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

**Title: Draft for the Revision of IECEx OD 035 – Procedures to generate and maintain IECEx ExTAG Decision Sheets**

**Circulated to: ExMC – IECEx Management Committee**

**INTRODUCTION**

During the 2022 ExTAG Meeting, Members considered document ExTAG/658A/CD as the draft revision of OD 035 *A procedure to generate, discuss, report and publish ExTAG Decision Sheets Ed. 3.0* prepared by ExTAG Officers with ExTAG decision 2022/18 (ExTAG/695/DL) taken that the ExTAG Officers conduct a final editorial review and the drsft then to be forwarded to the IECEx Management Committee for approval via correspondence.

This document, includes the changes agreed during the 2022 ExTAG meeting and is submitted to ExMC for voting via correspondence. Changes to the current edition are shown via the tracking tool.

***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***](https://www.iecex.com/ballot) ***by the closing date 2023 04 06***

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

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**Document History**

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| **Date** | **Summary** |
| 2009-07 | Original Issue (Edition 1) |
| 2016-05 | Second Edition (Edition 2) |
| 2016-09 | Edition 2.1 published as approved by the 2016 ExMC Meeting (refer ExMC Decision 2016/58 and ExTAG Decision 2016/32) and incorporating 2016 ExTAG Meeting comments on ExTAG/424/CD |
| 2018-10 | Edition 2.2 published as approved via ExMC Decision 2018/32 regarding ExTAG/490B/CD as discussed at the 2018 ExTAG Meeting |
| 2019 - 11 | Edition 2.3 Changes to include provision of cooperation between IECEx and TC 31 via the IEC TC 31 Liaison Officer |
| 202Y - XX  | Edition 3.0 Changes to clarify initial drafting stages and the 5 year maintenance process |

INTERNATIONAL ELECTROTECHNICAL COMMISSION

**A procedure to generate, discuss, report, and publish ExTAG Decision Sheets**

**INTRODUCTION**

The uniform application of the IEC Standards used in the IECEx System is one of the basic elements to ensure that certificates are based on identical requirements. To improve uniform application, ExTAG Decision Sheets (DS) are a method to minimize different applications at IECEx Test Laboratories (ExTLs) and IECEx Certification Bodies (ExCBs). Under no circumstances can an ExTAG Decision Sheet be used to modify or correct requirements specified in IEC or ISO/IEC Standards.

The recommendations for uniform application are published asExTAG Decision Sheets on the IECEx Web Site. If it is suggested that an amendment or change to a Standard/s may be required as an alternative to the preparation of an ExTAG Decision Sheet, the matter shall be forwarded to the relevant IEC Technical Committee/s responsible for the Standard/s. The purpose of Ex TAG Decision Sheets is not to modify or "interpret" Standards however once an ExTAG Decision Sheet is published it is a mandatory requirement of the IECEx System.

## Procedure Steps

# Step 1 - First draft

# ExCBs, ExTLs or Members of the IECEx Executive may propose a Draft ExTAG Decision Sheet.

**Step 1.1 - Originator to contact the TC 31 Liaison Officer**

First, the Originator shall contact the TC 31 Liaison Officer to determine if there is any work currently underway for this matter that needs to be taken into account.

The TC 31 Liaison Officer provides input but cannot prevent the Originator proceeding to issue a proposed draft Decision Sheet to the IECEx Secretariat.

As part of the draft the Originator shall suggest how the proposed draft Decision Sheet affects existing certified products and whether the DS shall be applicable to:

- projects commenced prior to publication of the DS; and

- all certifications issued after its publication; or

- only for the new certifications (Issue No. 0) and their subsequent revisions.

**Step 1.2 - ExTAG Officers to edit the first draft**

The IECEx Secretariat, in consultation with the ExTAG Officers (ExTAG Chair and ExTAG Deputy Chair), shall edit the first draft, if necessary, via correspondence with the Originator.

Once a Draft ExTAG Decision Sheet has been approved for circulation by the ExTAG Officers, the IECEx Secretariat will prepare the Draft ExTAG Decision Sheet as an ExTAG document for circulation.

# Step 2 - Circulation of the first draft

The IECEx Secretariat will circulate the Draft ExTAG Decision Sheet for comment to ExTAG Members except Chairs and Secretaries of IEC TC 31 and Subcommittees (SCs).

However, circulation shall include to the IEC TC 31 IECEx Liaison who will coordinate the consultation within IEC TC 31 via the IECEx Web Site under ExTAG Committee Documents. At this time, the IECEx Secretariat will issue an email circular advising the members of ExTAG and IECEx Management Committee (ExMC) (for information only) and the IEC TC 31 IECEx Liaison of the availability of the document for comment on the Web Site.

The comment period is normally 6 weeks.

Where the comment period is less than 6 weeks this must be justified and agreed by the ExTAG Chair and identified on the cover sheet for the Draft ExTAG DS.

