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

**TITLE: Re-assessment Report for the continued acceptance of INERIS - Institut National de l'Environnement Industriel et des Risques (INE)., an Accepted ExCB within the IECEx Equipment Scheme 05.**

**Circulation to: Members of the IECEx Management Committee, ExMC**

**INTRODUCTION**

In accordance with the 5 Year re-assessment plan for the surveillance and monitoring of bodies within the IECEx System, the following document contains the IECEx Reassessment Report for the continued acceptance of INERIS - Institut National de l'Environnement Industriel et des Risques (INE)., an Accepted ExCB within the IECEx Equipment Scheme 05.

This report is hereby submitted for endorsement during the 2022 ExMC Meeting.

***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/ExTL/ATF assessment report for INERIS

INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION

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# Assessment information

## Type of body covered by this assessment:

<Check appropriate boxes>

|  |  |
| --- | --- |
| 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:

<Check appropriate boxes>

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

## Details of body

### Country

FRANCE

### Name of body

INERIS - Institut National de l'Environnement Industriel et des Risques (INE)

### Name and title of nominated principal contact

|  |  |  |
| --- | --- | --- |
| Name | Title | E-mail address |
| Thierry HOUEIX | Ex Certification Officer | Thierry.Houeix@ineris.fr |

## Assessment information

### Members of the assessment team

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

### Place(s) of assessment

|  |  |
| --- | --- |
| INERIS  By remote assessment | BP n°2 Parc Technologique ALATA F-60550 Verneuil-en-Halatte |

### Assessment date(s)

For IECEx05 - Remote assessment conducted according to IECEx OD 060 on 22nd & 29th March 2021, plus follow up reviews.

## Application information and background information on the assessment

Ineris were accepted as an IECEx05 Certifying Body in 2011.

This was a re-assessment for their continuance as an IECEx CB. Ineris are continuing to operate during the pandemic with necessary procedures for staff and operations.

NOTE 1 Include information relevant to the Secretariat review process

NOTE 2 include other information to be included by the assessment team relevant to the application, including any complex issues, for example where the assessment involves an Additional Testing Facility (ATF)

NOTE 3 Include reference to OD 060 if used for this assessment.

## Scopes

## 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 |  | Added according to ExPCC decision |
| 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 |  |  |
| 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

There is a decree of creation from the Government for the creation of Institut National de l‘Environnement Industriel et des Risques (INERIS) as a public research body of an industrial and commercial nature, under the supervision of the French Ministry of the Environment and Sustainable Development. It has a special status and the organisation is not a Government body as such. The employees are employed by INERIS, not the Government. The site and buildings are owned by INERIS

## Financial support

Under the INERIS financial policies, the testing and certification activities of INERIS are required to be run on a self-financing basis from the fees charged for their services

## History

INERIS has a mission of assessing and preventing accidental and chronic risks to people and the environment due to industrial plants, chemical substances and underground operations.

Founded in 1990, INERlS is a public institution with industrial and commercial dimensions, under the supervision of the Ministry for National and Regional Development and the Environment.

Before becoming INERIS, the Ex team was part of CERCHAR, which was the French Research Centre for Coal Mine Industry.

INERIS is a Notified Body in the context of European directives regarding explosive atmospheres, machinery, hardware and explosives for civil use.

INERIS’s experts are involved in the following main areas:

* Equipment, hardware, systems, protective devices, gas sensors and detectors: explosive atmospheres (ATEX), ElectroMagnetic Compatibility (EMC), and the Machinery and Low Voltage (LV).
* Machinery and installations in explosive locations: gas, dust.
* Electronic systems: system safety, operational reliability, lightning protection, etc.
* Safety components and devices.
* Explosives and pyrotechnics.
* Transport of dangerous goods, equipment and related items.
* Dangerous goods.

## Documentation

### Quality manual

INERIS has a comprehensive quality manual supported by other procedural documents, which refer to ISO 9001, ISO/IEC 17025 and ISO/IEC 17065 standards.

### Procedures

INERIS has a very comprehensive range of procedures covering all aspects of the testing operations that were audited as part of this assessment. Where applicable each procedure has with it an associated test sheet for completion by the staff. These Procedures were found to meet the requirements of IECEx.

