



ExMC/2096/Inf
August 2024

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

Circulated to: IECEX Management Committee (ExMC)

Title: IECEX ExAG Convenor – Nomination from USA for Mr Kevin Wolf

Further to the call for nominations for the position of IECEX Convenor (ExMC/2030/Inf), this document contains a nomination from the US NC/IECEX nominating Mr Kevin Wolf for the position of IECEX ExAG Convenor and a copy of his CV.

The US had previously nominated Mr Wolf via document ExMC/2065/Inf for the position of Deputy Convenor, noting that at the close of call for nominations, the Secretariat had reported 2 nominations for Deputy Convenor (US and CN) but no nominations for Convenor.

This document contains the nomination from the US for Mr Kevin Wolf to be appointed as ExAG Convenor. Should Mr Wolf be appointed by ExMC as ExAG Convenor then the US plan to withdraw the nomination for ExAG Deputy Convenor.

This nomination, will be considered during the 2024 IECEX Management Committee Meeting..

IECEX Secretariat

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KEVIN J. WOLF

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Tully, New York 13159

(315) 414 - 8726

OBJECTIVE

To use my engineering, management, personnel, and project skills to benefit a progressive Organization.

WORK EXPERIENCE

**January 2017-
Present**

Intertek, Cortland, NY

Assistant Chief Engineer, Responsible for global training, quality and certification for all North America Hazardous location facilities, Vice Chair IECEx USNC, Member Conformity Assessment Policy Coordination Committee, a voting member of Conformity Assessment Board (CAB), In charge of procedures for global compliance to ISO 17065 and ISO 17025 for Hazardous location, Technical Responsibility for Business Development, TC31 standards committee member, NFPA standards committee member, Technical reviewer and certification officer for IECEx and ATEX, Responsible for technical interpretations and resolution of conflicts on interpretations internal and external. Create online training for technical and sales staff. Support Sales with customer questions and quoting. Train staff for mechanical and electrical ignition hazards assessment. Certification Manger for Functional Safety

**December 2014-
December 2016**

Intertek, Cortland, NY

Senior Staff Engineer, Responsible for staff development, technical support for quoting, business development technical support, creation of training and ensuring on going certification and additional advancements in certifications. Reviewer and certification officer for IECEx and ATEX. Reviewer for Hazardous locations North America.

**March 2013-
December 2014**

Eaton's Crouse-Hinds, Syracuse, NY

Laboratory Manager, Responsible for profit and loss, capital projects, staffing, scheduling, development and all other aspects of the Syracuse laboratory. Development of test equipment to increase productivity for operations. Safety instruction and process development for the engineering group. Mentor and teach engineering staff about European market requirements. Insure that all phases of engineering get information in a timely manner with a high degree of accuracy. Responsible for reviewing test plans with certifying body and making sure we are in agreement.

**April 2010 –
March 2013**

Intertek, Cortland, NY

Operations Manager, Hazardous Locations Testing Group
Profit and loss responsibility for the Cortland NY. Create business plan and strategy for North America Hazardous Location offices. Increased revenue from \$1.2 million dollars a year to \$6.3 million during this time frame, while increasing European market by 50%. Developed China engineering staff and business approach

- July 2003 – April 2010** **Intertek, Cortland, NY**
Staff Engineer, Power Systems and Hazardous Locations Testing Group
Lend technical support to sales staff, marketing and customers. Develop new business opportunities and market penetration strategies. Advise manufacturers on how to best bring their products to market. Develop procedures for pending IECEx audit. Perform project duties and mentor junior technical staff. Responsible for creation of training information and updates of existing training documentation. Develop large project plans and manage them to completion. Participate in standards development and writing committees.
- May 2002 – July 2003** **F-Squared Laboratories, Damascus, MD**
Explosive Atmospheres Manager
Responsible for the Explosive Atmospheres group, including design and development of a facility in Cortland, NY. This position also involved technical sales, business development, staffing, quality management and project scheduling and completion. Tasked with furthering relationships with DEMKO, TRL, and ENTELA certification bodies to grow the organization. Developed new engineers and technicians, creating and implementing training plans. Solely responsible for performing all national explosive atmosphere audits for quality.
- April 1999- May 2002** **Intertek Testing Services/ETL, Cortland, NY**
Operations Manager, HVAC Safety Testing Group
Responsible for bringing the ITS initiative of streaming to fruition. Directly accountable for revenue production in excess of two million dollars per year along with the daily activities of six technicians and five engineers. This position also provided technical support to the sales staff, scheduled both client visits and facility usage. In this capacity, I was also responsible for enabling clients and their products to gain market entry globally. This position had direct P & L responsibility for the business unit. Additionally as the Gas Appliance Manufacturers Association (GAMA) Administrator, I was responsible for the furnace, water heater and direct heater programs. Created a communication system that allowed for testing to be performed in a timely and cost effective manner, along with maintaining constant client and testing personnel contact.
- October 1997- April 1999** **Intertek Testing Services/ETL, Cortland, NY**
Project Engineer, Performance Division
As the technical supervisor of the heating lab, worked extensively with GAMA, the Department of Energy (DOE), the National Institute of Science and Technology (NIST), the Gas Research Institute (GRI), and the Center for Energy and Environment (CEE) on various standards changes, research projects, programming (LabVIEW) changes, production scheduling, and client concerns. I was responsible for yearly revenue of \$750,000, and a staff of five technicians and a lab supervisor. This position also involved test standard interpretation, sales support, business development, and test equipment design, cost analysis, cost savings evaluations and design and construction of new facilities.
- March 1995- October 1997** **Intertek Testing Services/ETL, Cortland, NY**
Engineer, Compliance Department
Determined compliance to UL, CSA, NEC, Boiler and Pressure Vessel Code, Building Code, EN, IEC and various other safety standards by test and evaluation mainly in the Hazardous Locations and HVAC categories. As a Project Engineer, worked extensively with European agencies for various approvals. Achieved reviewer status for the Hazardous Location, Laboratory, Gas, and Air Conditioning categories. Designed and built the hazardous atmosphere laboratory for the Cortland

site.

