



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

Title: Draft IECEx 05 - IECEx Scheme for Certification of Personnel Competencies for Explosive Atmospheres – Rules of Procedure

Circulated to: IECEx MC Members

INTRODUCTION

During the 1st meeting of the newly formed IECEx Personnel Certification Committee, ExPCC, held in Paris, June 2012, the Committee considered the need for updating of the IECEx 05 Rules of Procedures for the IECEx Certificate of Personal Competence Scheme (CoPC) in light of the Scheme now operating since late 2010.

This draft revision, prepared by ExPCC is submitted for ExMC consideration during the ExMC 2012 Calgary meeting. Changes proposed in this Draft Revision include:

- Clarification that the CoPC Scheme does not specify Training requirements
- Introduction of the new ExPCC Committee, to align with IECEx 01 Basic Rules
- Use of the term “Competence” to replace “Competency”
- Introduction of new Definitions covering “Examination”
- Inclusion of reference to the IECEx “On-Line” certificate System
- New 7.3 covering the issue of a Credit Card sized photo ID card
- Clarification concerning changing from one ExCB to another, CI 8.7
- Clarification of the Appeals process and Complaints, CI 8.13 + CI 11
- A requirement for all ExCBs involved in the CoPC to provide questions, CI 9.1
- Clarification over CoPC when an ExCB withdraws from the Scheme, CI 9.12

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEX 05

**Second Edition
2012-XX**

**IEC System for Certification to Standards
relating to Equipment for use in Explosive
Atmospheres (IECEX System) -**

**IECEX Scheme for Certification of Personnel
Competencies for Explosive Atmospheres –
Rules of Procedure**



**Reference number
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INTERNATIONAL ELECTROTECHNICAL COMMISSION

IECEX 05

Second Edition
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**IEC System for Certification to Standards
relating to Equipment for use in
Explosive Atmospheres (IECEX System) -**

**IECEX Scheme for Certification of
Personnel Competencies for Explosive
Atmospheres – Rules of Procedure**

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

**IECEx Scheme for Certification of Personnel Competence
for Explosive Atmospheres –**

**Rules of Procedure
FOREWORD**

- 1) The International Electrotechnical Commission (IEC) is a worldwide organization for standardization comprising all national electrotechnical committees (IEC National Committees). The object of IEC is to promote international co-operation on all questions concerning standardization in the electrical and electronic fields. To this end and in addition to other activities, IEC publishes International Standards, Technical Specifications, Technical Reports, Publicly Available Specifications (PAS) and Guides (hereafter referred to as "IEC Publication(s)"). Their preparation is entrusted to technical committees; any IEC National Committee interested in the subject dealt with may participate in this preparatory work. International, governmental and non-governmental organizations liaising with the IEC also participate in this preparation. IEC collaborates closely with the International Organization for Standardization (ISO) in accordance with conditions determined by agreement between the two organizations.
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International Standard IEC XXX has been prepared by subcommittee XX: TITLE, of IEC technical committee XX:

The text of this standard is based on the following documents:

| | |
|------------|------------------|
| FDIS | Report on voting |
| XX/XX/FDIS | XX/XX/RVD |

Full information on the voting for the approval of this standard can be found in the report on voting indicated in the above table.

This publication has been drafted in accordance with the ISO/IEC Directives, Part 2.

The committee has decided that the contents of this publication will remain unchanged until the stability date¹ indicated on the IEC web site under "<http://webstore.iec.ch>" in the data related to the specific publication. At this date, the publication will be

- reconfirmed,
- withdrawn,
- replaced by a revised edition, or
- amended.

¹ The National Committees are requested to note that for this publication the stability date is

CONTENTS

| | | |
|-------|---|----|
| 1 | Scope | 8 |
| 2 | Normative references..... | 8 |
| 3 | Definitions..... | 9 |
| 4 | Governing of the IECEx System | 10 |
| 5 | Obtaining IECEx Certificate of Personnel Competence | 10 |
| 6 | Principles of the IECEx Certification of Personnel Competence Scheme..... | 10 |
| 6.1 | IECEx Certificate of Personnel Competence (CoPC)..... | 10 |
| 6.2 | IECEx Certificate issuing countries | 11 |
| 6.3 | Method of application..... | 11 |
| 6.4 | Acceptance | 11 |
| 6.5 | Permissions..... | 11 |
| 6.6 | Confidentiality..... | 11 |
| 7 | IECEx instruments | 11 |
| 7.1 | IECEx Certificate of Personnel Competence [CoPC]..... | 11 |
| 7.1.1 | Issue | 11 |
| 7.1.2 | Format..... | 11 |
| 7.1.3 | Contents | 11 |
| 7.2 | IECEx Personnel Competence Assessment Report (PCAR) | 12 |
| 7.2.1 | Content..... | 12 |
| 7.2.2 | Format..... | 12 |
| 7.2.3 | Restrictions..... | 12 |
| 7.3 | Wallet ID Card | 12 |
| 7.3.1 | Issue | 12 |
| 7.3.2 | Format..... | 12 |
| 8 | Certification procedure..... | 12 |
| 8.1 | Applicant | 12 |
| 8.2 | Application documentation | 12 |
| 8.3 | Evaluation of applicant documentation | 12 |
| 8.4 | Assessment of Ex personnel competence | 12 |
| 8.5 | Certificate issue..... | 13 |
| 8.6 | Surveillance and re-certification..... | 13 |
| 8.7 | Changes..... | 13 |
| 8.8 | Ensuring conformity | 13 |
| 8.9 | Documentation retained | 13 |
| 8.10 | Surcharges..... | 14 |
| 8.11 | Suspension or cancellation..... | 14 |
| 8.12 | Compliance with Rules..... | 14 |
| 8.13 | Appeals..... | 14 |
| 9 | Acceptance of certification bodies (new ExCBs) | 15 |
| 9.1 | Conditions for acceptance | 15 |
| 9.2 | Application | 15 |
| 9.3 | Assessment..... | 15 |
| 9.4 | Resolution of differences..... | 16 |
| 9.5 | Report to ExMC | 16 |

