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

**Circulated to: IECEx Management Committee members**

**Title: Revision of F-003, Edition 3.0**

**Introduction**

The following proposal (shown as Track Changes) for a revision of form F-003, Edition 3.0 is now submitted by the ExAG for ExMC member consideration and approval to publish as F-003, Edition 4.0 by voting at the 2024 ExMC meeting.

**IECEx Executive Secretary**

|  |  |
| --- | --- |
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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 <Insert body name>

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

### Name of body

### Name and title of nominated principal contact

|  |  |  |
| --- | --- | --- |
| Name | Title | E-mail address |
|  |  |  |

## Assessment information

### Members of the assessment team

|  |  |
| --- | --- |
| Name | Role |
|  | IECEx Lead Assessor |
|  | IECEx Assessor |
|  | IECEx Assessor |

### Place(s) of assessment

|  |  |
| --- | --- |
|  |  |

### Assessment date(s)

## Application information and background information on the assessment

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 equipment certification scheme

The scope for the ExCB is shown in Annex A.

NOTE 1 Unless otherwise indicated, earlier editions of standards (even if with a different number) are considered to be covered in the above scope for the purposes of the assessment.

NOTE 2 The list highlights any extension of scope in the list above for new standards or later editions of standards already in scope.

<Annex A to be initially completed by body being assessed to show standards to be included in scope. Add other superseded standards if specifically wanted in scope>

NOTE 3 Any scope changes addressed by this report should be clearly indicated.

### ExTL scope

The ExTL scope is the same as for the ExCB. <If not - any differences to ExCB scope and the reasons for the differences are to be noted. If the ExTL is not integral with an ExCB, the scope of the ExTL should be included in Annex A.>

### ATF Scope

The scope for the ATF is shown in Annex A.

<Annex A to be initially completed by body being assessed to show standards to be included in scope.>

NOTE Where the body does not have all tests required by a standard, the scope should clearly identify the tests that form part of the scope. This may be achieved by either showing all tests included or all tests excluded, dependant on the number involved.

### ExCB scope for Service Facilities Scheme

Equipment services, standards and associated protection techniques.

|  |  |
| --- | --- |
| IECEx 03-2 Design |  |
| IECEx 03-3 Installation |  |
| IECEx 03-4 Inspection and maintenance |  |
| IECEx 03-5 Repair and overhaul |  |
| **With the following types of protection** |  |
| Flameproof Enclosures "d" |  |
| Increased Safety "e" |  |
| Type of Protection "n" |  |
| Intrinsic Safety "i" |  |
| Liquid immersion "o" |  |
| Pressurized enclosures "p" |  |
| Protection by enclosure "t" |  |
| Dusts to IEC 61241-1 "tD" |  |
| Dusts to IEC 61241-1-1 "DIP" |  |
| Powder filling “q” |  |
| Encapsulation “m”  NOTE: this is NOT included in the IECEx 03-5 Scheme for repairs, overhaul and reclamation |  |
|  |  |

<Delete the equipment standards not included in scope – for re-assessment this information will be provided by the IECEx Secretariat>



## ExCB scope for Conformity Mark Licensing Scheme

Full scope as shown for ExCB above. <Note if otherwise>

## ExCB scope for IECEx Personnel Competence Scheme

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

<Check relevant boxes>

| Unit | | Comments |
| --- | --- | --- |
| Unit Ex 000 – Basic knowledge and awareness |  |  |
| Unit Ex 001 – Principles of protection in explosive atmospheres knowledge |  |  |
| 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 |  |  |
| Unit Ex 011 – Basic knowledge of the safety of hydrogen systems |  |  |

# Common information

## Legal entity of body

<To be initially completed by body being assessed>

## Financial support

<To be initially completed by body being assessed>

## History

<To be initially completed by body being assessed>

## Documentation

### Quality manual

<Document references to be initially completed by body being assessed>

### Procedures

### Work instructions

### Records (including test records where relevant)

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 references to be initially completed by body being assessed>

## Confidentiality

(For staff, contractors and members of advisory bodies)

<Document references to be initially completed by body being assessed>

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

<To be initially completed by body being assessed. This should cover the body's website and other methods such as publishing of magazines>