### Work instructions

Not applicable for the IECEx Personnel Competence Scheme

### Records (including test records where relevant)

All records are maintained and stored. There is also an archiving process in place for older records. The system was found to meet the requirements of IECEx.

NOTE The following guidance is provided to assessors:

* It is expected the record system will meet the recommendations in OD 207 Guidance on the Retention of Records
* Example records should be sought of oldest records both in electronic and hard copy to test the retrieval and existence of records, including archival records.
* Information should be sought on whether there is a method of secure disposal of hard copy records once they have been placed on an electronic system.

### Document change control

Document change control is affected by having the master document as the electric document on the intranet.

Printed copies are effectively uncontrolled and show an expiry date one month after printing.

## Confidentiality

All employees and members of committees sign confidentiality agreements. Examples of these were sighted by the team and found to meet the requirements of the IECEx

There is a system of security control at the main entrance gate and entrance to buildings is controlled by key or, in the case of newer buildings, by key pad.

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

IECEx scheme rules for INERIS Ex certification are available on the INERIS’s website

## Recognitions and agreements

INERIS has several agreements with organisations in other countries. These are not applicable for the IECEx Personnel Competence Scheme.

National Accreditation for 17065 and 17025. This can be checked on

* 17025 Accreditation: <https://tools.cofrac.fr/en/organismes/fiche.php?entite_id=12070398>
* 17065 Accreditation: <https://tools.cofrac.fr/en/organismes/fiche.php?entite_id=51000595>

INERIS do not hold accreditation for 17024.

## Internal audit

There is an overall audit system for INERIS, including at technical level with the Ex operations. INERIS does have in place a method of regularly (generally on a monthly basis) investigating existing testing, assessment, examination, and audit activities.

Internal audits are done once a year for each type of operation. Regarding IECEx 05, the last internal audit took place on 2021-03-19 and this was reviewed. No nonconformities were found.

## Management review

The management review meeting that took place on 25 March 2021 was reviewed. It includes internal audits, corrective actions/accreditation audits, customer satisfaction (including complaints), data on number of certificates issued (including IECEx certificates), meeting of certification committee. This was verified as acceptable for IECEx.

## Contracting, subcontracting and witness testing

Not applicable for the IECEx Personnel Competence Scheme

## Training and competence

All staff employed are selected for qualifications and/or experience relevant to their responsibilities. Each member of staff has a full job description, which comprehensively defines their responsibilities, job function, qualification requirements and their position within the organisation.

Every two months there is training of people in the ExCB on the operations, outcome of audits, revised standards and procedures related to IECEx. An example of a comprehensive training session presentation was shown and was found to meet the requirements of the IECEx.

There is a competency matrix for all ExCB operations details of which are included in the site assessment report.

## Complaints and appeals (including appeals to IECEx)

There is a general process in INERIS for internal complaints, internal and external audits, and external complaints. This covers the complaints mechanism requirements of the ExCB and ExTL.

In the Procedures PR0861 and PR0868, there are special clauses to ensure that complaints regarding certified products, service, presentation of results, methods or any other subject are effectively dealt with. Also to ensure that appeals and disputes in respect of certification activity and dealt with fairly and transparently. The procedures address the provision of appeals to IECEx and the applicants are advised of this facility.

## Impartiality

Ineris’ staff involved in the process of certification activities has signed a commitment regarding impartiality and confidentiality. This is written in the Procedures PR0861 and PR0868.

NOTE: Include reference to methods to achieve the requirements impartiality with the requirements of ISO/IEC 17065, ISO/IEC 17025 and ISO/IEC 17024. Also organizational arrangements (such as corporate structures) that may impact on impartiality should be reviewed.

## Active involvement in development of Decision Sheets

Ineris staff do participate actively in development of IECEx Scheme and also in Decision Sheets

## Special facts to be noted

None

## Supporting documentation

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

* Details of issues raised and how these have been resolved
* Checklist for ISO/IEC 17024
* Information on competencies
* Assessors’ notes

NOTE Assessors are to amend above list as appropriate

## Recommendations

Based on the assessment performed on 22 & 29.03.2021, INERIS 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, subject to resolution of the issues found during the assessment.

|  |  |  |
| --- | --- | --- |
| Ralph Wigg | <name> | <name> |
| IECEx Lead Assessor | IECEx Assessor | IECEx Assessor |