| | | |
|------|--|----|
| 9.6 | Acceptance | 16 |
| 9.7 | Notification | 16 |
| 9.8 | Changes..... | 16 |
| 9.9 | Change of scope..... | 16 |
| 9.10 | Reporting of decisions | 16 |
| 9.11 | Re-assessment..... | 16 |
| 9.12 | Withdrawal | 16 |
| 9.13 | Suspension | 17 |
| 10 | IECEX Publications | 17 |
| 10.1 | Types of publications | 17 |
| 10.2 | Information to be available | 17 |
| 10.3 | IECEX Bulletin | 17 |
| 10.4 | Source of information | 17 |
| 11 | Complaints..... | 17 |
| | Annex A (normative) Declaration by a certification body applying to become an Ex Certification Body for the IECEX Certification of Personnel Competence Scheme..... | 18 |
| | Annex B (informative) Typical Application Form to become an Ex Certification Body in the IECEX Certification of Personnel Competence Scheme | 19 |

INTERNATIONAL ELECTROTECHNICAL COMMISSION

**IECEX Scheme for Certification of Personnel Competence
for Explosive Atmospheres –**

Rules of Procedure

FOREWORD

The IECEX Management Committee (ExMC) has prepared this publication.

All of the annexes to this publication are normative.

These requirements are not intended to change national regulations but offer a practical and workable option to Regulators especially where national regulations do not exist.

This publication is directly related to Publication IECEX 01 containing the Basic Rules of the IECEX Certification System.

This edition of IECEX 05 takes effect immediately upon publication.

The text of this publication is based on the following documents:

| Document | Report on Voting |
|-----------------|-------------------------|
| ExMC/xxx/DV | ExMC/xxx/RV |

Full information on the voting for the approval of this publication can be found in the report on voting indicated in the above table.

INTRODUCTION

IECEX Certification of Personnel Competence Scheme

While certification of Ex equipment is covered by the IECEX Certified Equipment Scheme and the IECEX Service Facilities, as detailed in IECEX 02 and IECEX 03 respectively, the objective of the IECEX Certification of Personnel Competence Scheme is to provide cross-industry competence needed for work associated with equipment for hazardous areas. Competence is intended for use by any industry sector or enterprise with regards to explosion-protection related to the relevant functional areas.

There are several documents that provide the basis for the IECEX Certification of Personnel Competence Scheme:

IECEX 05, *IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres – Rules of Procedure*

IECEX OD 501, *Assessment Procedures for IECEX acceptance of Certification Bodies (ExCBs) for the purpose of issuing and maintaining IECEX Certificates of Personnel Competence*

IECEX OD 502, *Application for an IECEX Certificate of Personnel Competence, documentation and information requirements*

IECEX OD 503, *ExCB Procedures for issuing and maintaining IECEX Certificates of Personnel Competence*

IECEX OD 504, *Specification for Units of Competence Assessment Outcomes*

This certification scheme is intended only to ascertain the competence of personnel as it relates to working with equipment for use in or associated with explosive atmospheres.

Where is Ex equipment commonly found?

Flammable gases, vapours and mists, as well as combustible dusts create potentially explosive atmospheres.

Industries include but are not limited to:

- Automotive refuelling stations or petrol stations
- Oil refineries, rigs and processing plants located Onshore or Offshore
- Oil and gas tankers, drilling ships and FPSOs (Floating Production Storage Offloading vessels)
- Chemical processing plants
- Printing industries, paper and textiles
- Hospital operating theatres
- Aircraft refuelling and hangars
- Surface coating industries
- Underground coalmines
- Sewerage treatment plants
- Gas pipelines and distribution centres
- Grain handling and storage and processing (flour-milling industry)
- Woodworking areas
- Sugar refineries
- Light metal working, where metal dust and fine particles can appear

Competence application

Competence is intended to be applied as it relates to the specific work function of an individual person and includes (but not limited to) management awareness, area classification, design of installations, selection of equipment, installation, inspection, maintenance and repair/overhaul. The scheme does not detail any training requirements and a Certificate is issued on the basis of an assessment undertaken by an ExCB. Evidence of qualification or trade credentials for similar work in non-hazardous areas will need to be presented and verified prior to being assessed for work in hazardous areas and this will include any regulatory requirements for certificates or licenses etc., within each country for which the person is making application for the Certification to be valid.