## Recognitions and agreements

<To be initially completed by body being assessed>

## Internal audit

<Document references to be initially completed by body being assessed>

## Management review

<Document references to be initially completed by body being assessed>

## Contracting, subcontracting and witness testing

NOTE The following explanation is provided to assist in completing these sub-clauses:

* Contracting is when work is carried by personnel who are not on staff but who do the work in accordance with the procedures of the body, for example some auditors may fall into this category
* Sub-contracting is when work is carried out by another body using its own procedures, with the body often holding its own accreditation, eg subcontracting tests to a body with ISO/IEC 17025 accreditation
* Off-site and witness testing is generally work that is remote from the body’s laboratory and that falls within the scope of OD 024, with the IECEx body normally having at least one representative at that site during the testing

### Contracting

<Document references to be initially completed by body being assessed>

### Subcontracting

<Document references to be initially completed by body being assessed>

The following tests are, or may be, subcontracted by the body:

|  |  |  |
| --- | --- | --- |
| Standard | Clause | Test |
|  |  |  |
|  |  |  |

More details, including bodies to whom tests will be subcontracted, details of accreditation of those bodies and details of how the subcontracted bodies are checked, are included in the site assessment report.

### Off-site and Witness testing

<Document references to be initially completed by body being assessed>

NOTE The following should be addressed during the assessment to address compliance with IECEx OD 024:

* That if off-site and witness testing is done, or proposed to be done, IECEx OD 024 is referenced and incorporated in procedures
* If it is being done, that contracts have been put in place
* For witness testing (only) - according to 4.6 g) of IECEx OD 024 - Registration of the manufacturer, user or third party test facility has been made with the IECEx Secretariat and updating of the current information in the Register
* That ExTRs reviewed clearly indicate when there has been witness testing done

## Training and competence

<Document references to be initially completed by body being assessed>.

Details of staff competencies are included in the site assessment report.

## Complaints and appeals (including appeals to IECEx)

<Document references to be initially completed by body being assessed>

## Impartiality

<Document references to be initially completed by body being assessed>

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

<Does the body have an effective system in place to comment on draft decision sheets, and where appropriate raise their own?>

## Special facts to be noted

## 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 17065
* Checklist for ISO/IEC 17025
* Checklist for ISO/IEC 17024
* Completed Technical Capability Document (TCD)
* Photos of the facilities/tests witnessed are included in the above TCD
* Information on competencies
* Information on contracting/subcontracting
* Assessors’ notes
* Other

NOTE Assessors are to amend above list as appropriate

## Recommendations

Based on the assessment performed on <dates>, <body > is/is not recommended for (continued) acceptance in the IECEx scheme as:

* An ExCB in the IECEx Certified Equipment Scheme
* An ExTL in the IECEx Certified Equipment Scheme
* An ATF in the IECEx Certification Equipment Scheme
* An ExCB in the IECEx Certified Service Facilities Scheme
* An ExCB in the IECEx Conformity Mark Licensing Scheme
* An ExCB in the IECEx Certification of Personnel Competency Scheme

This is according to the scope of the standards listed in this document (including the extension of scope), (subject to resolution of the issues found during the assessment).

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

Date:

# ExCB for IECEx Certified Equipment Scheme

## Assessment references

### General references

1. IECEx 02 IECEx Certified Equipment Scheme covering equipment for use in explosive atmospheres – Rules of Procedure
2. IECEx OD003-2 Assessment, surveillance assessment and re-assessment of ExCBs and ExTLs operating in the IECEx 02, IECEx Certified Equipment Scheme
3. ISO/IEC 80079-34 Explosive atmospheres – Part 34: Application of quality systems for equipment manufacture
4. IECEx OD 009 Issuing of CoCs, ExTRs and QARs
5. IECEx OD 025 Guidelines on the Management of Assessment and Surveillance programs for the assessment of Manufacturer’s Quality Systems in accordance with the IECEx Scheme
6. IECEx OD 026 IECEx Certified Equipment Scheme – Guidelines for the qualification of Lead Auditor and Auditors, in accordance with the IECEx System
7. ISO/IEC 17065 General requirements for bodies operating product certification systems Conformity assessment — Requirements for bodies certifying products, processes and services
8. IECEx OD 107 Harmonised check list for certification bodies ISO/IEC 17065
9. IECEx OD 060 IECEx Guide for Business Continuity – Management of Extraordinary Circumstances or Events Affecting IECEx Certification Schemes and Activities
10. IECEx Technical Capability Document (TCD)
11. ExTAG decision sheets (DSs)

