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

**TITLE: Report from the IECEx ExAG May 2024 meeting**

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

**INTRODUCTION**

This document contains a report from the IECEx ExAG Group following their online meeting held over two days remotely on 7 and 14 May 2024.

The following are the ExAG Recommendations to the ExMC arising from the above meeting and subsequent actions:

**Recommendation 1**

That the ExMC note the approval by ExAG of the following as assessors since the last meeting of ExMC:

1) Aleksey Kogan, Israel, for the IECEx02 Scheme

2) Kyoung Hoon Baek (James Baek), Norway for the IECEx03 Scheme

**Recommendation 2**

That the ExMC note the additional members of ExAG:

1) Kevin Wolf – submitted by USA

2) Gordana Ostojic – on being appointed as a lead assessor

We have been advised that Ralph Wigg, AU, will be resigning but are awaiting formal advice from Australia.

**Recommendation 3**

That ExMC approve revision of the following documents previously issued to member bodies for consideration:

1. F-003, IECEx ExCB/ExTL/ATF assessment report: issued as ExMC/2071/DV

2. F-004, Site assessment report: Issued as ExMC/2072/DV

3. F-016 (replacing OD 206) IECEx Assessment Feedback Form: Issued as ExMC/2073/DV

4. OD 003-1, Assessment Procedures for IECEx acceptance of Applicant Ex ExCBs, ExTLs and ATFs. Part 1: Appointment and surveillance of assessors for IECEx certification schemes: Issued as ExMC/2074/DV

5. OD 003-2, Assessment Procedures for IECEx acceptance of Applicant Ex ExCBs, ExTLs and ATFs. Part 2: Assessment, surveillance assessment and re-assessment of ExCBs, and ExTLs and ATFs operating in the IECEx 02, IECEx Certified Equipment Scheme: Issued as ExMC/2075/DV

6. OD 032, Guidelines and information for IECEx assessments: Issued as ExMC/2076/DV

**Recommendation 4**

Subject to support from ExTAG consideration of the following paper and approval of the revision of OD 19 (both incorporated in ExMC/2077/DV):

1. Discussion paper on assessors’ fees

2. OD 019, IECEx - Participation and System Fees

**Recommendation 5**

That the ExMC note that minor revisions have been made to the following application forms for the IECEx02 Scheme to update the list of standards to the latest issues and to have the list of standards the same as in the proposed revision of F-003:

