



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

IECEX ASSESSMENT REPORT

**Title: Assessment Report for the Assessment of LCIE, France, as an Accepted Ex
Certification Body (ExCB) for the IECEx 05 Certification of Personnel Competencies
Scheme (CoPC)**

Introduction

This document provides a Report from the IECEx Assessment Team following a combination of on-site and off site assessments of Laboratoire Central des Industries Electriques, (LCIE), France for acceptance as an IECEx Certification Body (ExCB) for the IECEx 05 CoPC Scheme.

ExMC Members are requested to consider this Report and the Recommendation of the IECEx Assessment Team for the acceptance of Laboratoire Central des Industries Electriques as an ExCB for the IECEx 05 Scheme subject to the conditions as given in the report and return the voting form by the closing date of **20th June 2014**

Chris Agius

IECEX Secretariat

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Body assessed	Laboratoire Central des Industries Electriques	Date(s) of site Assessment	08 & 09 October 2012
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ASSESSMENT REPORT

BODY UNDER ASSESSMENT:

Laboratoire Central des Industries Electriques (LCIE)
33 avenue du General Leclerc
F-92260 Fontenay-Aux-Roses
France

SITE(S) ASSESSED:

LCIE
33 avenue du General Leclerc
F-92260 Fontenay-Aux-Roses
France

IECEX SITE ASSESSMENT TEAM: Mr Ralph Wigg – Lead Assessor
Mr Allan Ogden – Team & Peer Assessor

REPRESENTATIVE/S OF BODY: Julien Gauthier (Certification Officer – in charge of CoPC)
Michel Brenon (Director for Certification)
Jerome Reysson (Assistant Cert Officer & Training Manager)
Claude Menguy (Business Unit Manager)
Marc Lescure (Quality Manager – Technical Director)
Emmanuelle Carre (Sales)

DATE(S) OF SITE ASSESSMENT: 8th & 9th October, 2012

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IECEX 05 Certificate of Personal Competency Scheme

ASSESSMENT REPORT of

NEW IECEx APPLICANT BODY

EXISTING IECEx CERTIFICATION BODY

(ExCB)

ASSESSMENT TYPE:	ATTACHMENTS	No. of Pages
Application:	Application Form - LCIE - Units Ex 001, Ex 009 & Ex 010 dated 5 th April 2012 and revised 21 st May 2013 to Unit Ex 001 only	2
Surveillance:		
Re-Assessment:		
Other:		
Assessment duration:	2 Day on-site 8th & 9th October, 2012 plus pre and post off-site assessments	
RECOMMENDATION BY IECEx ASSESSOR(S) (Select one item only)	<input checked="" type="checkbox"/> That Acceptance be granted <input type="checkbox"/> That Acceptance be withheld/suspended <input type="checkbox"/> That Acceptance continues <input type="checkbox"/> That Acceptance be granted/continued conditional on Non Compliance/Matters raised, having agreed corrective action and time scales to rectify the System within and agreed time agreed by the Assessors	

Laboratoire Central des Industries Electriques (LCIE) SCOPE ASSESSED

LCIE have been assessed according to the requirements of IECEx05 Certification of Personnel Competencies [CoPC] for the following Units of Competency:

Unit Ex 001 – Apply basic principles of protection in explosive atmospheres

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SECTION 1. GENERAL INFORMATION

1.1 Name of Body:

LCIE
33 avenue du General Leclerc
F-92260 Fontenay-Aux-Roses
France

1.2 CURRENT IECEX PARTICIPATION:

LCIE is an existing ExCB and ExTL for the following IECEX Schemes:
IECEX Certified Equipment Scheme (IECEX 02)
IECEX Service Facilities Scheme (IECEX03) - Current applicant
IECEX Conformity Mark System (IECEX 04)

1.3 DETAILS OF ASSESSMENT TEAM:

Mr Ralph Wigg – IECEX Assessment Team Leader (AU)
Mr Allan Ogden – Peer assessor (GB, Baseefa)

1.4 DATES OF ASSESSMENT:

The on-site assessment visit was conducted on 8th & 9th October, 2012 plus off site assessments both prior and following the on-site visit.