NOTE The latest editions of the above documents were applied, unless otherwise specified

### Additional references applied for this assessment

NOTE To be added by assessment team. For example, ODs for non-electrical or Ex s where applicable

## Candidate ExCB persons interviewed

|  |  |
| --- | --- |
| Name | Position |
|  |  |
|  |  |

## Associated ExTL(s)

<To be initially completed by body being assessed>

## Associated certification functions

<To be initially completed by body being assessed>

NOTE Associated certification functions may include certification of equipment that is not Ex Equipment, for example equipment tested under the IECEE System.

## National marks and certificates

<To be initially completed by body being assessed>

## Standards accepted

See clause 1.6 of this report

## National differences to IEC standards

National differences to IEC standards are those for the <country/group> differences listed in the latest version of the IECEx System Bulletin.

## Organisation

<Tables below to be initially completed by body being assessed>

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
|  |  |  |

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
|  |  |  |

### Name and title of signatories for certification

|  |  |  |
| --- | --- | --- |
| Name | Title | Comments |
|  |  |  |

### Other employees in ExCB activity

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience in Ex (years) |
|  |  |  |

NOTE Where requested by the body being assessed, this table can be replaced with information about the number of employees and their average experience in Ex. For all assessments, the site assessment report contains a list of staff and their competencies.

## Organizational structure

<To be initially completed by body being assessed> with details possibly inserted in relevant Annexes.

## Indemnity insurance

<To be initially completed by body being assessed>

## Resources

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

<To be initially completed by body being assessed>

## Certification operations

### National approval/certification methods

<To be initially completed by body being assessed>

### Certification policy

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

### Application for certification

<Document references to be initially completed by body being assessed>

### Certification decision

<Document references to be initially completed by body being assessed>

### Suspension and cancellation of certificates

<Document references to be initially completed by body being assessed>

## Certificates issued

Number of certificates issued under for the preceding two years for each type of protection. For new applications these should be for national or regional schemes and for currently accepted bodies IECEx certificates should be shown (certificates for other schemes may also be shown): <Table to be initially completed by body being assessed>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Standard numbers | Type of protection or other identifying information | Number of issued certificates (for last 2 years) | | Total |
|  |  |
|  |  |  |  |  |

NOTE Above include certificates to IEC 60079-0 unless otherwise shown

## National accreditation

The national accreditation certification for ISO/IEC 17065 is shown in Annex D.

<To be initially completed by body being assessed>

NOTE 1 The national accreditation is checked annually by the IECEx Secretariat.

NOTE 2 OD 003-2 makes provision for a possible witness assessment of an ExCB doing an assessment of a manufacturer. Where that has been done, a summary of the outcome of that witness assessment should be provided here, with details to be provided separately in the site assessment report.

## Assessment of manufacturers and issue of QARs

<Document references to be initially completed by body being assessed>

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

## Comments (including issues found during assessment)

<Information should be included about the nature of the issues found together with an indication that they have been resolved to the satisfaction of the assessment team>.

# ExTL for IECEx Certified Equipment Scheme

## Assessment references

### General references

1. IECEx02 IECEx Certified Equipment Scheme covering equipment for use in explosive atmospheres – Rules of Procedure
2. IECEx OD003-2 Assessment, surveillance assessment and re-assessment of ExCBs and ExTLs operating in the IECEx 02, IECEx Certified Equipment Scheme
3. IECEx OD009 Issuing of CoCs, ExTRs and QARs
4. ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories
5. IECEx OD 018 Harmonised check list for testing and calibration laboratories ISO/IEC 17025
6. IECEx TCD 60079, ISO 80079 Series and ISO 16852 Technical Capability Document
7. ExTAG decision sheets (DSs)
8. IECEx OD 202 IECEx Certified Equipment Scheme – IECEx Proficiency Testing Program

NOTE The latest editions of the above documents were applied, unless otherwise specified.