1. F-008 – ExCB application

2. F-009 – ExTL application

3. F-010 – ATF application

**IECEx Secretariat**

|  |  |
| --- | --- |
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**INTERNATIONAL ELECTROTECHNICAL COMMISSION**

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

**IECEx Assessment Group (ExAG)**

**MEETING AGENDA AND NOTES FOR MEETING #6**

**Online**

**Day 1 - Tuesday, 7 May 2024 commencing at 1200 UTC**

**Day 2 – Tuesday, 14 May 2024 commencing at 1200 UTC**

**Meeting notes in blue**

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Documents** |
|  | **Opening and welcome to the fifth meeting of ExAG**  **Convenor:** Jim Munro  **Deputy Convenor:** Katy Holdredge  See Annex A for members. There has been one additional member since the last meeting, Kevin Wolf. Ralph Wigg has provided advice that he is retiring from ExAG and as an IECEx assessor.  Apologies: Day 1: Ralph Wigg, Klauspeter Graffi. Day 2: Ralph Wigg, Thierry Houeix  Jim Munro welcomed everybody to the meeting (in particular The ExMC Chair Paul Meanwell, Kevin Wolf as a new member and Lu Qiao as a guest (in view of her nomination by CN for Deputy Convenor), and talked to the discussion points above.  It was agreed to send Ralph Wigg a message from the ExAG acknowledging his great contribution to ExAG in the assessment process in general over many years. Jim to organise.  **Post meeting note:** A message was sent to Ralph by Jim after the meeting. |  |
|  | **Approval of the agenda**  The agenda was accepted. |  |
|  | **Report of last meeting of ExAG**  The report of the last meeting was issued and provided to ExMC.  An action list arising from the above meeting has been prepared and provided in Annex C. See Agenda Item 6 where this action list will be considered.  Noted by the meeting. | ExMC/1988/R- Report from ExAG  Action list Annex C |
|  | **Terms of Reference and Responsibilities**  Terms of reference (from IECEx 06) are shown in Annex B.  A revised (Edition 2) of IECEx 06 has been issued.  In discussion it was clarified that Gordana Ostojic from AU is now a lead assessor, but as the convenor was not aware, she was not invited to the first day of this meeting. She does not yet appear on the membership of ExAG. She was invited to the second day of this meeting but did not attend.  **Post meeting note:** A check on 25 May 2024 confirmed that Gordana now appears on the membership of ExAG.  • | IECEx 06 Edition 2.0 - IECEx Assessment Group (ExAG) – Membership and Terms of Reference |
|  | **Last meeting of ExMC held on 21 and 22 September 2023 in Edinburgh, Scotland.**  Extracts from ExMC minutes of meeting that are relevant to ExTAG:  **Agenda item 6.5 IECEx Operational Document OD 060 – Extraordinary Circumstances**  …....  The Chair asked the ExAG convenor when any of these proposals might be completed.  The ExAG Convenor Dr Jim Munro stated that there was still work to be done and it should be complete by early 2024. He noted that IECEx OD 233 already allowed for some remote assessment.  …….  Dr Jim Munro suggested that remote auditing requirements be incorporated into OD 003-2 with the Secretariat making the decision. There are also issues with scheduling of witness testing of manufacturers where remote assessment may be valuable.  UK commented that their recollection of last year’s meeting and decision 2022/09 was that the intent was for the lead assessor to advise the Secretariat about the need for a remote assessment, and the Secretariat made the decision.  The Chair agreed with the UK.  The Chair proposed that the input from the meetings discussion on this point be referred to ExAG for discussion and further development of the appropriate IECEx OD.  **Agenda item 7.2.1 Report from ExAG Convenor**  The Chair asked ExAG Convenor Dr Munro to present his report.  Dr Munro began by highlighting the two recommendations of the report and noting that membership of the ExAG group has been quite stable over the last few years.  The first recommendation concerned the approval of two new assessors in the last year being Dr Villalan Ramasamy from Malaysia and Mr Kevin Wolf from the US.  The second recommendation was that ExMC approve a revision of IECEx 06 in which most of the changes were of an editorial nature other than small changes to the terms of reference. He requested that the new version now be issued as version 2.0, rather than version 1.1 as originally proposed.  IECEx 06 was displayed, and Dr Munro spoke about some of the proposed changes.  Dr Munro also spoke about progress being made on the latest revisions of IECEx OD 003-2 and IECEx OD 032.  The meeting appreciated the update from Dr Munro with no comments or questions raised. The following decisions were made.  The following are the decisions from ExMC that are relevant to ExAG:  **Decision 2023/13**  The meeting accepted a report from the ExAG Convenor, Dr Munro as circulated as ExMC/1988/R, supported the ExAG Recommendation 1 and also Recommendation 2 (via the following Decision) and noted the update on progress in revising IECEx OD 003-2 and OD 032.  **Decision 2023/14**  The meeting approved the revision of IECEx 06 (to be published as Edition 2.0 instead of Edition 1.1 as proposed) as circulated as ExMC/1956/DV subject to further editorial changes to be provided to the Secretariat.  