October 1994- Sherwood Medical, Oriskany Falls, NY – Technician, Validation Department
March 1995 Developed tests and documentation to prove the manufacturing processes were in control.
Responsible for ensuring compliance with Food and Drug Administration (FDA)
Good Manufacturing Processes.

EDUCATION

Clarkson University, Potsdam NY
Bachelor of Science Degree, Electrical Engineering, Concentration Business, May 1994

TRAINING

Time Management - Dun and Bradstreet, How to Manage Multiple Projects.
Hazardous Location - Canadian Standards Association, Instructed on Explosive Atmosphere Standards and Testing.
European Union - Compliance Engineering, - How to Comply with European Safety Requirements.
Total Quality Management
National Electric Code
Management and Leadership Training – Dale Carnegie Institute
Anderson School of Business Management Certificate class – UCLA
ISO/IEC 17065 ANSI April 2015
IECEX Peer auditor September 2017
COMPEX Ex 12 engineer
ANAB ISO 17024
BSI 9001 Lead Auditor

PROFESSIONAL AFFILIATIONS

American Society of Air Conditioning and Refrigeration (ASHRAE)
National Fire Protection Association (NFPA)
Instrumentation, Systems, and Automation Society
IECEX USNC voting member

COMPUTER

FORTRAN, Quattro-Pro, WordPerfect, Word, Quick C, Basic, Pascal, Microsoft Works, LabVIEW, Various Data Acquisition Systems, Word, Power Point,

ADDITIONAL WORK

“The EU Horizontal Directives – Designing to Avoid The Ten Most Common Compliance Problems”
IATC Conference and Appliance Magazine March 2001

Presented and addressed questions on ATEX Directive and IECEX markets at the 2011 Gas and Oil Show in Calgary, Alberta Canada.

Taught business strategy and technical knowledge for Hazardous Location growth in Shanghai China
June 2012, August 2015

2017 ISO 17065 training at ANSI

July 2019 COMPEX Ex 12 engineer certification

REFERENCES Available upon request



Kevin Wolf

has successfully completed the ISO/IEC 17065

Conformity Assessment-Requirements for Bodies Certifying Products, Process and Services

Dates: April 9-10, 2015 (16 hours)

CONTENT OF TRAINING:

A. ISO/IEC 17065

- 1. SCOPE
 - 2. NORMATIVE REFERENCES
 - 3. TERMS AND DEFINITIONS
 - 4. GENERAL REQUIREMENTS
 - 4.1 LEGAL AND CONTRACTUAL MATTER
 - 4.2 MANAGEMENT OF IMPARTIALITY
 - 4.3 LIABILITY AND CONTRACTUAL MATTERS
 - 4.4 NON-DISCRIMINATORY CONDITIONS
 - 4.5 CONFIDENTIALITY
 - 4.6 PUBLIC AVAILABLE INFORMATION
 - 5. STRUCTURAL REQUIREMENTS
 - 5.1 ORGANIZATIONAL STRUCTURE AND TOP MANAGEMENT
 - 5.2 MECHANISM FOR SAFEGUARDING IMPARTIALITY
 - 6. RESOURCE REQUIREMENTS
 - 6.1 CERTIFICATION BODY PERSONNEL
 - 6.2 RESOURCES FOR EVALUATION
 - 7. PROCESS REQUIREMENTS
 - 7.1 GENERAL
 - 7.2 APPLICATION
 - 7.3 APPLICATION REVIEW
 - 7.4 EVALUATION
 - 7.5 REVIEW
 - 7.6 CERTIFICATION DECISION
 - 7.7 CERTIFICATION DOCUMENTATION
 - 7.8 DIRECTORY OF CERTIFIED PRODUCTS
 - 7.9 SURVEILLANCE
 - 7.10 CHANGES AFFECTING CERTIFICATION
 - 7.11 TERMINATION, REDUCTION, SUSPENSION OR WITHDRAWAL OF CERTIFICATION
 - 7.12 RECORDS
 - 7.13 COMPLAINTS AND APPEALS
 - 8. MANAGEMENT SYSTEM REQUIREMENTS
 - 8.1 OPTIONS
 - 8.2 GENERAL MANAGEMENT SYSTEM DOCUMENTATION
 - 8.3 CONTROL OF DOCUMENTS (OPTION A)
 - 8.4 CONTROL OF RECORDS (OPTION A)
 - 8.5 MANAGEMENT REVIEW (OPTION A)
 - 8.6 INTERNAL AUDITS (OPTION A)
 - 8.7 CORRECTIVE ACTIONS (OPTION A)
 - 8.8 PREVENTIVE ACTIONS (OPTION A)
- ANNEX A (INFORMATIVE)
 - PRINCIPLES FOR PRODUCT CERTIFICATION BODIES AND THEIR CERTIFICATION ACTIVITIES
 - ANNEX B (INFORMATIVE)
 - APPLICATION OF THIS INTERNATIONAL STANDARD FOR PROCESS AND SERVICE

B. ISO/CASCO – POLICY – COMMITTEE ON CONFORMITY ASSESSMENT

C. PRO-NT-114: IMPLEMENTATION OF THE TRANSITION FROM ISO/IEC GUIDE 65 TO ISO/IEC 17065

Instructor: Marlene Moore

Lane Hallenbeck
VP Accreditation Services