### Additional references applied for this assessment

NOTE To be added by assessment team. For example, ODs for non-electrical or Ex s where applicable

## Candidate ExTL persons interviewed

|  |  |
| --- | --- |
| Name | Position |
|  |  |

## Associated ExCB(s)

<To be initially completed by body being assessed>

## Organisation

<Tables below to be initially completed by body being assessed>

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
|  |  |  |

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
|  |  |  |

### Other employees in ExTL activity

|  |  |  |
| --- | --- | --- |
| Name | Title/responsibility | Experience in Ex (years) |
|  |  |  |

NOTE Where requested by the body being assessed, this table can be replaced with information about the number of employees and their average experience in Ex. For all assessments, the site assessment report contains a list of staff and their competencies.

## Organizational structure

<To be initially completed by body being assessed> with details possibly inserted in relevant Annexes.

## Resources

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

## Test reports issued

Number of test reports (ExTRs) issued under for the preceding two years for each type of protection. For new applications these should be for national or regional schemes and for currently accepted bodies IECEx ExTRs should be shown (test reports for other schemes may also be shown): <Table to be initially completed by body being assessed>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Standard numbers | Type of protection or other identifying information | Number of issued reports (ExTRs) (for last 2 years) | | Total |
|  |  |
|  |  |  |  |  |

NOTE 1 Above include reports to IEC 60079-0 unless otherwise shown

NOTE 2 Where the number of reports is low, assessors are expected to carefully check current capability and document the process in this report (this may include adding additional years to the table).

NOTE 3 Above table does not need to be completed for accepted ExTLs where the body is integral with the ExCB

## National accreditation

<To be initially completed by body being assessed> (Scope to be checked by assessment team)

The national accreditation certification for ISO/IEC 17025 is shown in Annex E.

NOTE The national accreditation is checked annually by the IECEx Secretariat.

## Calibration

## Tests witnessed during the assessment visit

The following tests were witnessed during the assessment visit:

|  |  |  |  |
| --- | --- | --- | --- |
| Standard and edition | Clause number | Test | Comments |
|  |  |  |  |

<Additional comments>

## Participation in IECEx Proficiency Testing Programs

Program: PTB Ex PT Scheme <note if involved in any other program>

NOTE 1 It is anticipated that the IECEx Secretariat will provide the assessment team with information on the performance of the body in completed PTB Ex PT Scheme programs.

NOTE 2 Assessor should ask what is being done about results. This includes what has happened when testing process changed as result of a program, eg could look at management review agenda/minutes

|  |  |  |
| --- | --- | --- |
| Year(s) of participation | IECEx Proficiency Testing program | General information about results |
|  |  |  |

<Additional comments>

## Comments (including issues found during assessment)

<Information should be included about the nature of the issues found together with an indication that they have been resolved to the satisfaction of the assessment team>

# ATF for IECEx Certified Equipment Scheme

## Assessment references

### General references

1. IECEx02 IECEx Certified Equipment Scheme covering equipment for use in explosive atmospheres – Rules of Procedure
2. IECEx OD003-2 Assessment, surveillance assessment and re-assessment of ExCBs and ExTLs operating in the IECEx 02, IECEx Certified Equipment Scheme
3. ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories
4. IECEx OD 018 Harmonised check list for testing and calibration laboratories ISO/IEC 17025
5. IECEx TCD 60079, ISO 80079 Series and ISO 16852 Technical Capability Document
6. ExTAG decision sheets (DSs)
7. IECEx OD 202 IECEx Certified Equipment Scheme – IECEx Proficiency Testing Program

NOTE The latest editions of the above documents were applied, unless otherwise specified.

### Additional references applied for this assessment

NOTE To be added by assessment team. Candidate ATF persons interviewed

|  |  |
| --- | --- |
| **Name** | **Position** |
|  |  |

## Associated ExTL

<To be initially completed by body being assessed>

## Organisation

<Tables below to be initially completed by body being assessed>

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

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Experience (years)** |
|  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Experience (years)** |
|  |  |  |

### Other employees in ATF activity

|  |  |  |
| --- | --- | --- |
| **Name** | **Title/responsibility** | **Experience in Ex (years)** |
|  |  |  |

NOTE Where requested by the body being assessed, this table can be replaced with information about the number of employees and their average experience in Ex. For all assessments, the site assessment report contains a list of staff and their competencies.