A Certificate of Personnel Competence (CoPC) can only be issued when compliance with the Scheme requirements has been achieved and the person is competent according to the Units of Competence in the scope of the application.

More information

Further information, including free downloads of the IECEx Rules of Procedure, is available from the IECEx website: www.iecex.com.

IECEX Scheme for Certification of Personnel Competence for Explosive Atmospheres –

Rules of Procedure

1 Scope

This publication contains the Rules of Procedure of the Scheme of the IECEx System, hereinafter referred to as the "Rules", for the Certification of Personnel Competence involved in activities such as but not limited to:

- apply basic principles of protection in explosive atmospheres
- perform classification of hazardous areas
- install explosion-protected equipment and wiring systems
- maintain equipment in explosive atmospheres
- overhaul and repair explosion-protected equipment
- test electrical installations in or associated with explosive atmospheres
- perform visual and close inspection of electrical installations in or associated with explosive atmospheres
- perform detailed inspection of electrical installations in or associated with explosive atmospheres
- design electrical installations in or associated with explosive atmospheres
- perform audit inspection of electrical installations in or associated with explosive atmospheres

It is not intended that the IECEx Certification of Personnel Competence Scheme (CoPC Scheme) be applied to personnel who are:

- involved in the design or manufacture of product where the output of their work is verified through test, assessment or equipment certification
- involved with testing and certification bodies where their competence is verified through the accreditation of a Test Laboratory or a Certifying Body.

While the CoPC Scheme covers assessment of Competence, the Scheme does not mandate any form of Training.

This IECEx Certification of Personnel Competence Scheme operates as a complimentary Scheme to the IECEx Schemes covering Certification of Equipment for use in explosive atmospheres (IECEX 02) and the Certification of Service Facilities (IECEX 03).

These Rules relate to and must be read in conjunction with the Basic Rules of the IECEx System, as given in IECEx 01.

2 Normative references

The following publications contain provisions, which, through reference in this text, constitute provisions of these Rules. At the time of publication, the editions indicated were valid. The Ex Management Committee shall decide the timetable for the introduction of revised editions of the publications.

IECEX 01:2008, *IECEX System – Basic Rules*

IECEX 02:2006, *Equipment Certification Program covering equipment for use in explosive atmospheres – Rules of Procedure*

ISO/IEC Guide 2:2004, *Standardization and related activities – General vocabulary*

ISO/IEC 17000:2004, *Conformity Assessment – Vocabulary and general principles*

ISO/IEC 17024:2003, *Conformity Assessment – General requirements for bodies operating certification of persons*

IEC 60079 Series, *Explosive atmospheres*

3 Definitions

ISO/IEC 17000 gives the basic definitions.

For the purpose of the IECEx Certification of Personnel Competence Scheme, the definitions contained in ISO/IEC 17024, IECEx 02 and those below apply:

3.1

IECEX Certification of Personnel Competence Scheme

scheme of the IECEx Certification System for the certification of personnel competence for persons engaged in work and services related to explosive atmospheres

3.2

IECEX Certificate of Personnel Competence (CoPC)

document issued under these Rules indicating that adequate confidence is provided that a duly identified person has been found to operate procedures that provide confidence that the work undertaken complies with IECEx requirements and is under the surveillance of an IECEx Certification Body (ExCB)

NOTE IECEx CoPCs are issued via the IECEx internet based “On-Line Certificate” system. Refer to IECEx OD 011-1 for details.

3.3

IECEX Personnel Competence Assessment Report (PCAR)

document that presents the results of an assessment of a person’s competence to the requirements of the IECEx Certification of Personnel Competence Scheme

3.4

applicant

person who applies to an Ex Certification Body for an IECEx Certificate of Personnel Competence

3.5

competence

demonstrated knowledge and skills [ISO/IEC 17024]

NOTE The concept of competence focuses on what is expected of a person in the workplace rather than on the learning process, and embodies the ability to transfer and apply skills and knowledge to new situations and environments.

3.6

Ex Competent Person

person who can demonstrate a combination of knowledge and skills to effectively, efficiently and safely carry out activities in or associated with hazardous areas, covered by IECEx requirements

NOTE Competence is specified by activity (e.g. classification, selection of equipment, installation, maintenance, testing and inspection, etc.) and may be limited by types of protection, product types, groups etc as detailed in IECEx OD 502.

