – Install explosion-protected equipment and wiring systems |  |  |
| Unit Ex 004 – Maintain equipment in explosive atmospheres |  |  |
| Unit Ex 005 – Overhaul and repair of explosion-protected equipment |  |  |
| Unit Ex 006 – Test electrical installations in or associated with explosive atmospheres |  |  |
| Unit Ex 007 – Perform visual & close inspection of electrical installations in or associated with explosive atmospheres |  |  |
| Unit Ex 008 – Perform detailed inspection of electrical installations in or associated with explosive atmospheres |  | Added to scope at this assessment |
| Unit Ex 009 – Design electrical installations in or associated with explosive atmospheres |  |  |
| Unit Ex 010 – Perform audit inspection of electrical installations in or associated with explosive atmospheres |  |  |

# Common information

## Legal entity of body

QM Section 1.1:

QPS Evaluation Services Inc. is an independent, private sector testing and certification organization duly incorporated on April 1998 under the Canada Business Corporation Act. All of the stock of QPS, Inc. is owned by the President of the company

## Financial support

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment (ExMC/1526/R – re-assessment Report).

## History

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment. See 2.1(ExMC/1526/R – re-assessment Report)

## Documentation

### Quality manual

No changes to QPM Rev 04 since the previous assessment. (ExMC/1526/R – re-assessment Report)

### Procedures

Changes to QPM Rev 12 were found to satisfy IECEx requirements and now cover Unit Ex 008

### Work instructions

Existing work instructions apply for this scope extension. This was included in the previous assessment. (ExMC/1526/R – re-assessment Report)

### Records (including test records where relevant)

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment. (ExMC/1526/R – re-assessment Report)

### Document change control

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment. (ExMC/1526/R – re-assessment Report)

## Confidentiality

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment. (ExMC/1526/R – re-assessment Report)

## Communication with public and customers (Hard copy and Electronic)

As detailed in GOP 01 Rev 02 Clause 1.5 which satisfies IECEx requirements

## Recognitions and agreements

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment. (ExMC/1526/R – re-assessment Report)

## Internal audit

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment. (ExMC/1526/R – re-assessment Report)

## Management review

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment. (ExMC/1526/R – re-assessment Report)

## Contracting, subcontracting and witness testing

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment. (ExMC/1526/R – re-assessment Report)

## Training and competence

Details of staff competencies were reviewed and found to be acceptable including those associated with the scope extension for Unit Ex 008.

## Complaints and appeals (including appeals to IECEx)

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment. (ExMC/1526/R – re-assessment Report)

## Impartiality

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment. (ExMC/1526/R – re-assessment Report)

## Active involvement in development of Decision Sheets

Confirmed that QPS have made comment on all decision sheets issued in the last 2 years.

## Special facts to be noted

None raised other than those included in this report.

## Supporting documentation

Copies of additional supporting information for this assessment have been provided to the applicant and the IECEx Secretariat. These are included in the site assessment report or provided separately and include:

* Details of issues raised and how these have been resolved
* Information on competencies
* Knowledge and skills examination questions relating to the scope extension

All matters raised have subsequently been resolve to the satisfaction of the Assessor

## Recommendations

Based on the assessment performed on 7th & 14th April & 4th May 2021, QPS is recommended for continued acceptance in the IECEx scheme as :

* An ExCB in the IECEx Certification of Personnel Competency Scheme

This is according to the scope of the Units of Competence listed in this document including the extension of scope to include Unit Ex 008.

|  |
| --- |
| Ralph Wigg |
| IECEx Lead Assessor |

Date: 20th June 2021

# ExCB for IECEx Personnel Competence Scheme

## Assessment references

1. IECEx 05 IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEx System) IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Rules of Procedure
2. IECEx OD 501 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Assessment procedures for IECEx acceptance of Certification Bodies (ExCBs) for the purpose of issuing and maintaining IECEx Certificates of Personnel
3. IECEx OD 503 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres - ExCB Procedures for issuing and maintaining IECEx Certificates of Personnel Competencies
4. IECEx OD 504 IECEx Scheme for Certification of Personnel Competence for Explosive Atmospheres – Specification for Units of Competence Assessment Outcomes
5. IECEx OD 506 - Guidance on the use of the IECEx Certificates of Personnel Competence Scheme’s Assessment Question Bank by ExCBs
6. IECEx OD 060 IECEx Guide for Business Continuity – Management of Extraordinary Circumstances or Events Affecting IECEx Certification Schemes and Activities
7. ISO/IEC 17024 Conformity assessment — General requirements for bodies operating certification of persons
8. IECEx OD 507 Check list for assessment to ISO/IEC 17024
9. ExPCC Decision Sheets

Additional references applied for this assessment

NONE

## Candidate ExCB persons interviewed

|  |  |
| --- | --- |
| Name | Position |
| Dave Adams | Manager Ex Equipment |
| Rob Kohuch | Senior Engineer |