IECEx 06 has now been submitted to CAB for endorsement.  The following is a decision from the 2022 ExMC which is also relevant to ExAG:  **Decision 2022/09**  The meeting agreed the following policy text prepared during the meeting:  *After 1 January 2023, the planning of Peer Assessments shall ensure that the Assessment Team assigned by the IECEx Secretariat conducts the audit in person unless otherwise provided for (for example, in an IECEx OD) or where the IECEx Lead Assessor determines that there are governmental sanctions, restrictions, advice or requirements that impinge such travel and informs the IECEx Secretariat of this determination.*  *After 1 January 2023, the planning of manufacturer/service facility audits shall ensure that the ExCB conducts the audits in person unless otherwise provided for (for example, in an IECEx OD) or if there are governmental sanctions, restrictions, advice or requirements that impinge such travel, in which case the ExCB shall record such situations for review at the next IECEx peer assessment. In case of doubt, the ExCB shall consult with the IECEx Secretariat.*  *The IECEx Secretariat shall monitor the issue of equity among the System (for example, to ensure that audit planning into the longer term is consistent with the spirit and intent of the above requirements.*  *Additionally, the ExAG and ExSFC are tasked to work on proposing additional guidelines for use of remote assessments of bodies and service facilities respectively and ExMC WG5 to work on updating OD 025 for the use of remote auditing of manufacturers. These proposals are to be first submitted for consideration by the Executive and then voting for approval to publish by correspondence by the ExMC.*  Actions are being captured in the draft changes to documents or are listed for discussion at this meeting. | ExMC minutes  ExMC/2004A/RM |
|  | **Review of actions from the last meeting of ExAG and outstanding actions from previous meetings**  Action list to be discussed with some items to be addressed in agenda items below.  The action list was discussed as detailed in Annex C.  Three items not covered on Day 1 were discussed on Day 2 | Action list Annex C |
|  | **Revision to assessment report forms**  Mark Amos provided an updated F-003 form after last year’s meeting. This has now been further updated based on a suggestion from Katy. I have also updated Annex A to latest editions and titles. We should consider updating other forms using the same list of standards.  Katy to talk about the “Other employees” area of this form based on feedback that sometimes there is a full list of names and sometimes there is a reference to F-004. Related to USNC comment on ExMC/2025/DV.  The revised draft F-003 was discussed and finalised at the meeting.  I have updated F-004 to include the latest PTP programs.  The revised draft F-004 was discussed and finalised at the meeting.  **Action 2024/2** – Secretariat to circulate the revision of F-003 and F-004 for voting by ExMC at the next meeting. | F-003 draft  F-004 draft |
|  | **Revision of OD003-2 Assessment procedures for IECEx acceptance of applicant Ex Certification Bodies (ExCBs), Ex Testing Laboratories (ExTLs) and Additional Testing Facilities (ATFs) – Part 2: Assessment, surveillance assessment and re-assessment of ExCBs and ExTLs operating in the IECEx 02, IECEx Certified Equipment Scheme**  Draft was circulated after last year’s meeting but various questions have arisen and a new draft addressing those is now provided for discussion at this meeting.  The revised draft OD 003-2 was discussed and revised at the Day 1 meeting. It was agreed that in principle mid-term assessments:   1. Could be done as remote assessments subject to some provisos, such as availability of information in soft-copy form. 2. The time for those assessment should be the equivalent of one day onsite for each of ExCB and ExTL, eg if combined would be two days. Comment to be included in the draft for voting to explain the rationale for this clarification and potential extra time.   There may need to be clearer instruction about appropriateness of remote assessment in this document (not just as guidance in OD 032).  **Action 2024/3** - Jim, Katy and Chris to finalise OD 003-2 after the Day 1 meeting so it is ready for voting. | OD 003-2 draft |
|  | **Revision of OD 032 Guidelines and information for IECEx assessments**  Draft was circulated after last year’s meeting but various questions have arisen and a new draft addressing those is now provided for discussion at this meeting.  The revised draft OD 032 was discussed and revised at the Day 1 meeting.  There may need to be some alignment with additional changes to align with those in OD 003-2.  **Action 2024/4** - Jim, Katy and Chris to finalise OD 032 after the Day 1 meeting so it is ready for voting. | OD 032 draft |
|  | **END OF DAY 1** |  |