Date: 24th August 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 F-004 - IEC System for Certification to Standards relating to Equipment for use in Explosive Atmospheres (IECEx System) - Site Assessment Report for Assessment of IECEx Candidate and Accepted Ex Certification Bodies (ExCBs) and Candidate and Accepted Ex Testing Laboratories (ExTLs).
6. IECEx OD 506 - Guidance on the use of the IECEx Certificates of Personnel Competence Scheme’s Assessment Question Bank by ExCBs 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. IECEx OD060 IECEx Guide for Business Continuity – Management of Extraordinary Circumstances or Events Affecting IECEx Certification Schemes and Activities
10. ExPCC Decision Sheets

Additional references applied for this assessment

None

NOTE To be added by assessment team if applicable.

## Candidate ExCB persons interviewed

|  |  |
| --- | --- |
| Name | Position |
| Thierry Houeix | Ex Certification Officer |
| Laurent Fischer | Ex Assessor |

## National certificates

Ineris is not accredited in accordance with ISO/IEC 17024

## Organisation

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| Dominique Charpentier | Certification Division Manager | 31 years, 14 in Ex |
| Thierry Houeix | Ex Certification Officer | Ex Certification Officer since 2007  Ex expert since 1995  SC31M ISO/IEC MT80079-34 MT Leader  SC31M WG1 Co-Convener |

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
| Malika Azni | Quality Assistant | 15 years |

### Name and title of signatories for certification

|  |  |  |
| --- | --- | --- |
| Name | Title | Comments |
| Dominique Charpentier | Certification division Manager | 31 years, 14 in Ex |
| Thierry Houeix | Ex Certification Officer | Ex Certification Officer since 2007  Ex expert since 1995  SC31M ISO/IEC MT80079-34 MT Leader  SC31M WG1 Co-Convener |

### Other employees in ExCB activity

|  |  |  |
| --- | --- | --- |
| Name | Title/responsibility | Experience in Ex (years) |
| Laurent Fischer | Ex Assessor | 15 years |
| Olivier Cottin | Head of ATEX Unit | 18 years in Ex |

## Organizational Structure

See Annex A

## Indemnity insurance

INERIS holds professional indemnity and public liability insurance. These are covered in one policy from Allianz which was reviewed and found to be valid to 31 December 2021. The cover is considered acceptable.

## Resources

INERIS have a total of 5 personnel involved in the ExCB, plus additional invigilators, for the IECEx Personnel Competence Scheme. These resources are considered adequate for this Scheme.

NOTE 1 Information should be given here about the adequacy of resources of competent staff, appropriate procedures/work instructions, and examination facilities.

NOTE 2 Some information may also be included here about outsourcing, eg using external contractors, where this is not adequately covered in 2.10.

## Committees (such as governing or advisory boards)

The composition and terms of reference of the Certification Committee are given in PR0864 (general requirement for committees) and DI0950 (specific requirements for ATEX and IECEx – The Ex Equipment Committee). The Ex Committee comprises representatives of manufacturers, users, standardisation and governmental interests with no single interest predominating. The content of the procedures meet the requirements of ISO/IEC 17065 and the IECEx requirements. Impartiality is also considered by IM1523.

## Certification operations

### National approval/certification Methods

The national certification system for Ex products is that of the ATEX Directive 2014/34/EU. Under the directive Zone 0 and Zone 1 electrical products are required to undergo type examination by a notified body with the manufacturer of the products being subject to quality assurance monitoring or product verification by a notified body. Because there is no requirement for a notified body to undertake design and manufacturing conformity assessments, the European ATEX system cannot be regarded as a true Type 5 system. The standards and methods used for the various conformity assessment activities do, however, relate closely to those employed within IECEx.

Regarding Personnel Competencies, INERIS drives their own schemes Saqr-ATEX and ISM-ATEX, respectively since 2000 and 2005

### Certification policy

The Quality Manual is available on the website and in printed form. It contains a quality policy that refers to product and competency certification. Further aspects related to certification policy are covered in procedures PR0861, PR0868, PR0864 and PR0913 and were seen to be in conformity with the requirements of ISO/IEC 17065 and IECEx 02 and ISO/IEC 17024 and IECEx05.

NOTE Typically this may be a separate policy or included in the quality policy.

### Certification application, assessment and examination processes

The applicant can ask for an application for certification by any method, including by e-mail, in person, by writing etc. The application form needs to be filled by the applicant. After reviewed commercial offer is sent to the applicant.