3.7

qualification

demonstrated education, training and work experience where applicable

3.8

examination

mechanism that is part of the evaluation (assessment), which measures a candidate's competence by one or more means such as written, oral, practical and observational [ISO/IEC 17024]

3.9

examiner

person with relevant technical and personal qualifications, competent to conduct and/or score an examination [ISO/IEC 17024]

4 Governing of the IECEx System

The IECEx System is governed by the Ex Management Committee (ExMC). The responsibilities of the ExMC, in this respect, are defined in the Basic Rules of the IECEx System, as given in IECEx 01.

The IECEx Personnel Certification Committee (ExPCC) deals with matters relating to the operation of the IECEx Certificate of Personnel Competence Scheme (IECEx CoPC Scheme) as defined by the Scheme Rules IECEx 05, and reports to the ExMC. The responsibilities of the ExPCC in this respect, are defined in the Basic Rules IECEx 01.

This publication IECEx 05 sets out the general Rules of Procedure of the IECEx Certification of Personnel Competence Scheme. These general Rules are supplemented by the Scheme's Operational Documents (ODs). Refer to the IECEx website, www.iecex.com for a current list of published ODs.

5 Obtaining IECEx Certificate of Personnel Competence

The IECEx Certification of Personnel Competence Scheme provides the means for persons to obtain an IECEx Certificate of Personnel Competence that is intended to provide the international Ex community with confidence that such persons undertake work or provide services in accordance with the technical and quality system requirements of the IECEx Certification of Personnel Competence Scheme. The aim of the IECEx Certification of Personnel Competence Scheme is that IECEx Certified Personnel:

- establish and implement system procedures
- maintain competence in the Ex field as administered by the ExCB
- ensure necessary test and measuring equipment are adequate and under calibration control.

The IECEx Operational Documents OD 501, OD 502, OD 503, OD 504 and relevant requirements of IEC 60079 series of Standards, together with these Rules form the basis of the IECEx Certification of Personnel Competence Scheme requirements.

An IECEx CoPC may be issued for a specific area of operation, for example to cover "Area Classification to IEC 60079-10-1 only".

Ex Competent Persons that have attained and maintain IECEx Certification for the services they provide shall affix the IECEx CoPC reference adjacent to the signature, to reports and stationery providing that there is no misrepresentation of the scope of certification.

6 Principles of the IECEx Certification of Personnel Competence Scheme

6.1 IECEx Certificate of Personnel Competence (CoPC)

The IECEx Certification of Personnel Competence Scheme provides the means for an individual working in or associated with hazardous areas to obtain a Certificate of Personnel Competence (CoPC) that is intended to be accepted in all participating countries as equivalent to their national certification. An IECEx CoPC may also be accepted in other non-participating countries. An IECEx CoPC may be issued by any ExCB accepted into the Scheme. The Certificate will attest that the individual person conforms to the relevant criteria and that he meets the requirements of this Scheme and is under the surveillance of an ExCB.

6.2 IECEX Certificate issuing countries

In order for a country to participate in the IECEX Certification of Personnel Competence Scheme the country must first be a member of the IECEX System and comply with the requirements for IECEX Membership, as detailed in IECEX 01. Countries that are existing members of the IECEX System shall be considered members of the IECEX Certification of Personnel Competence Scheme.

6.3 Method of application

An ExCB approved by the ExMC, in accordance with these Rules and associated IECEX Operational Documents, may issue IECEX CoPC. Applications for acceptance for the purpose of issuing IECEX CoPC can be accepted from Bodies that reside in an IECEX Participating Member Country. An application for a country to participate in the IECEX System is made by the candidate Member Body of the IECEX System for that country (see IECEX 01). The application is made to the Secretary of the ExMC.

6.4 Acceptance

Certification bodies are accepted into the IECEX Certification of Personnel Competence Scheme following satisfactory assessment of their competence by assessors appointed by the ExMC as providing adequate confidence to regulatory authority, user, manufacturer and certification body interests. Competence is judged by reference to ISO/IEC 17024 and IECEX System requirements.

6.5 Permissions

Only ExCBs that have been accepted for the purpose of issuing IECEX CoPC and reside in an IECEX Participating Country are permitted to issue IECEX CoPCs.

6.6 Confidentiality

All those participating in the IECEX System shall respect the confidentiality of any information that they obtain and take all reasonable steps to bind their staff and those working under contract to preserve that confidentiality. The effectiveness of such steps taken shall be evaluated as part of the IECEX assessment of the ExCB.

7 IECEX instruments

7.1 IECEX Certificate of Personnel Competence [CoPC]

7.1.1 Issue

An ExCB, on the basis of a satisfactory IECEX Personnel Competence Assessment Report (PCAR), issues an IECEX Certificate of Personnel Competence (CoPC) certifying that the Ex Competent Person identified on the Certificate has been independently assessed and verified as competent in the specific competence listed on the Certificate and conforms in all relevant respects with the IECEX specific units of competence concerning IECEX Certification of Personnel Competence Scheme procedures.