## Organizational structure

<To be initially completed by body being assessed> with details possibly inserted in relevant Annexes.

## Resources

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

## Test reports issued

Number of test reports issued in the preceding two years for each type of test covered by the standards listed in the Scope. <Table to be initially completed by body being assessed>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard numbers** | **Type of protection or other identifying information** | **Number of issued reports (for last 2 years)** | | **Total** |
|  |  |
|  |  |  |  |  |

NOTE 1 Above include reports to IEC 60079-0 unless otherwise shown

NOTE 2 Where the number of reports is low, assessors are expected to carefully check current capability and document the process in this report.

## National accreditation

<To be initially completed by body being assessed>

NOTE 1 The scope should be checked by assessment team

The national accreditation certification for ISO/IEC 17025 is shown in Annex F.

NOTE 2 The national accreditation is checked annually by the IECEx Secretariat.

## Calibration

## Tests witnessed during the assessment visit

The following tests were witnessed during the assessment visit:

|  |  |  |  |
| --- | --- | --- | --- |
| **Standard and edition** | **Clause number** | **Test** | **Comments** |
|  |  |  |  |

<Additional comments>

## Participation in IECEx Proficiency Testing Programs

Program: PTB Ex PT Scheme <note if involved in any other program>

NOTE 1 It is anticipated that the assessment team will be provided with information on the performance of the body in completed PTB Ex PT Scheme programs.

NOTE 2 Assessor should ask what is being done about results. This includes what has happened when testing process changed as result of program, eg could look at management review agenda/minutes

|  |  |  |
| --- | --- | --- |
| **Year(s) of participation** | **IECEx Proficiency Testing program** | **General information about results** |
|  |  |  |

<Additional comments>

## Comments (including issues found during assessment)

<Information should be included about the nature of the issues found together with an indication that they have been resolved to the satisfaction of the assessment team>

# ExCB for Certified Service Facilities Scheme

## Assessment references

### General references

1. IECEx 03-\* IECEx Certified Service Facilities Scheme covering repair and overhaul of Ex equipment – Rules of Procedure for the Scheme (IECEx 03-0) and for “sub-Schemes” on particular service activities (IECEx 03-2, 03-3, 03-4 and 03-5)
2. IECEx OD 316-2 IECEx Certified Service Facilities Scheme – Part 2: Selection of Ex equipment and design of Ex installations Assessment procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities providing selection of Ex equipment and design of Ex installations related services
3. IECEx OD 316-3 IECEx Certified Service Facilities Scheme – Part 3: Ex installation and initial inspection Assessment procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities providing Ex installation and initial inspection service IECEx
4. IECEx OD 316-4 IECEx Certified Service Facilities Scheme – Part 4: Ex inspection and maintenance Assessment procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities providing Ex installations related services
5. IECEx OD 316-5 IECEx Certified Service Facilities Scheme – Part 5: Repair, overhaul and reclamation of Ex equipment. Assessment procedures for IECEx acceptance of Candidate Certification Bodies (ExCBs) for the purpose of issuing IECEx Certificates to Ex Service Facilities involved in the repair, overhaul and reclamation of Ex equipment
6. ISO/IEC 17065 General requirements for bodies operating product certification systems Conformity assessment — Requirements for bodies certifying products, processes and
7. IECEx TCD 60079-17, Technical Capability Document IEC 60079-17: Explosive atmospheres - Parts 17: Electrical installations inspection and maintenance
8. IECEx TCD 60079-19, Technical Capability Document IEC 60079-19: Explosive atmospheres - Parts 19: Equipment repair, overhaul and reclamation
9. IECEx OD 060 IECEx Guide for Business Continuity – Management of Extraordinary Circumstances or Events Affecting IECEx Certification Schemes and Activities
10. IEC 60079-17 Explosive atmospheres - Part 17: Electrical installations inspection and maintenance
11. IEC 60079-19 Explosive atmospheres – Part 19: Equipment repair, overhaul and reclamation
12. ExSFC Decision Sheets

NOTE The latest editions of the above documents were applied

### Additional references applied for this assessment

NOTE To be added by assessment team if applicable. For example, OD 060 if done as a remote assessment.

