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**ExSFC/007/DA**

**2017 ExSFC Meeting #3**

**Monday 8th May 2017, 1:30 to 5:30 PM**

**CSA Group, Hawarden, UK**

**Agenda**

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

Refer ***Annex A*** to this agenda as approved by the 2016 ExMC meeting – refer ExMC Decision 2016/32

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

1. **Review of report from ExSFC Meeting #2 of September 2016**

Members to note the report on the second meeting of the ExSFC in September 2016 as presented to the 2016 ExMC Meeting and provided in the Meeting Pack for this meeting as *“2016 ExSFC Meeting #2 REPORT.docx”*

1. **Review of ExSFC plans, progress to date and status of work in progress.**
2. **Review of draft 03-4 FAR Form**

Members to note agreement by the ExMC (refer ExMC/197/RM, Section 10.2) that all ExCBs commence use of the revised 03-4 FAR Form and provided in the Meeting Pack for this meeting as *“IECEx 03-4 FAR Form Ed1”* (taking into account recent changes in Standards.)

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 and reviewed by ExSFC WG4 earlier today, 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 and reviewed by ExSFC WG4 earlier today, 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 following ExMC endorsement of this (Refer ExMC Decision 2016/32), to plan and commence a revision of IECEx 03-5 to be led by ExSFC WG5

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)

Members to receive a report on progress with tasks assigned at ExSFC Meeting #1 – refer Item 8 of Report on ExSFC Meeting #1

* 1. **ExSFC Working Group 5 – *Repair and Overhaul*** (Convenor = M. Erdhuizen)

Members to receive a report on progress with Actions assigned at ExSFC Meeting #1 – refer Item 7 of Report on ExSFC Meeting #1

1. **Status of implementation of expanded IECEx 03 Scheme**
2. **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 from ExSFC Meeting #1 – refer Item 8 in Annex B for ExSFC Meeting #1

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

Members are invited to inform the meeting of completed, planned or suggested promotional activities.

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 2018 with venue and date to be determined by the IECEx Executive later this week.

***ANNEX A***

**ExSFC Constitution and Membership**

(as extracted from ExSFC/001/Inf (May 2016) and endorsed by 2016 ExMC Meeting)

**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.

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**ExSFC Working Group 4 – Inspection and Maintenance Program**

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| --- | --- | --- |
| **Expert** | **Member Country** | **Endorsed** |
| Mark Ent (ExSFC WG4 Convenor) | The Netherlands | Y |
| Allan Ogden (SGS Baseefa) | United Kingdom | Y |
| Roger Jones (NOV) | United Kingdom | Y |
| Ralph Wigg (Ex Solutions) | Australia | Y |
| Peter Thurnherr (thuba) | Switzerland |  |
| Xu Jianping (NEPSI) | China |  |
| Marco Erdhuizen (DEKRA) | The Netherlands | Y |
| Tim Marks (AEMT) | United Kingdom | Y |
| Theo Pijpker (DEKRA) | The Netherlands | Y |
| Gerhard Schwarz (GSA) | Germany |  |
| Geoff Barnier | Australia | Y |
| John Allen | United Kingdom | Y |
| Basori Bin HJ Selamat | Malaysia | Y |
| Davide Tacconi (ABB) | Italy | Y |
| Roberval Bulgarelli | Brazil (Petrobras) | Y |
| Wilson Bonato | Brazil (NCC) | Y |

**ExSFC Working Group 5 – Repair and Overhaul Program**

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| --- | --- | --- |
| **Expert** | **Member Country** | **Endorsed** |
| Marco Erdhuizen (ExSFC WG4 Convenor) | The Netherlands | Y |
| Davide Tacconi (ABB) | Italy | Y |
| Evans Massey (Baldor) | USA |  |
| Mike Slowinske (UL LLC) | USA |  |
| Matt Crow (Joy Global) | USA |  |
| Mark Ent (Spit Electric Mechanics) | The Netherlands | Y |
| Ralph Wigg (Ex Solutions) | Australia | Y |
| Peter Thurnherr (thuba) | Switzerland |  |
| Xu Jianping (NEPSI) | China |  |
| John Allen (Sheppard Engineering & EASA) | United Kingdom | Y |
| Tim Marks (AEMT) | United Kingdom | Y |
| Theo Pijpker (DEKRA) | The Netherlands | Y |
| Gerhard Schwarz (GSA) | Germany |  |
| Geoff Barnier | Australia | Y |
| Allan Ogden | United Kingdom | Y |
| Roberval Bulgarelli | Brazil (Petrobras) | Y |
| Wilson Bonato | Brazil (NCC) | Y |