|  | **Training of assessors**  Training for assessors is still to be developed. There have been some preliminary discussions.  Mark Amos to provide feedback on recent approaches of training onsite and other options for training/competence of assessors.  Mark is interested in moving more to competence. IECEx has software for training and competence that may work. He will set Jim up to do an evaluation.  **Action 2024/5:**  Mark Amos and Jim Munro to report back to ExAG with a proposal.  Katy to talk about what happens in CB Scheme. They have training and a form of assessment in the three regions of IECEE.  Chris – suggested focussing on something online. The training shown focus on training in the IECEx System as all have to come with competence based on their experience.  Katy – will need training still on various aspects of IECEx.  John – all schemes need to be considered, not just IECEx02.  Topics for training session at next meeting in Foz do Iguaçu, Brazil are welcome, noting that there will be some training on PTP.  PTP is planned.  Should have sometime to highlight presence of John’s training material for assessors to review use by ExCBs.  See two topics. | Action list Annex C |
|  | **Action arising from last ExTAG meeting**  At the last ExTAG meeting the following decision was taken:  **Decision 2023/11**  Members accepted a report from the Secretariat regarding collaboration with TC31 AG55 and supported the proposed actions outlined in ExTAG/712/R including the additional point f).  f. Additional item arising from the Presentation from Karel Neleman – that his presentation along with this report from the Secretariat be included for discussion within ExAG to provide some guidance to IECEx Peer Assessors  Jim – two main aspects from presentation:   1. Inappropriate Specific Conditions of Use 2. Inconsistent use of Ex Equipment or Ex Components for the same type of equipment.   Above topics to be covered in assessor training in Iguacu.  **Action 2024/6:** Mark Amos to produce earlier material relevant to Specific Conditions of Use above.  Chris – suggest we consider doing ExTAG training remotely as face to face meetings are likely to also include all schemes and hence there is unlikely to be time for face to face training.  Jim to prepare presentation on Ex Equipment and Ex Components for assessor training. |  |
|  | **Discussion regarding lead assessors and possible revision of OD 003-1**  Chris Agius to provide appropriate text.  See also action 2022/3: ExSFC to be invited to submit information for inclusion in IECEx OD 003-1, and other documents, if relevant, to address assessor competencies for IECEx03.  No additional information has been identified or provided by ExSFC for OD 003-1. However, changes for IECEx03 were agreed for F-003 Clause 1.6.4. No further action anticipated from ExSFC.  Proposed revision to be sent out separately to this agenda/report. Revision has also identified need to change feedback form for assessment from OD 206 to F-015 (after the meeting was found would need to be F-016). This will be provided. Some other, mostly formatting changes have also been made to OD 003-1.  **Action 2024/7**: John Allen to discuss with ExPCC the possible need for additional competencies for IECEx05 in OD 003-1. Probably for the edition after the one about to go forward for voting. | OD 003-1 |
|  | **Scope extension for toxic gas detectors - IEC 62990-1**  Discussion on experience to date of approach taken for scope extension for toxic gas detectors (IEC 62990-1), including the use of the formal voting system.  The approach taken for this scope extension would not be expected to be taken for other scope extensions. | ExTAG\_595A\_INF |
|  | **Assessor applications**  **Approved:**   * Aleksey Kogan * James Baek   **Under discussion:**   * Lei Cai * Agreed that on the job training at an assessment would satisfy the need for training. He can submit application but it will not be processed until that training is complete and an appropriate recommendation made on his competence. At that stage the review of the application and voting on acceptance could occur.   **Action 2024/8:** Mark Amos to put in plan a plan for training at an assessment for Lei Cai (AU) once application received. Jim Munro to advise AU committee that he can submit his application now so the training can be commence. |  |
|  | **Technical capability documents**  Katy to report on any developments. |  |
|  | **Report on feedback forms on assessments**  At an earlier meeting it was agreed this should be a standing agenda item. Chris Agius to report.  Chris advised that they last year issued 24 forms and received 16 responses. Overwhelming majority were complimentary of the process and the assessors. Only one had concerns over how issues were being raised by the assessor. This was followed up by the Secretariat.  Chris – site assessment report could highlight concerns raised for next assessor to consider. Could add a field for this purpose.  **Action 2024/9:** Chris Agius/Katy Holdredge/Jim Munro to add something about possible concerns raised in the current draft revision of F-004. | F-016 |
|  | **Nominations called for Convenor of ExAG and Deputy Convenor of ExAG**  Nomination for Deputy Convenor from Ms. Lu Qiao, CN and one from Kevin Wolf, US. Closing date 16 May 2024. | ExMC 2030  ExMC 2031  ExMC/2052/INF |
|  | **Any other business**   1. Discussion on experience doing OD 290 assessments.   For future meetings. |  |
|  | **Next Meeting**  TBA  This is likely to be the last meeting of the two convenors in their convenor roles. Those present in the meeting expressed their thanks to them as foundation convenors of ExAG. |  |
|  | **Close of Meeting**  The first day was closed after three hours. The second day was closed after two and a half hours. |  |