7.1.2 Format

The IECEX CoPC Certificate is issued according to the IECEX electronic On-Line Certificate System (via www.iecex.com) with the ExMC to decide on the format, layout and content of IECEX Certificates of Personnel Competence.

7.1.3 Contents

The IECEX CoPC shall contain at least the following information:

- date of issue
- date of expiry
- description of the Ex Competent Person including photographic evidence
- the name of the Ex Competent Person

- the number and title of the Unit of Competence including any limitations which have been independently assessed and verified
- the reference number of the original PCAR that enabled IECEx CoPC to be issued
- indication of changes to Certification and amendment issue
- name of the issuing ExCB.

7.2 IECEx Personnel Competence Assessment Report (PCAR)

7.2.1 Content

A PCAR is prepared and issued by an ExCB recording the independent assessment and verification of an Ex Competent Person's competence for compliance with the IECEx Certification of Personnel Competence Scheme requirements.

7.2.2 Format

The ExMC shall prepare a document detailing competence requirements for the Scheme and the format, layout and content of PCARs.

7.2.3 Restrictions

The PCAR is a document used in the preparation of the IECEx CoPC and basis for on-going surveillance of the Ex Competent Person. The PCAR is issued to the applicant on the basis of being a confidential document and shall not be used in any form of advertising or sales promotion in a way that the information may be misrepresented.

7.3 Wallet ID Card

7.3.1 Issue

A Wallet size ID Card containing information regarding the CoPC Certificate Holder, the certificate number, issuing ExCB and basic information relating to the Units of Competence shall be issued to applicants to accompany the IECEx CoPC Certificate.

7.3.2 Format

The ExMC shall decide on the format, layout and content of IECEx CoPC Wallet ID Card. The ExMC Secretary shall manage a system to ensure that all ExCBs issue the Wallet ID Card using a single common IECEx format.

8 Certification procedure

8.1 Applicant

An individual person may make an application for an IECEx CoPC to any ExCB, which has been accepted for this purpose by ExMC. At the time of acceptance of the application there shall be a declaration that an application has not been accepted by another ExCB.

8.2 Application documentation

The documentation shall accurately identify the specific scope of competence for certification as detailed in IECEx OD 504, and shall include the name, address and colour photograph of the applicant.

8.3 Evaluation of applicant documentation

The ExCB shall conduct an evaluation of the applicant documentation to verify that the application for IECEx CoPC is in conformity with IECEx requirements and notify the applicant of the result.

8.4 Assessment of Ex personnel competence

The ExCB shall assess the competence for compliance with specified requirements as detailed in the relevant IECEx Operational Documents. The ExCB shall issue an IECEx PCAR only when full conformity with IECEx Certification of Personnel Competence Scheme requirements has been established or issued as a PCAR (failed) where full compliance has

not been achieved. Where an applicant who is non English speaking is examined in a language other than English, the language of the assessment shall be stated in the PCAR.

8.5 Certificate issue

Upon satisfactory completion of the work, the ExCB shall review the PCAR to ensure it covers the Ex Competent Person's details and the competence which has been independently assessed and verified. If the review is satisfactory the ExCB shall issue the PCAR together with an IECEX CoPC to the applicant, with a copy of each being retained by the ExCB. The Ex Competent Person and the ExCB shall each retain a set of the applicant documentation referred to in the PCAR. The ExCB issues the IECEX CoPC via the IECEX internet "On-Line Certificate" system, including the registering of the PCAR. Where a certificate is also issued in a language other than English then this additional certificate shall be included as an attachment to the original "On-Line" certificate appearing on the IECEX website. Any attachments to the On-Line IECEX CoPC Certificate, including translated certificates, should be in .pdf format.

The IECEX CoPC shall remain valid only while a valid PCAR exists.

8.6 Surveillance and re-certification

The Ex Competent Person shall sign an agreement to enable the ExCB to carry out, or arrange for another body to carry out on its behalf, periodic surveillance of the Ex Competent Person's continuity of practice. The frequency of such surveillance, inspection, assessment and testing shall be determined by the ExCB in accordance with the IECEX Certification of Personnel Competence Scheme requirements and the Competence being assessed.

As a minimum an ExCB shall receive evidence from an applicant as to his continuing application of skills in his area of competence every 18 months. This may lead to a review of the Certificate.

Re-certification shall result in the PCAR being withdrawn or re-validated, and the IECEX CoPC adjusted accordingly.

After three (3) years from the original issue of the PCAR a reassessment of the competence included in the PCAR and Certificate shall be undertaken for the purpose of re-certification.