1.5 LOCATION OF ASSESSMENT:

The LCIE location as stated in 1.1 above.

1.6 LCIE RESOURCES FOR IECEX 05 CERTIFICATION ACTIVITIES:

The Assessment team conducted an assessment and have verified the availability of competent technical staff, support staff and facilities to undertake the scope of IECEX 05 Certification activities for Unit of Competence Ex001.

1.7 Other

Much of the documentation was provided in French. LCIE cooperated with translations to English during the site assessment and consultation with a French translator has assisted in subsequently submitted documentation being verified

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SECTION 2. ASSESSMENT - SUMMARY OF RESULTS

IECEX CoPC SCHEME REQUIREMENTS		Findings	COMMENTS AND REFERENCE TO ATTACHMENTS	
IECEX 05 requirements	Confirmation of Scope of IECEX Acceptance or scope of application, (for new applicant)	COMPLIES	LCIE Scope cross refers to the Scope of IECEX05 and has embraced the 4 Operational Documents and all competencies as given in OD504 associated with Unit Ex001.	
	Confirmation that details in original application are still current (for new application)	COMPLIES	The details of the application were discussed and confirm as correct	
	Confirm currency and scope of accreditation (ISO/IEC 17024) applicable	COMPLIES	The LCIE has no formal accreditation against ISO/IEC 17024. However, the LCIE is currently finalizing the implementation of the quality management system and the procedures related to the requirements of the standard ISO/IEC 17024. Further to the audit performed in the framework of this application, LCIE advise that they plan to apply for national accreditation (COFRAC) at a future time. LCIE confirmed that the assessment for ISO/IEC 17024 requirements were to be included in this assessment. The assessment site visit has verified compliance.	
	Clause 9.1	(a) in a participating country	COMPLIES	France is a participating country in the IECEX System
		(b) operate recognized certification scheme	COMPLIES	LCIE already participate in the IECEX Equipment Certification Scheme and the IECEX Mark Licensing System
		(c) competence demonstrated by assessment	COMPLIES	IECEX Assessment included technical interviews and examination of LCIE staff for competence to evaluate to OD 504 relevant to the Units of Competency included within the Scope.

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IECEX CoPC SCHEME REQUIREMENTS		Findings	COMMENTS AND REFERENCE TO ATTACHMENTS
Assessment facilities considered by Assessment team to be appropriate and adequate for assessment of Units, according to OD 504?		COMPLIES	<p>The LCIE Competency Procedures define the requirements for the knowledge skills assessment and examination requirements.</p> <p>The LCIE Competence Procedures define the requirements for the knowledge assessment and examination including the procedures for conducting assessment and examinations. These were assessed by the assessment team and found to be satisfactory. See summary of results for OD504 for further detail.</p>
<p>Confirmation of which location is the official ExCB location, where more than 1 location is identified?</p> <p>an official ExCB location is one where the following are conducted:</p> <ul style="list-style-type: none"> - applications received, - contract review (review of application) - assignment of application to ExCB staff - review of exam/assessments - decision to issue Certificate <p>(Contact IECEx Secretary for any questions)</p>	Not Applicable	<p>Single location for LCIE. 33 avenue du General Leclerc F-92260 Fontenay-Aux-Roses France</p>	
ISO/IEC 17024 Assessment –Satisfactorily Completed (for bodies without acceptable national Accreditation)		COMPLIES	<p>At the site assessment it was noted that some items were not fully covered within the LCIE procedures. This has subsequently been rectified.</p> <p>The assessment team confirms that the LCIE Quality Manual and associated Procedures, forms and Instructions comply with all aspects of ISO/IEC 17024 and IECEx requirements.</p>