**Annex A**

**Members of ExAG**

**Membership of ExAG as defined by IECEx06**

**4.3 Membership**

The ExAG shall comprise Lead Assessors plus up to fifteen (15) experts nominated by IECEx Member Bodies and appointed by the ExMC. The ExMC shall ensure that a balance of interest across all IECEx Schemes is maintained.

As start up for the Group, members of previous ExMC WG4 that fit this criteria and wish to continue shall comprise part of the membership.

**Membership of ExAG at 3 May 2024**

**Convenors:**

Dr Jim Munro (Convenor)

Ms Katy Holdredge (Deputy Convenor)

**Secretariat:**

Mr Chris Agius

**Lead assessors (in addition to those above who are all lead assessors):**

Mr Ajay Maira

Mr Ralph Wigg

Prof Xu Jianping

Mr Thierry Houeix

Mr Bernard Piquette

Mr Ronald Webb

Mr Marino Kelava

Ms Gordana Ostojic is now a member as she has been appointed as a lead assessor.

**Other members:**

Dr Alexander Zalogin – ExMCWG4

Mr Michel Brénon - ExMCWG4

Mr Klauspeter Graffi - ExMCWG4

Mr John Allen – ExMCWG4

Mr Julien Gauthier – ExMCWG4

Ms Yulia Tikhonenko – RU nominee

Mr Kevin Wolf – US nominee – new since last meeting

TOTAL: 16

**Annex B**

**Terms of Reference and Responsibilities of ExAG**

Terms of reference (from IECEx 06 Edition 2.0):

To act as the dedicated IECEx maintenance and consultative group for matters relating to the IECEx Assessment of ExCBs, ExTLs and ATFs across all IECEx Schemes

Responsibilities:

Responsibilities as directed by the ExMC include but are not limited to the following:

* Ensure on-going alignment with the Peer Assessment fundamentals of CAB (reference is CAB Policy documents, for example IEC CAB-P02)
* Develop and maintain criteria for the qualification of Assessors and Lead Assessors in consultation with the IECEx Scheme Committees
* Review and approval of assessor applications for all schemes, with newly appointed assessors to be reported to ExMC for noting
* Periodic review of the existing pool of assessors for all IECEx Schemes
* Maintenance of Assessment Procedures for all IECEx Schemes.
* Maintenance of report forms and records used in assessments
* Maintenance of IECEx Assessment Guide(s)
* Development and delivery of assessor training
* Provide a consultative forum for recommendations on issues found during assessments
* Development of common interpretations, for example for ISO/IEC 17025
* Maintenance of checklists such as those for ISO/IEC 17024, 17025 and 17065
* Other actions or roles agreed by the ExMC

**Potential future changes to IECEx 06**

All previously identified potential changes included in Edition 2.0

**Annex C**

**Progress on actions for ExAG**

Below is the status of actions from the last meeting and actions from earlier meetings that were not complete at the last meeting.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action no** | **Source** | **Action required** | **Responsibility** | **Progress** | **Comments** |
| 2021/5 | ExAG meeting 7 April 2021 | IECEx Secretariat is requested to consider training options in conjunction with Convenor of ExAG to be put forward for consideration at ExMC. | Secretariat and Jim Munro | There has been some discussion with the Secretariat for options, included use of the IEC head office. | To be considered in Agenda item 10  Close this action. |
| 2021/7 | ExAG meeting 7 April 2021 | Outcomes from remote assessment training will be used to form basis for new chapter for assessment guide (responsible person to be nominated later) | Jim Munro nominated at meeting April 22 | Two rounds of drafts have been developed. | To be considered in Agenda item 9  Close this action. |
| 2021/8 | ExAG meeting 7 April 2021 | Consideration to be given to including information about documents needed in English for remote assessment in assessment guide when it is next revised (see also Action 6 above) | Jim Munro nominated at meeting April 22 | Done for drafts | To be considered in Agenda item 9  Close this action. |
| 2021/12 | ExAG meeting 7 April 2021 | Mike Roy and ExAG officers to investigate options for providing information on assessor competencies. | Mike Roy and ExAG officers | In progress | This has proved difficult.  Generally, there is enough information available. But the lead assessor can seek additional information on competency of the expert assessor from the Secretariat or the expert assessor. No further action required other than for the Secretariat to explore methods to ensure they have the information available from the application forms. |

