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**ExSFC/003/DA**

**2016 ExSFC Meeting #2**

**Sunday 4th September 2016, 1:00 to 5:00 PM**

**Umhlanga, S** **outh Africa**

**Agenda**

1. **Opening by Chairman, Mr Ron Sinclair MBE**
2. **Membership of ExSFC**

Refer Annex A to this agenda (noting that this document still requires ExMC endorsement at the 2016 ExMC meeting – refer ExSFC May 2016 Recommendation #1)

1. **Welcome to IEC TC 31 officers attending**

1. **Review of report from ExSFC Meeting #1 of May 2016**

Members to note the report on the first meeting of the ExSFC in May 2016.

1. **Review of ExSFC plans, progress to date and status of work in progress.**
2. **Review of draft revision of IECEx Guide 03A**

Members to consider the draft revision of IECEx Guide 03A as prepared by the IECEx Secretariat.

1. **Review of draft 03-4 FAR Form**

Members to consider the draft of the 03-4 FAR Form for publication and use

1. **Update of Rules and ODs for Area Classification**

Members to note that this work also needs to be considered in all future discussions of the ExSFC

1. **Preliminary draft revision of IECEx 03-4**

Members to consider a preliminary and incomplete draft revision of IECEx 03-4 as commenced by the Secretariat to assist in handling applications from new bodies and scope extension applications from existing bodies.

1. **Preliminary draft revision of IECEx OD 316-4**

Members to consider a preliminary and incomplete draft revision of IECEx OD 316-4 as commenced by the Secretariat to assist in handling applications from new bodies and scope extension applications from existing bodies

1. **Review of status of Actions assigned to ExSFC**
2. **Revision of TGD for IEC 60079-19**

Refer Action in Item 6 of Report on ExSFC Meeting #1 and note the question from the Secretariat regarding the leadership for this work.

1. **Review of AU proposal presented to 2015 ExMC meeting as ExMC/1071/CD**

Members to note Recommendation #2 to ExMC meeting and, in anticipation of ExMC endorsement of this, to plan and commence a revision of IECEx 03-5

1. **Review of status of Actions assigned during last ExSFC Meeting**

Refer to Annex B to this agenda

1. **ExSFC Working Group Activity**
	1. **ExSFC Working Group 4 – *Inspection & Maintenance Services*** (Convenor = M. Ent)
		1. Members to receive a report on progress with tasks assigned at ExSFC Meeting #1 – refer Item 8 of Report on ExSFC Meeting #1
		2. Members to note the anticipated ExMC 2016 Meeting endorsement of ExSFC Recommendation #4
		3. Members to note the discussion in the Report on ExSFC Meeting #1 regarding the need to enable ‘scope limitations’ in relevant IECEx 03 Scheme publications and also ExSFC Recommendation #3 regarding ExSFC Meeting #1 Decisions 2 and 3.
		4. Members to note nominations received to date for new members of ExSFC WG4
	2. **ExSFC Working Group 5 – *Repair and Overhaul*** (Convenor = M. Erdhuizen)
		1. Members to note the Decisions from ExSFC Meeting #1 to replace ExMC WG10 with ExSFC WG5 and to record thanks to the members of ExMC WG10 as led by the Convenor, Mr Theo Pijpker, for their efforts in establishing and implementing the IECEx 03 Scheme initially based on Repair and Overhaul services
		2. Members to receive a report on progress with Actions assigned at ExSFC Meeting #1 – refer Item 7 of Report on ExSFC Meeting #1
		3. Members to note the discussion in the Report on ExSFC Meeting #1 regarding the need to enable ‘scope limitations’ in relevant IECEx 03 Scheme publications and also ExSFC Recommendation #3 regarding ExSFC Meeting #1 Decisions #3 and #4.
		4. Members to note nominations received to date for new members of ExSFC WG5
2. **Status of implementation of expanded IECEx 03 Scheme**
3. **Applications from ExCBs**

Members to receive a report from the Secretariat regarding the status of Applications formally received to date:

* DEKRA
* SIRIM
1. **Assessments in progress**

Nil

1. **Assessors**

Members are reminded of Action #8 – refer Item 8 in Annex B

1. **Promotional activities for expanded IECEx 03 Scheme**

Refer Action Item #9 in Annex B to this agenda.

1. **Other Business**

Members are invited to raise other items of business.