## Candidate ExCB persons interviewed

|  |  |
| --- | --- |
| Name | Position |
|  |  |

## National marks and certificates

<To be initially completed by body being assessed>

## Standards accepted

See clause 1.6 of this report

## National differences to IEC standards

National differences to IEC standards are those for the <country/group> differences listed in the latest version of the IECEx System Bulletin.

## Organisation

<Tables below to be initially completed by body being assessed>

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
|  |  |  |

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
|  |  |  |

### Name and title of signatories for certification

|  |  |  |
| --- | --- | --- |
| Name | Title | Comments (years) |
|  |  |  |

### Other employees in ExCB activity

|  |  |  |
| --- | --- | --- |
| Name | Title/responsibility | Experience in Ex (years) |
|  |  |  |

NOTE Where requested by the body being assessed, this table can be replaced with information about the number of employees and their average experience in Ex. For all assessments, the site assessment report contains a list of staff and their competencies.

## Organizational Structure

<To be initially completed by body being assessed> with details possibly inserted in relevant Annexes.

## Indemnity insurance

<To be initially completed by body being assessed>

## Resources

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

<To be initially completed by body being assessed>

## Certification operations

### National approval/certification Methods

<To be initially completed by body being assessed>

### Certification policy

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

### Application for certification

<Document references to be initially completed by body being assessed>

### Certification decision

<Document references to be initially completed by body being assessed>

### Suspension and cancellation of certificates

<Document references to be initially completed by body being assessed>

## Statistics

<To be initially completed by body being assessed>

Detail experience in assessment and certification of Ex related Service Facilities for the Ex Protection under this application during the past 2 years:

|  |  |  |
| --- | --- | --- |
| Types of protection | ID | Comments |
| Flameproof Enclosure "d" | d |  |
| Increased Safety "e" | E |  |
| Type of Protection "n" | N |  |
| Intrinsic Safety "i" | I |  |
| Oil Filled "o" | O |  |
| Pressurisation "p" | P |  |
| Dusts to IEC 60079-31 "t" | T |  |
| Dusts to IEC 61241-1 "tD" | tD |  |
| Dusts to IEC 61241-1-1 "DIP" | DIP |  |
| Other (eg non-electrical) | Ot |  |

## National accreditation

<To be initially completed by body being assessed>

## Assessment of service facilities and issue of FARs

<Document references to be initially completed by body being assessed>

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

## Comments (including issues found during assessment)

<Information should be included about the nature of the issues found together with an indication that they have been resolved to the satisfaction of the assessment team>

# IECEx Conformity Mark Licensing Scheme

## Assessment references

1. IECEx 04 IECEx Certified Equipment Scheme covering equipment for use in explosive atmospheres – IECEx Conformity Mark Licensing Scheme – Rules
2. IECEx OD 422 IECEx Certified Equipment Scheme covering equipment for use in explosive atmospheres – Procedures for the granting of Licenses to issue and use the IECEx Conformity Mark
3. IECEx OD 423 IECEx Certified Equipment Scheme covering equipment for use in explosive atmospheres – Terms and Conditions for use of the IECEx Conformity Mark

NOTE The latest editions of the above documents were applied

## Comments (including issues found during assessment)

<Information should be included about the nature of the issues found together with an indication that they have been resolved>

# 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 505 Site Re-Assessment Report for Assessment of IECEx Candidate and Accepted Ex Certification Bodies (ExCBs) for the IECEx 05 Certificate of Personal Competencies Scheme (CoPC)
6. IECEx OD 506 - Guidance on the use of the IECEx Certificates of Personnel Competence Scheme’s Assessment Question Bank by ExCBs IECEx
7. IECEx OD 507 Check list for assessment to ISO/IEC 17024
8. IECEx OD 508 ExPCC Decision Sheets
9. IECEx OD 530 Instructions for use of 'GetCertified' software for managing IECEx Certification of Personnel Competence assessments
10. IECEx OD 060 IECEx Guide for Business Continuity – Management of Extraordinary Circumstances or Events Affecting IECEx Certification Schemes and Activities
11. ISO/IEC 17024 Conformity assessment — General requirements for bodies operating certification of persons

Additional references applied for this assessment

NOTE To be added by assessment team if applicable.