| **Action no** | **Source** | **Action required** | **Responsibility** | **Progress** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| 2022/1 | ExAG meeting 5 April 2022 | Convenors together with Secretariat to look at website having information regarding roles assigned, eg for IECEx02, IECEx03 etc. This will reduce the amount of unnecessary public information. Secretariat to maintain updated list of assessor competencies. | Jim Munro and Katy Holdredge | No progress to date | This is encompassed in the above action. The new website may change how this information is presented.  Close this action. |
| 2022/2 | ExAG meeting 5 April 2022 | ExSFC to be invited to run a dedicated training session for IECEx03 incorporating ongoing guidance for assessors | Not assigned |  | John Allen to advise.  A presentation prepared by John has been approved by ExSFC.  The presentation is designed for ExCBs for IECEx 03-5 to train their auditors.   1. Will add presentation to Guide IECEx 03A. 2. Add to rules or ODs as guidance for assessments for IECEx 03. 3. Add to assessor package and advise assessors.   **Action 2024/1:** Secretariat to organise for John’s contact details to be removed from presentation, but his work to be acknowledged and appreciated. |
| 2022/3 | ExAG meeting 5 April 2022 | ExSFC to be invited to submit information for inclusion in IECEx OD 003-1, and other documents, if relevant, to address assessor competencies for IECEx03. | Not assigned |  | John Allen to advise.  No additional information has been identified or provided by ExSFC for OD 003-1. However, changes for IECEx03 were agreed for F-003 Clause 1.6.4. No further action anticipated.  Close this action. |
| 2022/5 | ExAG meeting 5 April 2022 | IECEx Secretariat to investigate option of issuing the form for declaring national differences as an F form. | IECEx Secretariat | This subsequently became the following action in ExMC:  **Action 2022/5**  IECEx Secretariat to investigate option of issuing the form for declaring national differences as an F form. | New system implemented.  Close this action. |
| 2022/6a | ExAG meeting 5 April 2022 | When form for declaring national differences as an F form, form F-008 will need to be revised to include reference to the new form. Katy to progress. | Katy | Complete – see above | No further action |
| 2022/6b | ExAG meeting 5 April 2022 | Addressing action 2021/12 from previous meeting “Mike Roy and ExAG officers to investigate options for providing information on assessor competencies”. Look at website having information regarding roles assigned eg for IECEx02, IECEx03 etc. This will reduce the amount of unnecessary public information. Secretariat to maintain updated list of assessor competencies. | Katy Holdredge |  | Katy Holdredge to advise.  See above.  Close this action. |
| 2022/7 | ExAG meeting 5 April 2022 | Secretariat to provide to Jim Munro issues found when checking reports that could be included as guidance to assessors in F-003 and then Jim to produce a new draft of that form. | Secretariat | There have been discussions on this in assessor training. Current draft of F-003 includes are known required guidance. | Chris Agius or Mark Amos to advise if anything more is needed.  Also see agenda item 7  It was agreed there are no further issues to address.  No further action |
| 2022/8 | ExAG meeting 5 April 2022 | Jim to draft a revision of OD 032 guidance on assessments to address remote assessments more comprehensively than at present, drawing on information in the workshop presentation. This may end up as an annex because of the size of the information. OD 003-2 may also need some revision to incorporate appropriate reference to remote assessments. | Jim Munro | Second draft to be considered at this meeting. | See Agenda Items 8 and 9.  See also below.  Close this action. |
| 2022/9 | ExAG meeting 5 April 2022 | Jim to provide some guidance regarding providing NO and ABSTENTION votes for assessor application voting by ExAG. | Jim Munro | It is suggested the following text be included as shown :  The system provides for votes of YES, No and ABSTAIN. For any of those cases it is possible to provide comments. (add to set 7)  All members of ExAG are encouraged to vote. If they are considering voting with NO or ABSTENTION, they are encouraged to first discuss their position with the Convenor to see if their concerns can be addressed. (add to voting form)  **Action 2023/5**: Secretariat in conjunction with Jim Munro to add guidance regarding NO and abstention votes to website and the voting form for new assessors. | Being following up with Secretariat.  Geoff will add some words to the form that is used for the voting.  See 2023/05.  Close this action. |
| 2022/10 | ExAG meeting 5 April 2022 | Report to be provided by Chris Agius for assessment feedback forms at next meeting. | Chris Agius |  | Included in agenda item 17  Close this action. |
| 2022/11 | ExAG meeting 5 April 2022 | Secretariat to consider changing lead assessors when assigning assessors for later assessments. OD 003-2 to include something on this at next revision. | Secretariat | Words included in draft change to OD 003-2 | See Agenda item 9  Now in OD 003-2 draft.  Close this action. |
| 2022/12 | ExAG meeting 5 April 2022 | Secretariat to periodically remind assessors of their need to attend assessor training and if not resolved, to show cause why they should remain as an assessor | Secretariat |  | Secretariat to report  Ongoing.  Close this action. |
| 2022/13 | ExAG meeting 5 April 2022 | Jim to draft guidance in F-003 on special surveillance visits for consideration by ExAG. | Jim Munro | Waiting on next revision of F-003.  Not discussed at the meeting, but progressed immediately after Day 1 of meeting. However, F-004 identified as more appropriate form since this is the report used for a special surveillance. | See Agenda item 7  An additional check box additional to F-004 Clause 1.2 for special surveillance and added the term “special” to “surveillance” in OD 003-2 Clause 2.2.3 to help differentiate with normal surveillance.  Can now close this action. |
| 2022/14 | ExAG meeting 5 April 2022 | Katy to draft some information in relation to possible decision sheets for ExAG. | Katy Holdredge |  | Katy to advise.  Decided at last meeting not needed.  Close this action. |