8.7 Changes

If the Ex Competent Person wishes to make any changes that may alter the scope of the Competence listed on the Certificate, he shall apply to the ExCB which granted the IECEX CoPC. The Ex Competent Person is required to describe the changes and the measures adopted to ensure continuing conformity with IECEX requirements. The ExCB shall arrange for such work as is necessary to be carried out to verify that the Ex Competent Person incorporating the change will still conform to the Scheme requirements. The ExCB shall issue a new Certificate authorizing the change. The ExMC shall specify the layout and content of the addendum. An ExCB may determine that a change(s) requires the re-issue of a Certificate.

Where application for re-certification is made to an ExCB other than the original issuing ExCB then after the re-assessment a new certificate shall be issued.

8.8 Ensuring conformity

The Ex Competent Person has the responsibility to ensure that all work or services provided is in accordance with IECEX requirements for this Scheme.

8.9 Documentation retained

In placing an application with an ExCB, the applicant authorises the ExCB to keep, for future reference, photographs and technical documentation of the Assessment of Competence. Such reference material shall be confidential.

8.10 Surcharges

An Ex Competent Person who is not in an IECEx Participating Country and an applicant acting on behalf of an operating organization in such a country shall pay a contribution to the costs of the IECEx System in the form of a surcharge for each application, the amount to be decided by the ExMC. The surcharge is to be collected by the ExCB handling the application, and remitted to the IECEx account. Detail of surcharges is given in OD019

8.11 Suspension or cancellation

An IECEx CoPC may be suspended or cancelled by the issuing ExCB for the following:

- non payment of outstanding fees
- failure to comply with the surveillance requirements
- the Certificate or PCAR has been issued in error
- the holder requests cancellation
- it is used in a misleading way or
- the Ex Competent Person no longer complies with the IECEx requirements.

The ExCB shall give due notice to the Ex Competent Person of such suspension or cancellation and shall give the reason(s).

When an IECEx CoPC is suspended or when it has been cancelled, the Ex Competent Person shall no longer describe themselves as "IECEx certified", nor shall he use the IECEx Certificate. Work or services provided prior to the cancellation of the Certificate is not affected, except that the Ex Competent Person is responsible for determining the necessary action, if any, for previous work or services provided as a result of the suspension or cancellation.

8.12 Compliance with Rules

The applicant shall follow the Rules of Procedure of the ExCB and shall confirm readiness to comply with all the relevant provisions regarding, for example, surveillance and payment of fees.

8.13 Appeals

Should a Ex Competent Person or applicant be refused the issuing of an IECEx PCAR or IECEx CoPC or be the subject of suspension or cancellation of an IECEx CoPC and disagrees with this decision the person may lodge an appeal in the first instance with that ExCB and dealt with according to the ExCB's appeals procedures. If the complaint or appeal remains unresolved, the complainant may exercise their right of appeal according to IECEx Appeals process detailed in IECEx 01. Where the IECEx appeals process does not resolve the complaint or appeal the complainant may refer the matter to the IEC Conformity Assessment Board whose decision is final.

For the purpose of exercising an appeal to the IECEx Appeals Board the following information shall be provided along with any other information determined by the Chairman of the Board of Appeal.

The Applicant shall provide:

- details of the ExCB involved,
- details of the Competence units under dispute,
- copies of the communications between the ExCB refusing or withdrawing certification,
- copies of the relevant qualifications, Resumes, Experience logs relative to the dispute,
- reasons and arguments as to why the certification should be issued or revalidated.

The ExCB provides:

- copies of the Personal Competence Assessment Report (PCAR) or the initial review where a PCAR has not been complete due to a poor application,
- details of any verification visits, tests or communications,
- a copy of the PCAR review,
- a copy of any interim surveillance reports where relevant,
- copies of any additional information provided to further support the application,
- copies of any formal complaints made against the appellant and details of any follow up information obtained during the investigations.

9 Acceptance of certification bodies (new ExCBs)

9.1 Conditions for acceptance

A certification body shall be accepted as an ExCB by the ExMC and given the right to issue IECEx CoPCs and PCARs, under the following conditions:

- the certification body shall be located in a IECEx Participating Country
- the certification body shall be recognized at national level for operating Ex Certification or Approval Systems
- the competence of the certification body to comply with these Rules shall be demonstrated by assessment. The general competence, efficiency, experience, familiarity with the relevant standards and the types of protection and competence to carry out assessments of the Competence included in those standards, as well as compliance with ISO/IEC 17024 and this IECEx Scheme, shall be assessed.
- The applicant ExCB shall supply the IECEx sufficient and suitable questions for each Unit of Competence included in the scope of application.

9.2 Application

The candidate certification body shall make an application for the acceptance of a certification body for the issuing of IECEx CoPC as detailed in Annex B.

This application shall be endorsed and submitted by the national Member Body of the IECEx System, in accordance with the requirements of IECEx 01, to the Secretary of the ExMC and shall be accompanied by a declaration as detailed in Annex A.

9.3 Assessment

The candidate certification body shall be assessed according to the IECEx Assessment procedures to determine that the conditions according to 9.1 are fulfilled.