## Candidate ExCB persons interviewed

|  |  |
| --- | --- |
| Name | Position |
|  |  |

## National certificates

<To be initially completed by body being assessed>

## Organisation

<Tables below to be initially completed by body being assessed>

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
|  |  |  |

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

|  |  |  |
| --- | --- | --- |
| Name | Title | Experience (years) |
|  |  |  |

### Name and title of signatories for certification

|  |  |  |
| --- | --- | --- |
| Name | Title | Comments |
|  |  |  |

### Other employees in ExCB activity

|  |  |  |
| --- | --- | --- |
| Name | Title/responsibility | Experience in Ex (years) |
|  |  |  |

NOTE Where requested by the body being assessed, this table can be replaced with information about the number of employees and their average experience in Ex. For all assessments, the site assessment report contains a list of staff and their competencies.

## Organizational Structure

<To be initially completed by body being assessed> with details possibly inserted in relevant Annexes.

## Indemnity insurance

<To be initially completed by body being assessed>

## Resources

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)

<To be initially completed by body being assessed>

## Certification operations

### National approval/certification Methods

<To be initially completed by body being assessed>

### Certification policy

<Document references to be initially completed by body being assessed>

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

### Certification application, assessment and examination processes

<Document references to be initially completed by body being assessed>

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)

<Document references to be initially completed by body being assessed>

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

### Decision on Certification

<Document references to be initially completed by body being assessed>

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

<Document references to be initially completed by body being assessed>

## Statistics

<To be initially completed by body being assessed>

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

|  |  |  |
| --- | --- | --- |
| Unit | Number of issued certificates (for past 2 years) | |
|  |  |
| 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 |  |  |
| 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 |  |  |
| Unit Ex 011 – Basic knowledge of the safety of hydrogen systems |  |  |

## Question bank

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

<To be initially completed by body being assessed>

NOTE To be added by assessment team if applicable.

## Comments (including issues found during assessment)

<Information should be included about the nature of the issues found together with an indication that they have been resolved>

# 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. Scope for IECEx Certified Equipment Scheme
   1. Current standards