| **Action no** | **Source** | **Action required** | **Responsibility** | **Progress** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| 2023/01 | ExAG meeting 2 May 2023 | The meeting agreed to incorporate the changes to IECEx 06 as shown in Annex B of the agenda and present them for approval at the ExMC meeting in Edinburgh. | Secretariat. | Complete | Issued as Edition 6.0. see agenda item 4.  Close this action. |
| 2023/02 | ExAG meeting 2 May 2023 plus  2021/12 and 2022/1 | Secretariat to consider options to make available information on an assessor’s competence to lead assessor, eg the application forms, F-007, containing the declared competencies. The aim is to avoid putting too much information on the website which could be an issue for privacy. | Secretariat. | For discussion at this meeting. | See earlier.  Close this action. |
| 2023/03 | ExAG meeting 2 May 2023 plus  2021/12 and 2022/1 | Katy and Jim to discuss with Secretariat to ensure what now appears is consistent with the latest approach, but not with the same amount of information. For example, the schemes that the assessor is deemed competent for should appear. | Katy and Jim |  | The schemes do appear on the website.  Resolved – see above.  Close this action. |
| 2023/04 | ExAG meeting 2 May 2023 | John Allen to prepare an initial specification for training of ExCB auditors rather the proposed training for assessors | John Allen | John has done this. | Completed – see earlier.  Close this action. |
| 2023/05 | ExAG meeting 2 May 2023 | Secretariat in conjunction with Jim Munro to add guidance regarding NO and abstention votes to website and the voting form for new assessors. | Secretariat  Jim Munro | Discussed with Geoff Slater. Proposed to add guidance on the voting form. | See also 2022/9  See above.  Close this action. |
| 2023/6 | ExAG meeting 2 May 2023 | Mark to draft proposed change in F-003 regarding adding “m” and “q” equipment to the table in Clause 1.6.4 of F-003 and to add Unit Ex 011, also to discuss converting ExMC/417C/Q to an F form with ExSFC. | Mark Amos | Mark did this. Document for review at this meeting with some other changes. | Close this action. |
| 2023/7 | ExAG meeting 2 May 2023  Discussion regarding lead assessors and possible revision of OD 003-1 | Chris Agius to recommend wording for OD 003-1 based on current practice and taking account of IECEE approach in IECEE 02-3. | Chris Agius | Chris has provided recommended wording which will be considered on Day 2 of the meeting. | A check on the internet suggests this is not the correct IECEE OD. It does not seem to cover appointment of assessors.  Look at on Day 2. Then close |
| 2023/8 | ExAG meeting 2 May 2023 | Jim Munro to draft question of ExTAG about getting more assessor applications. Would raising fees help them consider putting forward assessors?. | Jim Munro | Draft was provided just before the ExAG meeting | The draft was discussed on Day 2 of the meeting and some modifications made.  **Action 2024/10:** Secretariat to organise for paper on assessment fees to be discussed in the next meeting of ExTAG**.** |

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