Assessors appointed by ExMC shall carry out the assessment. The candidate shall be given the names and current appointments of the assessors proposed. The team of IECEx Assessors proposed will have a working knowledge of assessment of personnel competence, an understanding of the assessment techniques used for assessment of personnel competence and specific hazardous area requirements. Candidates may object "for cause" (reasons to be stated) to the appointment of the assessors.

The candidate to be assessed shall express its willingness to pay the professional fees of the assessors. The amount will be decided by the ExMC, and will include reasonable travelling and living expenses arising from the assessment. An estimate of these expenses shall be provided to the candidate in advance and agreed by the candidate.

IECEx Assessment Teams shall report to the Secretary of the ExMC who shall manage all assessments, including the appointment of assessors, to ensure assessments are carried out in a timely manner and in accordance with the requirements of the Scheme.

9.4 Resolution of differences

During the assessment, the assessors shall prepare a draft report that shall be discussed with the management of the candidate certification body. Efforts should be made to resolve any differences of opinion between the assessors and the candidate during this discussion.

9.5 Report to ExMC

The assessors shall submit to the ExMC, with a copy to the representatives of the candidate certification body, a confidential report containing their findings and recommendations, taking into account the declaration submitted together with the application. The candidate may attend an ExMC meeting or submit written comments in order to respond to enquiries regarding its application.

9.6 Acceptance

The ExMC shall decide upon the acceptance of the candidate certification body at a meeting or by correspondence. In the latter case, the decision shall be reported to the next meeting of the ExMC and recorded in the minutes.

9.7 Notification

If the decision of the ExMC is positive, the Secretary of the ExMC shall inform the candidate certification body in writing.

If the decision of the ExMC is negative, the Chairman of the ExMC may, depending on the findings, suggest to the candidate certification body

- to withdraw the application or
- to accept a new assessment.

9.8 Changes

Each ExCB shall inform the Secretary of the ExMC about changes in the information given according to Annex A.

9.9 Change of scope

When an ExCB already participating in the IECEX Certification of Personnel Competence Scheme wishes to change its scope of acceptance, an application shall be made to the Secretary of the ExMC. The members of the last Assessment Team who assessed the ExCB, should give their comments on the application to the ExMC. The IECEX Chairman and Officers shall decide whether the change can be accepted on the basis of the information made available or whether a full or limited assessment will be needed.

The matter shall either be submitted to a meeting of the IECEX Executive for decision or handled via correspondence.

9.10 Reporting of decisions

The decisions according to 9.9 shall be reported to the next meeting of the ExMC and recorded in the minutes.

9.11 Re-assessment

By means of re-assessment to the extent and frequency deemed necessary, the ExMC shall verify whether ExCBs are still fulfilling the conditions of 9.1

9.12 Withdrawal

An ExCB wishing to withdraw from the IECEX Certification of Personnel Competence Scheme shall notify the Secretary of the ExMC via the Member Body of the IECEX System. This notification to be at least one year in advance and shall indicate the reason for the withdrawal and the date from which the withdrawal will become effective.

The ExCB that withdraws from the scheme shall make every endeavour to arrange for the transfer of certification to another ExCB, who shall issue a new IECEX CoPC

9.13 Suspension

The acceptance of an ExCB may be suspended or withdrawn by the ExMC if the ExCB no longer fulfils the conditions of 9.1 or, if in the opinion of the ExMC, the ExCB hampers the aim, operation or development of the IECEX Certification of Personnel Competence Scheme, fails to take action regarding misuse of IECEX CoPCs, or violates these Rules. Before such a decision is made, the ExCB shall be given the opportunity to take corrective action over a period of six months and state its own opinion on the matter.

A decision to suspend or withdraw the acceptance of an ExCB shall require agreement at a meeting of the ExMC by a majority of at least four fifths of the total number of members. Members not attending that meeting shall have the right to cast their vote in writing by registered mail to the Secretary of the ExMC prior to the meeting.

Where suspension or withdrawal has been advised, the ExCB in question shall not be allowed to claim any relationship with the IECEX Certification of Personnel Competence Scheme.

In the period between meetings of the ExMC and in cases of a breach of rules by an ExCB the ExCB may be suspended by notification from the ExMC Secretary upon a decision by the IECEX Chairman with the support of all IECEX Executive. In such cases the ExMC shall be notified and the ExCB shall cease to issue IECEX CoPC Certificates during this suspension.

10 IECEX Publications

10.1 Types of publications

The ExMC, through its Secretariat may issue Operational Documents to ensure the common application of these Rules of Procedure by all ExCBs.

10.2 Information to be available

The following information shall be made readily available to the public:

- a current list of ExCBs participating in the IECEX Certification of Personnel Competence Scheme
- IECEX CoPCs by Certificate number, scope and validity period. Other than the name and photograph, no personal details are to be included
- operational document providing guidance for the Certification of Personnel Competence Scheme.

This and other relevant information may be made available on the IECEX website: www.iecex.com.