By issuing a purchase order, the customer admits having knowledge of the sales and certification general and specific terms applicable to INERIS as stated in the offer.

The approach is laid out in procedure PR0913. This procedure was checked and found to meet the requirements of the IECEx.

NOTE 1 Include information on examiners, facilities for testing practical skills, including artifacts.

NOTE 2 Include information about how the ExCB applies the provisions of OD 060 if applicable.

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

For each assessment a PCAR is issued to the candidate. However, only PCARs which allow the issue of a CoPC is registered on the IECEx website

NOTE The process for showing limitation on scope needs to be documented.

### Decision on Certification

In principle, the certification decision is taken by INERIS General Manager (Raymond Cointe), but he has delegates who are:

* Dominique Charpentier –Certification Division Manager
* Thierry Houeix – Ex Certification Officer

The above is documented in the PR0861 clause 12, PR0868, clause 12 and PR0913, clause 9.4. Normally for Ex certification Thierry Houeix is the independent reviewer and he takes the decision based on the ExPCAR and the certification file, but other persons listed can also sign the ATEX and IECEx certificates.

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

The suspension of certificates rules is well defined in PR0868 and PR0913 documents and there is specific reference as to how this relates to the IECEx System.

## Statistics

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

|  |  |
| --- | --- |
| Unit | Experience |
| Unit Ex 000 – Basic knowledge and awareness | 0 |
| Unit Ex 001 – Apply basic principles of protection in explosive atmospheres | 153 |
| Unit Ex 002 – Perform classification of hazardous areas | 4 |
| Unit Ex 003 – Install explosion-protected equipment and wiring systems | 22 |
| Unit Ex 004 – Maintain equipment in explosive atmospheres | 11 |
| Unit Ex 005 – Overhaul and repair of explosion-protected equipment | 0 |
| Unit Ex 006 – Test electrical installations in or associated with explosive atmospheres | 10 |
| Unit Ex 007 – Perform visual & close inspection of electrical installations in or associated with explosive atmospheres | 37 |
| Unit Ex 008 – Perform detailed inspection of electrical installations in or associated with explosive atmospheres | 30 |
| Unit Ex 009 – Design electrical installations in or associated with explosive atmospheres | 18 |
| Unit Ex 010 – Perform audit inspection of electrical installations in or associated with explosive atmospheres | 0 |

## Question bank

INERIS have not yet implemented the IECEx Central Question Databank. They are required to make this change for all future assessments.

NOTE 1 For an initial assessment the ExCB needs to provide the full number of questions as required by OD503 Clause 4.3 for the Units within the ExCB scope. These must be verified by the assessor as being sufficient and correct, and passed to the IECEx Secretariat.

NOTE 2 For a re-assessment the ExCB needs to demonstrate the use of the central IECEx Question Bank according to OD506.

## National accreditation

It was confirmed that Ineris do not have accreditation to ISO/IEC 17024. As required by OD 501 this re-assessment has taken into account the requirements of ISO/IEC 17024

NOTE To be added by assessment team if applicable.

## Comments (including issues found during assessment)

1. All INERIS staff have signed agreements covering confidentiality, impartiality etc. which were sighted and found to be acceptable.
2. The matrix of assessors and certification personnel was reviewed and found to be complete and up to date.
3. Compliance with OD-503 Ed4. Clause 4.3.1.1 was not demonstrated. INERIS have taken action to implement the Central Databank for all future assessments.
4. All Candidates are provided with a signed copy of the Certificate.
5. Units of Competence Ex005 & Ex010 are included in INERIS scope but in fact are not used. INERIS demonstrate competence based on requirements of their local ATEX Scheme.

# Annexes

See Contents. (add, modify or delete annexes as necessary). Please note the following instructions for the IEC template:

NOTE When creating a new annex **DO NOT** type the word Annex, just create a new empty page and then apply the styles ANNEXtitle to the first (empty) line. The word "Annex" followed by the letter "A" or "B", etc will automatically appear.

**TIP:** When typing annex titles, separate the lines of the title by "shift+return"

1. Overall Organisation Chart

![Graphical user interface

Description automatically generated]()

1. Accreditation Certificate for ISO/IEC 17024

Ineris do not hold accreditation to ISO/IEC 17024