## National certificates

N/A

## Organisation

### Names, titles and experience of the senior executives

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| John Gulino | President | 30+ |
| Jim Morrison | Vice President | 30+ |
| Nick Maalouf | Vice President QA/External Affairs | 30+ |

### Name, title and experience of the quality management representative

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| Nick Maalouf | Vice President QA/External Affairs | 30+ |
| Alfonso Mattucci | QC Engineer | 25+ |

### Name and title of signatories for certification

|  |  |  |
| --- | --- | --- |
| Name | Title | Comments |
| Dave Adams | Manager Ex Equipment |  |
| Rob Kohuch | Senior Engineer |  |

### Other employees in ExCB activity

|  |  |  |
| --- | --- | --- |
| Name | Title/responsibility | Experience in Ex (years) |
| Wayne Mayo | Examiner | 15+ |
| Bob Johnson | Examiner | 15+ |

## Organizational Structure

See Annex A & Annex B

## Indemnity insurance

Not relevant as this is a scope extension and surveillance assessment. This was included in the previous assessment. (ExMC/1526/R – re-assessment Report)

## Resources

Adequate and appropriate equipment and personnel resources were confirmed to be available including the requirements for the scope extension to include Unit off Competence Ex008

## Committees (such as governing or advisory boards)

QPS staff are actively involved in several IECEx Committees and Working, Group, participate in Working Groups and Project Teams of IEC TC31 as well as Canadian and US mirror committees to IEC Standards.

## Certification operations

### National approval/certification Methods

N/A

### Certification policy

GOP 30 Rev 02- Assessment of Personnel Competency was viewed and found to satisfy IECEx requirements.

### Certification application, assessment and examination processes

A number of certificates were reviewed for this surveillance assessment and found to comply with QPS procedures in GOP 30 Rev 02- Assessment of Personnel Competency.

Issues raised included updates to references to IECEx documents, filing of client records and use of the IECEx Question Bank. All items raised were addressed to the satisfaction of the assessor.

### Issuing of IECEx Personnel Competence Assessment Report (PCAR)

The procedure for issuing the PCAR given in GOP 30 Rev 02- Assessment of Personnel Competency was verified as being followed.

### Decision on Certification

The decision on the certification procedure given in GOP 30 Rev 02- Assessment of Personnel Competency was reviewed and verified.

NOTE Personnel who make the decision on certification shall not have participated in the examination or training of the candidate.

### Suspension and cancellation of certificates

GOP 30 Rev 02- Assessment of Personnel Competency -section 16

## Statistics

Detail experience in certification of personal competence for past two years.

|  |  |
| --- | --- |
| Unit | Experience |
| Unit Ex 000 – Basic knowledge and awareness | 0 Certificates issued |
| Unit Ex 001 – Apply basic principles of protection in explosive atmospheres | 19 Certificates issued |
| Unit Ex 002 – Perform classification of hazardous areas | 4 Certificates issued |
| Unit Ex 003 – Install explosion-protected equipment and wiring systems | 0 Certificates issued |
| Unit Ex 004 – Maintain equipment in explosive atmospheres | 0 Certificates issued |
| Unit Ex 005 – Overhaul and repair of explosion-protected equipment | Not in scope |
| Unit Ex 006 – Test electrical installations in or associated with explosive atmospheres | Not in scope |
| Unit Ex 007 – Perform visual & close inspection of electrical installations in or associated with explosive atmospheres | 4 Certificates issued |
| Unit Ex 008 – Perform detailed inspection of electrical installations in or associated with explosive atmospheres | Added as scope extension at this surveillance assessment |
| Unit Ex 009 – Design electrical installations in or associated with explosive atmospheres | 3 Certificates issued |
| Unit Ex 010 – Perform audit inspection of electrical installations in or associated with explosive atmospheres | Not in scope |

## Question bank

Both knowledge and skills examination questions for Unit Ex008 ‘Detailed Inspection’ were provided and found to be sufficient and correct. As QPS are using the same artifacts as those used for Unit of Competence Ex007 which were previously assessed. Flexibility for different configurations was found acceptable. The knowledge questions will be provided to the IECEx Secretariat to be added to the Central Question Bank. The IECEx requirements of OD503 & OD504 for Unit Ex008 are fulfilled for this scope extension.

## National accreditation

N/A

## Comments (including issues found during assessment)

Items identified from the re-assessment related to:

* Issues were raised concerning document management
* Issue raised requiring review of knowledge questions
* Issue raised over record keeping

# Annexes

See Contents

1. Overall Organisation Chart

![Diagram

Description automatically generated]()

1. Organisation Chart of ExCB

![Diagram

Description automatically generated]()

1. Accreditation Certificate for ISO/IEC 17024

QPS do not have national Accreditation to ISO/IEC 17024. Therefore QPS are subjected to surveillance assessments by IECEx.