***ANNEX B:***

**Status of Action Items from the 2nd Meeting of the IECEx ExSFC in Umhlanga, September 2016**

| **Item** | **Mins Item** | **Actions Arising from the Meeting** | **By Whom** | **STATUS** |
| --- | --- | --- | --- | --- |
| 1 | 5 | ACTION #1: ExSFC WGs to review the IECEx 03 Scheme Operational Documents and add a requirement for the provision of some form of report following provision of a service. This report shall include a means of identifying the IECEx Certified Service Facility organisation that has provided the service (a reference to the organisations IECEx Certificate # is the preferred means) | ExSFC WG4  and  ExSFC WG5 | ExSFC WGs to report progress |
| 2 | 5 | ACTION #2: ExSFC and Secretariat to provide a template for the report format to the ExSFC WGs for consideration in completing Action #1 | ExSFC and Secretariat | Work to commence via ExSFC |
| 3 | 5 | ACTION #3: ExSFC and Secretariat to consult with IEC SC31J for any opposition to the preparation of report formats as per Action #1 for electric and non-electric equipment for each IECEx 03 Scheme Program | ExSFC and Secretariat | Work to commence via ExSFC |
| 4 | 6a | ACTION #4: ExSFC and Secretariat to revise the draft of IECEx Guide 03A Edition 2.0 to   * replace “Sub-scheme” with “Program” * replace “S” suffix in the text to “P” * replace references to IEC 60079-10 with IEC 60079-10-1 and IEC 60079-10-2   add references | ExSFC and Secretariat | Complete – published in January 2017 |
| 5 | 6a | ACTION #5: ExSFC Chair to advise the ExMC of ExSFC intention to publish IECEx Guide 03A Edition 2.0 |  | Complete – published in January 2017 |
| 6 | 6a | ACTION #6: A Task Group of the ExSFC convened by Mr Sinclair to prepare a preliminary draft revision of ISO/IEC 80079-34 in support of Recommendation #1 that the ExSFC be permitted to prepare a proposed revision to ISO/IEC 80079-34 for consideration by IEC TC31 so that this Standard applies to and accommodates the IECEx 03 Scheme. |  | ExMC 2016 approved this as per ExSFC Recommendation #1  Mr Sinclair to report Task Group progress |
| 7 | 6b | ACTION #7: ExSFC WG4 to prepare a Table to cover IEC 60079-14 for inclusion in a future revision of the 03-4 FAR Form | ExSFC WG4 | ExSFC WG4 to report progress |
| 8 | 6c | ACTION #8: ExSFC WG4 to revise Clause 2.1.4 of OD 316-4 to ensure consistency with IECEx 02 principles | ExSFC WG4 | ExSFC WG4 to report progress |
| 9 | 6c | ACTION #9: ExSFC WG5 to revise Clause 2.1.4 of OD 316-5 to ensure consistency with IECEx 02 principle | ExSFC WG5 | ExSFC WG5 to report progress |
| 10 | 6d | ACTION #10: ExSFC WG4 to check consistency of terminology with the Definitions | ExSFC WG4 | ExSFC WG4 to report progress |

**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 | Complete – published in January 2017 |
| 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 | Awaiting provision of Procedures etc from DEKRA – refer copy of most recent corro below |
| 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 | Working Groups to report |
| 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 | ExSFC WG5 | ExSFC WG5 to report |
| 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 – responses included in Updated membership list in Annex A |
| 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 – responses included in Updated membership list in Annex A |
| 7 | 7c | ACTION #7: Mr Ent to propose an ExSFC WG5 task list (with timetables for completion) for ExSFC consideration | Mark Ent | Mr Ent to report progress |
| 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 – *no replies as at end of Feb 2017* |
| 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 | Approved by EXMC via Decision 2016/32 |
| 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 met for the first time earlier today  ExSFC WG5 yet to meet |