1. **Next meeting of ExSFC**

Confirmation of preference to be conducted as part of the IECEx Operational Meetings in UK in week commencing 22nd May 2017 (date to be confirmed by host)

***ANNEX A***

**Proposed ExSFC Constitution and Membership**

(as extracted from ExSFC/001/Inf (May 2016))

**Chairman**: Mr Ron Sinclair – SGS Baseefa UK

**Deputy Chair:** Mr Marco Erdhuizen – DEKRA, NL

**Secretary:** IECEx Secretariat

*PLUS*

**All IECEx Member Bodies** (with voting rights):

*PLUS*

**All Accepted ExCBs operating in the IECEx 03 Scheme** (with voting rights):

All ExCBs operating in the IECEx 03 Services Scheme are members of the ExSFC and are expected to be active and represented at ExSFC meetings by a single representative. An up to date list of accepted ExCBs is found at <http://www.iecex.com/directory/bodies/ExCB_service.asp?id=5>

At the time of publishing this document, they are as listed below:

|  |  |
| --- | --- |
| **Country** | **Acronym** |
| Australia | SIMTARS |
| Australia | TestSafe |
| Australia | TRA |
| Germany | DEKRA EXAM |
| Germany | PTB |
| Korea | KGS |
| Malaysia | SIRIM |
| Netherlands | DEKRA |
| Norway | Presafe/DNV/NEMKO |
| Slovenia | SIQ |
| United Kingdom | SGS BASEEFA |
| United Kingdom | SIRA |
| United States of America | UL |

*PLUS*

IEC TC 31 and IEC TC 31 SC Officers

*PLUS*

Trade Associations (that have been endorsed by at least one IECEx National Member Body) at the discretion of the ExSFC on a meeting by meeting basis

*PLUS*

Expert representatives from various stakeholder groups such as:

* Manufacturers
* End Users
* Regulators
* Service Providers, eg Repair Workshops
* Training bodies
* Others

as endorsed by IECEx National Member Bodies on a meeting by meeting basis

Noting that:

1. ExSFC members attend meetings of the ExSFC or participate as members of its Working Groups following nomination to the IECEx Secretariat by their location country’s National IECEx Member Body. Attendance at annual meetings of the ExSFC requires the Member Body nomination for each meeting.
2. All Member Countries of the IECEx are also Member Countries of the ExSFC and will receive ExSFC circulated documents.

**Voting Rights during Meetings of the ExSFC**:

During meetings of the ExSFC, each ExCB operating in the IECEx 03 Scheme shall have the entitlements of one vote. Each Country present at a meeting of the ExSFC shall have one vote with the country’s Member Body responsible for ensuring that the collective views of all stakeholders in their country are represented.

Any voting on documents and matters outside meetings shall occur at the discretion of the ExSFC Chairman.

***ANNEX B:* Status of Action Items from the 1st Meeting of the IECEx ExSFC in Northbrook, May 2016**

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 5a | ACTION #1: the IECEx Secretariat to conduct an initial review and drafting of a revision of IECEx Guide 03A | Secretariat | Refer Agenda Item 4a. for ExSFC Meeting #2 |
| 2 | 5b | ACTION #2: the IECEx Secretariat to review and report on the status of DEKRA’s application and any other applications or expressions of interest. | Secretariat |  |
| 3 | 5b | ACTION #3: Working Groups established to review IECEx publications relevant to the IECEx Services Scheme to consider the above suggestion regarding the treatment of ‘scope limitations’ | ExSFC WG4&ExSFC WG5 | TBA |
| 4 | 6 | ACTION #4: IECEx 03-5 to be revised to include text that reflects the above Decision and provided for ExMC approval to publish | ? | TBA |
| 5 | 7b | ACTION #5: The IECEx Secretariat to seek and confirm Member Body endorsement of the members of ExMC WG10 present at this meeting as ExSFC WG5 members | Secretariat | Email sent to relevant Member Bodies on 02/08/16 |
| 6 | 7b | ACTION #6: The IECEx Secretariat to contact members of ExMC WG10 not present at this ExSFC meeting and invite them to indicate interest in joining ExSFC WG5 (subject to Member Body endorsement) | Secretariat | Email sent to relevant experts on 02/08/16 |
| 7 | 7c | ACTION #7: Mr Ent to propose an ExSFC WG5 task list (with timetables for completion) for ExSFC consideration | Mark Ent | TBA |
| 8 | 9 | ACTION #8: IECEx Secretariat to invite other experts in the field of ‘Ex services” (eg. Mr Peter Thurnherr) to apply for acceptance as IECEx Assessors. Members to advise the Secretariat of other experts that could be invited to apply | Secretariat | Awaiting advice from ExSFC members of other experts. Email sent to ExSFC members by Secretariat on 02/8/16 |
| 9 | 10 | ACTION #9: IECEx Secretariat to investigate potential possibilities as mechanisms for promotion noting the prior need for something to promote and offer in response to demand arising from such promotion | Secretariat | *“noting the prior need for something to promote”* |
| 10 | 11 | ACTION #10: the ExSFC to request ExMC permission to commence the development of ExSFC Decision Sheets | ExSFC Chairman | As part of report to 2016 ExMC meeting |
| 11 | 11 | ACTION #11: ExSFC WG4 and ExSFC WG5 to consider how the information about a service provider’s capabilities shall be presented in ExSFC Certificates. This could form the subject matter of an ExSFC Decision Sheet | ExSFC WG4&ExSFC WG5 | ExSFC WG4 & ExSFC WG5 yet to meet |