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IECEx Operational Document Requirements	OD502	COMPLIES	<p>The initial assessment identified a lack of procedures regarding the language for the assessment and sufficiency of evidence. Amended procedures have been submitted and re-assessment. This has been completed and verified as meeting all the requirements given in OD502</p>
	OD 503	COMPLIES	<p>At the initial site assessment a number of issues were identified as not yet being complete. These primarily related to pre-requisite requirements, procedures for setting & checking practical assessments. The requirements for questions for each Unit were found to be incomplete and not mapped to the outcome criteria of OD504 (see comment to OD504). Procedures have been finalized and documented.</p> <p>This has been completed and verified. With the addition of these changes compliance with OD503 and OD 504 has now been verified.</p>
	OD 504 (Review of ExCB assessment criteria including question bank, mapped against Competency Units of OD 504)	COMPLIES	<p>The original application from LCIE covered Units Ex001, Ex009 and Ex010. At initial assessment the questions for both the theory and practical assessments were found to be not mapped and incomplete for all Units. LCIE have subsequently reduced the Scope of Application to Unit Ex001 and following additional work these assessments have been subject to a re-submission and are now verified as acceptable.</p>

Additional Remarks concerning requirements (if any)

Following the site assessment LCIE determined that they would reduce the Scope of application to Unit Ex001. During the site assessment technical interviews were conducted with the proposed assessors appointed by LCIE. Given the review of the CVs and based on the technical interviews undertaken the assessors were found to be suitable for the LCIE scope although one assessor was restricted to the French language only. This was considered to also confirm the LCIE assessor appointment processes included within the Policies and Procedures.

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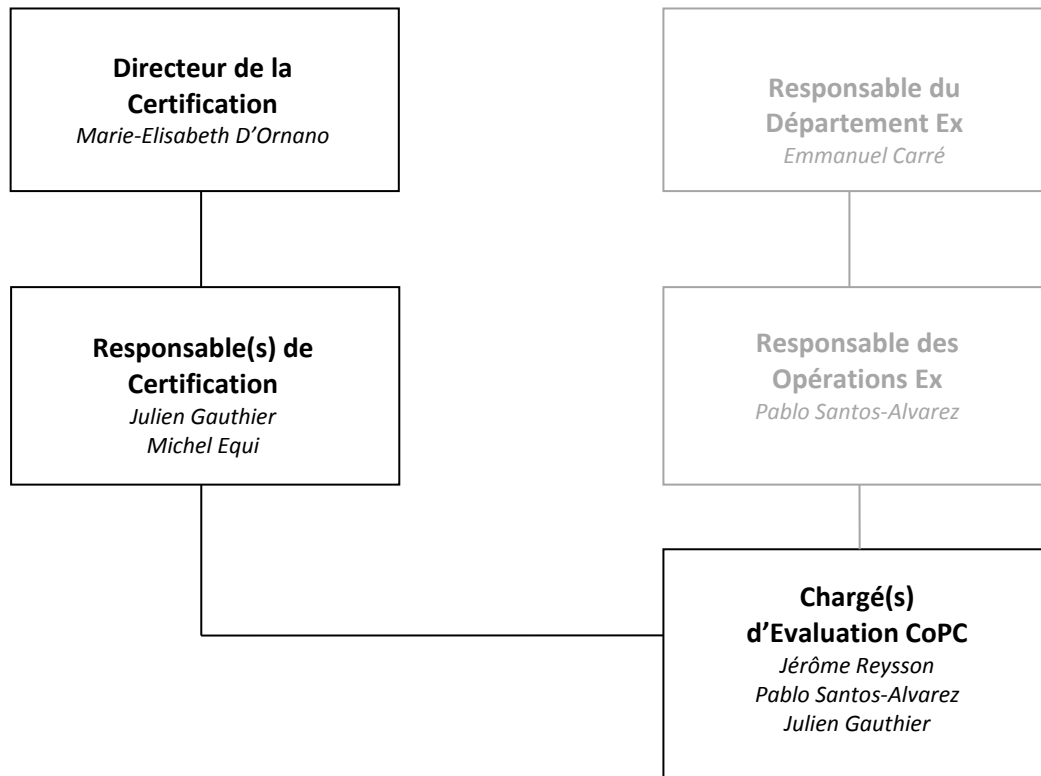
The LCIE Question data bank has been separately developed with appropriate questions for all the unit of competence for which they have been assessed. The procedures now also allow for interchange with the IECEx Question data bank when it becomes available.