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# Step 3 - Handling of draft ExTAG DS comments

**ExTAG Members and TC** **31 IECEx Liaison,** except for Chairs and Secretaries of IEC TC 31 and Subcommittees (SCs), **are to contribute** to the development of ExTAG Decision Sheets according to the following process.

**Step 3.1 - Comments**

**ExTAG Members** submit comments directly, on the **separate comments table** provided for each Draft ExTAG Decision Sheet, to the IECEx Secretariat.

Comments from the **IEC TC 31** **experts** will be considered within the relevant IEC TC 31 groups as determined by the TC 31 IECEx Liaison prior to submitting a single set of comments that represent the IEC MT’s position, by the TC 31 IECEx Liaison.

The Compilation of all comments, as well as observations on these comments from the Originator, are circulated as an Ex TAG Document via the Web Site as above.

Submitted comments shall be labelled as either of the following:

- general

- technical

- editorial

**Step 3.2 - Originator’s statement**

After circulation of the draft DS all comments are collected and sent to the Originator for completion of the Observation Column and their recommendation as to the next step.

**Allocation of comments given by the Originator**

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

1. **Accepted**

 The comment was acceptable as presented.

1. **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.

1. **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.

1. **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 than that suggested by the commenter. Explanation of how this was incorporated into the document shall be included along with the justification for the decision.

1. **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.

The Originator shall send the completed review of the Compilation of Comments and a revised version of the Draft DS (if this required) to the Secretariat.

The Secretariat will then consult with the ExTAG Officers to determine the next step as step 4 or 5 below.

The Secretariat will send, for information only, the final Compilation of Comments to the ExTAG Members and the IEC TC 31 IECEx Liaison.

# Step 4 - Handling of an accepted Draft DS

A Draft ExTAG DS is considered approved to proceed to publication when there is no opposition to it proceeding to publication and it is also in agreement from the ExTAG Officers.

A Draft ExTAG DS which has received objections to proceeding to publication shall be handled according to Step 5 below.

Once a Draft ExTAG DS has been approved to proceed to publication it is posted on the IECEx Web Site at ExTAG Decision Sheets. ExTAG Members and IEC TC 31 IECEx Liaison are again notified by an e-mail circular.

A new ExTAG DS shall be noted on the agenda of the next ExTAG Meeting following their acceptance.

# Step 5 - Handling of a Draft DS requiring recirculation

All proposed comment resolutions (other than “Accepted” or “Noted”) shall be considered by the Originator.

If after considering the comments received, the Originator agrees that a revised Draft ExTAG DS is required then the Originator shall provide the IECEx Secretariat with a revised Draft ExTAG DS for reposting and circulation for comment according to Step 2 above, (unless the revision is considered minor, because it does not change the overall intent of the Draft DS).

Where, after two cycles, the parties commenting still do not accept the draft, the ExTAG Officers shall decide on the course of action which shall be any of the following:

1. Draft ExTAG DS with a Compilation of Comments **shall be put on the agenda** of the next ExTAG meeting to discuss whether there is a need for the DS or not
2. Draft ExTAG DS with a Compilation of Comments **shall proceed to publication and be listed for noting** at the next ExTAG meeting
3. Draft ExTAG DS **shall not proceed** **and may be referred to the IEC TC 31 IECEx Liaison** (for example, if the consensus is that the Draft ExTAG DS introduces new requirements). This action will also be noted on the agenda of the next ExTAG Meeting.
4. Draft ExTAG DS **shall not proceed and may be referred to the appropriate ExTAG or ExMC working group**. This action will also be noted on the agenda of the next ExTAG Meeting.

## Application of accepted DS

Immediately an ExTAG Decision Sheet has been approved and published on the IECEx Web Site all ExCBs and ExTLs operating within the IECEx System shall apply this ExTAG Decision Sheet as a mandatory part of the IECEx Certified Equipment Scheme for the projects opened following the publication. The DS shall contain a statement defining its applicability as outlined in Step 1.1 of Clause 1. The ExTAG WG1 Convenor shall be informed of newly issued Decision Sheets.

## Maintenance of accepted DS

An accepted DS applies to a specific edition or editions of one or more Standards, and therefore an accepted DS normally remains applicable indefinitely. However, an accepted DS shall be reviewed to determine the following:

1. Confirm that the accepted DS has been incorporated into new editions of any referenced Standards published after the DS was accepted. If not, the IECEx Liaison to IEC TC 31 shall contact the MT/WG responsible for the involved Standard for feedback regarding plans to address the matter covered by the DS; and
2. Confirm that a link to the accepted DS has been inserted into the Blank ExTRs for any Standards referenced by the DS. If not, the IECEx Secretariat shall address.

The first review for an accepted DS shall be performed five years after publication. The IECEx Secretariat shall add each accepted DS that is due for review to the agenda of the next ExTAG meeting so that a review can be held in accordance with the above.

Subsequent reviews of accepted DS may be performed as determined by the ExTAG Chair.

In addition, any ExCB or ExTL may question an accepted ExTAG DS by proposing new wording in line with Step 1 above in this document.

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