| Number | Title | Comments |
| --- | --- | --- |
| IEC 60079-0  Edition 7.0 | Explosive atmospheres - Part 0: Equipment - General requirements |  |
| IEC 60079-1  Edition 7.0 | Explosive atmospheres - Part 1: Equipment protection by flameproof  enclosures “d” |  |
| IEC 60079-2  Edition 6.0 | Explosive atmospheres - Part 2: Equipment protection by pressurized enclosure “p’ |  |
| IEC 60079-5  Edition 4.1 | Explosive atmospheres - Part 5: Equipment protection by powder filling “q” |  |
| IEC 60079-6  Edition 4.1 | Explosive atmospheres - Part 6: Equipment protection by liquid immersion “o” |  |
| IEC 60079-7  Edition 5.1 | Explosive atmospheres - Part 7: Equipment protection by increased  safety "e" |  |
| IEC 60079-11  Edition 7.0 | Explosive atmospheres - Part 11: Equipment protection by intrinsic safety “i” |  |
| IEC 60079-13  Edition 2.0 | Explosive atmospheres - Part 13: Equipment protection by pressurized room "p" and artificially ventilated room "v" |  |
| IEC 60079-15  Edition 5.0 | Explosive atmospheres – Part 15: Equipment protection by type of protection "n" |  |
| IEC 60079-18  Edition 4.1 | Explosive atmospheres – Part 18: Equipment protection by encapsulation “m” |  |
| IEC 60079-25  Edition 3.0 | Explosive atmospheres – Part 25: Intrinsically safe electrical systems |  |
| IEC 60079-26  Edition 4.0 | Explosive atmospheres - Part 26: Equipment with Separation Elements or combined Levels of Protection |  |
| IEC 60079-28  Edition 2.0 | Explosive atmospheres - Part 28: Protection of equipment and transmission systems using optical radiation |  |
| IEC 60079-29-1  Edition 2.1 | Explosive atmospheres - Part 29-1: Gas detectors – Performance requirements of detectors for flammable gases |  |
| IEC 60079-29-4  Edition 1.0 | Explosive Atmospheres – Part 29-4: Gas detectors - Performance requirements of open path detectors for flammable gases |  |
| IEC/IEEE 60079-30-1  Edition 1.0 | Explosive atmospheres – Part 30-1: Electrical resistance trace heating – General and testing requirements |  |
| IEC 60079-31  Edition 3.0 | Explosive atmospheres – Part 31: Equipment dust ignition protection by enclosure "t" |  |
| IEC TS 60079-32-1  Edition 1.1 | Explosive atmospheres - Part 32-1: Electrostatic hazards, guidance  (may be used for testing purposes but not for issuing an IECEx Certificate of Conformity) |  |
| IEC 60079-32-2  Edition 1.0 | Explosive atmospheres - Part 32-2: Electrostatics hazards - Tests  (may be used for testing purposes but not for issuing an IECEx Certificate of Conformity) |  |
| IEC 60079-33  Edition 1.0 | Explosive atmospheres – Part 33: Equipment protection by special protection “s” |  |
| IEC 60079-35-1  Edition 1.0 | Explosive atmospheres – Part 35-1: Caplights for use in mines susceptible to firedamp – General requirements – Construction and testing in relation to the risk of explosion |  |
| IEC 60079-35-2  Edition 1.0 | Explosive atmospheres – Part 35-2: Caplights for use in mines susceptible to firedamp – Performance and other safety-related matters |  |
| IS0 80079-36  Edition 1.0 | Explosive atmospheres - Part 36: Non-electrical equipment for explosive atmospheres – Basic method and requirements |  |
| ISO 80079-37  Edition 1.0 | Explosive atmospheres - Part 37: Non-electrical equipment for explosive atmospheres – Non electrical type of protection constructional safety ”c” control of ignition source ”b”, liquid immersion ”k” |  |
| IEC TS 60079-39  Edition 1.0 | Explosive atmospheres - Part 39: Intrinsically safe systems with electronically controlled spark duration limitation |  |
| IEC TS 60079-40  Edition 1.0 | Explosive atmospheres - Part 40: Requirements for process sealing between flammable process fluids and electrical systems |  |
| IEC TS 60079-42  Edition 1.0 | Explosive atmospheres - Part 42: Electrical safety devices for the control of potential ignition sources from Ex-Equipment  (may be used for testing purposes but not for issuing an IECEx Certificate of Conformity) |  |
| IEC TS 60079-46  Edition 1.0 | Explosive atmospheres – Part 46 - Equipment assemblies |  |
| IEC 62784  Edition 1.1 | Vacuum cleaners and dust extractors providing equipment protection level Dc for the collection of combustible dusts - Particular requirements |  |
| ISO 16852  Edition 2 | Flame arrestors - Performance requirements., test methods and limits for use |  |

* 1. Superseded standards

The following superseded standards may form part of a body’s scope, generally for historical reasons.

| Number | Title | Comments |
| --- | --- | --- |
| IEC 60079-27  Edition 2.0 | Explosive atmospheres – Part 27: Fieldbus intrinsically safe concept (FISCO) |  |
| IEC 61241-0  Edition 1.0 | Electrical apparatus for use in the presence of combustible dust - Part 0: General requirements |  |
| IEC 61241-1  Edition 1.0 | Electrical apparatus for use in the presence of combustible dust - Part 1: Protection by enclosure “tD” |  |
| IEC 61241-4  Edition 1.0 | Electrical apparatus for use in the presence of combustible dust - Part 4: Protection by pressurization "pD" |  |
| IEC 61241-11  Edition 1.0 | Electrical apparatus for use in the presence of combustible dust – Part 11: Protection by intrinsic safety 'iD' |  |
| IEC 61241-18  Edition 1.0 | Electrical apparatus for use in the presence of combustible dust - Part 18: Protection by encapsulation "mD" |  |
| IEC 62013-1  Edition 2.0 | Caplights for use in mines susceptible to firedamp - Part 1: General requirements - Construction and testing in relation to the risk of explosion |  |
| IEC 62013-2  Edition 2.0 | Caplights for use in mines susceptible to firedamp - Part 2: Performance and other safety-related matters |  |
| IECEx DS2015/001A  2015 10 09 | Equipment assemblies |  |

1. Overall Organisation Chart
2. Organisation Chart of ExCB/ExTL/ATF
3. Accreditation Certificate for ISO/IEC 17065
4. Accreditation Certificate for ISO/IEC 17025
5. Accreditation Certificate for ISO/IEC 17024