10.3 IECEX Bulletin

The Bulletin shall be amended to accommodate the relevant information regarding the IECEX Certification of Personnel Competence Scheme.

10.4 Source of information

The information published in the IECEX Publications is based on information given by the Member Bodies of the IECEX System and ExCBs. Neither the IEC nor the Secretary of the ExMC is therefore liable for the accuracy of that information. Publication of commercial information is not permitted.

11 Complaints

Complaints concerning the actions of an ExCB in the first instance shall be raised with that ExCB and dealt with according to their complaints or appeals procedures. If the complaint or appeal remains unresolved, the complainant may exercise their right of appeal according to IECEX Appeals process detailed in IECEX 01. Where the IECEX appeals process does not resolve the complaint or appeal the complainant may refer the matter to the IEC Conformity Assessment Board whose decision is final.

Annex A
(normative)

**Declaration by a certification body applying
to become an Ex Certification Body for the
IECEX Certification of Personnel Competence Scheme**

The declaration by a certification body applying to become an Ex Certification Body (ExCB) under the IECEX Certification of Personnel Competence Scheme shall include the following information:

- a description of the body which gives, in addition to an organization chart, information about the legal status of the body, the address(es) at which it carries out its operations
- the means by which the body will demonstrate compliance with ISO/IEC 17024 or other relevant ISO/IEC personnel guidelines
- the responsibilities at national level concerning certification, and the schemes operated
- the arrangements for appeal, the documents available for providing supporting information, for example with regard to existing accreditation
- details of Senior Management and Staff, with their qualifications and experience, responsible for operating the IECEX Certification of Personnel Competence Scheme
- a list of the type of Ex Personnel Competence according to which the body wishes to issue IECEX Certificates of Personnel Competence (CoPCs)
- a statement that the ExCB will abide by all the relevant Rules of the IECEX System
- experience already gained in the field of Personnel Competence (e.g. National certification).

Annex B
(informative)

**Typical Application Form to become an Ex Certification Body
in the IECEx Certification of Personnel Competence Scheme**

ExMC/.../Q IECEx Application to become an Ex Certification Body in the IECEx Certification of Personnel Competence Scheme.

This form is to be completed by the IECEx Member Body

Date:

Reference:

For the attention of the Secretary of the IECEx Management Committee.

Application for a certification body to become an Ex Certification Body in the IECEx for Certification of Personnel Competence Scheme.

The IECEx Member Body of (name of country) makes the following application in accordance with 9.1, 9.2 and Annex A of Publication IECEx 05

a) description of the certification body

.....
name of the body

.....
organisation chart (use a separate page or pages)

.....
the legal status of the body

.....
the address(es) at which it carries out its operations

.....
the means by which the body will demonstrate compliance with ISO/IEC 17024

.....
the responsibilities at national level concerning certification, and the schemes operated

.....
the arrangements for appeal

.....
the documents available for providing supporting information, for example with regard to existing accreditation

b) list of the Ex Units of Competence accepted for use in the IECEX Certification of Personnel Competence Scheme according to which the body wishes to issue IECEX Certificates of Personnel Competence (tick one or more of the following):

| | |
|---|--------------------------|
| Unit Ex 001 – Apply basic principles of protection in explosive atmospheres | <input type="checkbox"/> |
| Unit Ex 002 – Perform classification of hazardous areas | <input type="checkbox"/> |
| Unit Ex 003 – Install explosion-protected equipment and wiring systems | <input type="checkbox"/> |
| Unit Ex 004 – Maintain equipment in explosive atmospheres | <input type="checkbox"/> |
| Unit Ex 005 – Overhaul and repair of explosion-protected equipment | <input type="checkbox"/> |
| Unit Ex 006 – Test electrical installations in or associated with explosive atmospheres | <input type="checkbox"/> |
| Unit Ex 007 – Perform visual & close inspection of electrical installations in or associated with explosive atmospheres | <input type="checkbox"/> |
| Unit Ex 008 – Perform detailed inspection of electrical installations in or associated with explosive atmospheres | <input type="checkbox"/> |
| Unit Ex 009 – Design electrical installations in or associated with explosive atmospheres | <input type="checkbox"/> |
| Unit Ex 010 – Perform audit inspection of electrical installations in or associated with explosive atmospheres | <input type="checkbox"/> |

Details of the facilities associated with Units of Competence Ex 003 to Ex 008 & Ex 010:

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The Units of Competence may be varied by limitation according to OD 502. The usual limitations will relate to 1) types of protection, 2) product types, 3) groups, or 4) voltage. Limitations are shown by inclusion on the certificate and ID card.

In addition other scopes may be permitted provided the ExCB making application relates the scope to the IEC Standards involved and provides full details of the associated outcomes.

The certification body undertakes to abide by the Rules of Procedure laid down in Publications IECEX 01 and IECEX 05

.....
signature

.....
name

.....
role

.....
date

Bibliography

IAF GD 24:2004, *IAF Guidance on the application of ISO/IEC 17024:2003*