LCIE do not currently have accreditation to ISO/IEC 17024 and therefore this was included within the scope of the CoPC assessment.

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Organization Charts.

ORGANIGRAMME



Note: Lorsqu'un Responsable de Certification agit comme Chargé d'Évaluation CoPC, il ne peut pas participer au processus de certification.

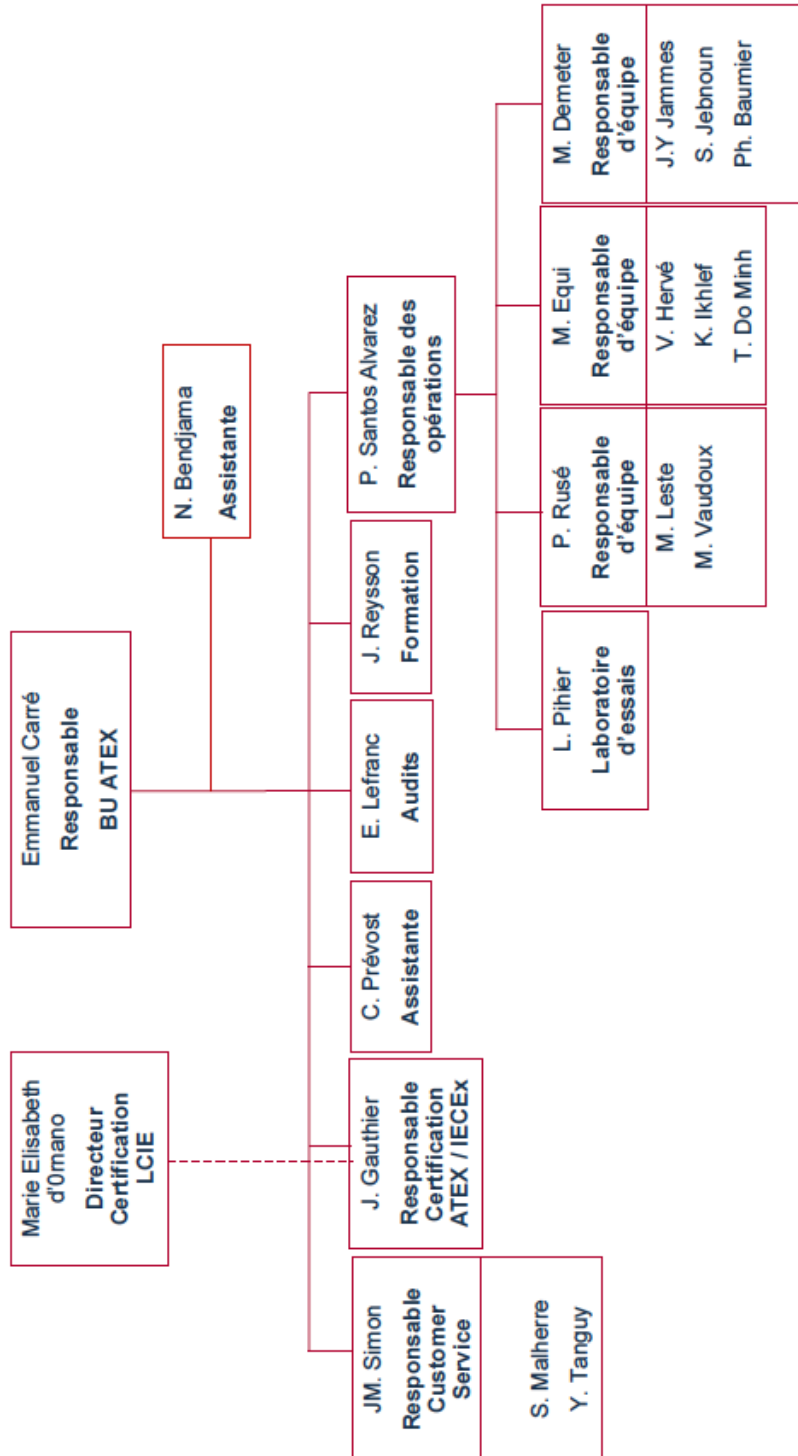
When the Certification Evaluation Officer acts as CoPC, they cannot participate in the certification process

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Organigramme ATEX

LCIE



Organigramme ATEX Avril 2014

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Conclusion of the Assessment and Recommendations of the Assessment Team

The purpose of the site assessment was to verify compliance with the requirements of the IECEX Scheme for the initial and on-going acceptance of an Ex Certification Body (ExCB). The site assessment forms part of the overall evaluation of the body by the IECEX Management Committee, ExMC and was conducted in accordance with the IECEX Scheme Assessment Procedures, IECEX OD 501. Report of the assessment team is as follows:

The Assessment Team findings confirm that Laboratoire Central des Industries Electriques (LCIE). has Policies, Procedures and Operational requirements in place that verify compliance with IECEX CoPC Scheme Rules and Operational Documents.

The LCIE Question Bank has been separately developed and contains sufficient questions to satisfy the outcome criteria of OD504 and the required number given in OD503 for Unit Ex001. The procedures also allow for interchange with the IECEX Question data bank when it becomes available.

A surveillance assessment will be required each 18 months to verify the operation is compliant with both the ISO/IEC 17024 and the IECEX CoPC Scheme requirements.

The Assessment Team recommend LCIE be accepted as a CoPC ExCB within the IECEX System.

R. Wigg
IECEX Assessment Team Leader
31 March 2014

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SECTION 3

Issues Raised by IECEx Assessment Team and Subsequent Responses/Actions

The following shows key issues that were raised at the initial site assessment and included here with the resolutions, together with subsequent actions.

ISSUES RAISED AT INITIAL ASSESSMENT	RESPONSE FROM LCIE	ASSESSMENT TEAM COMMENT
<p>Insufficient documentation provide for an adequate pre assessment. Amendments required to policies & procedures including:</p> <ul style="list-style-type: none"> • Contract review terminology • Documents are acceptable to be used in examinations by the applicants • Flow chart adjustments to match OD 503 • Include use of ExPCC WG3 database. • Include applicants not in participating countries to contract review. • Include procedure to issue ID Card • Currency and validity of evidence notation revised • Review complaints procedure to ensure applicant is aware of rights to appeal to IEC Ex board of appeal • Criteria for acceptance of assessors 	<p>Policies and procedures to be updated with requirements.</p>	<p>The procedures have been reviewed and the assessment team has verified that all aspects are now covered. Resolved. No further action required.</p>
<p>Discussion regarding the scope of application was discussed and confirmed as Units 001, 009 and 010.</p>	<p>Subsequent consideration by LCIE has resulted in a reduction of scope to Unit Ex001</p>	<p>No further action required</p>
<p>Discussion on separation of training from Assessments indicates suitable methods are in place to avoid conflict except for practical assessment equipment.</p>	<p>No longer applicable due to change of scope has resulted in no practical examinations</p>	<p>No further action required</p>

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ISO/IEC 17024 assessment completed however requires some confirmation with supporting documentation,	LCIE have submitted the additional supporting documentation	The documents have been reviewed and the assessment team has verified that all aspects are now covered. Resolved. No further action required.
The Flow chart for CoPC scheme does not have all of the associated process and procedure documents referenced, e.g Contract review, and examination procedures.	Flowchart has been amended and resubmitted	The flowchart have been reviewed and the assessment team has verified that it includes all processes and procedures. Resolved. No further action required.
Missing documentation to be provided in the documentation package for further assessment.	LCIE have submitted the missing documentation	The documents have been reviewed and the assessment team has verified that all aspects are now covered. Resolved. No further action required.
Insufficient questions are available for Unit Ex001.	LCIE to prepare and resubmit the Questions Database	The questions have been resubmitted to the Assessment Team and reviewed. It is verified that all aspects are now covered. Resolved. No further action required.

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