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**ExSFC/006/RM**

**2016 ExSFC Meeting #2**

**Sunday 4th September 2016,**

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

**Meeting Report**

1. **Opening by Chairman, Mr Ron Sinclair MBE at 1300**
2. **Membership of ExSFC**

Members noted without change or questions, the proposed (yet to be endorsed at the 2016 ExMC Meeting) ExSFC Constitution and Membership as presented as Annex A to the meeting agenda

1. **Attendance and Apologies**

The Chairman extended a welcome to Mr Coppler and Mr Kelava in attendance as IEC TC 31 officers and reinforced the importance of close links and consultation between standards development and conformity assessment activities for the IECEx System.

Self introduction of members

1. **Approval of the agenda as circulated**

The members approved the agenda as circulated

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

Members noted the report on the first meeting of the ExSFC in May 2016 and confirmed that they have read it.

Following discussion on Mr Wigg’s question on the outcome or artefact from the provision of services other than a repair or overhaul members agreed on the following Action Items

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)

ACTION #2: ExSFC and Secretariat to provide a template for the report format to the ExSFC WGs for consideration in completing Action #1

DECISION #1: ExSFC members agreed to use the term Programs to describe the sub-schemes of the IECEx 03 Scheme

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

DECISION #2: ExSFC members agreed that all current and any new IECEx 03-4 Program applicants shall use the IECEx 03-4 Program Report Form from Action #1 immediately upon publication

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

Members endorsed the draft revision of IECEx Guide 03A as prepared by the IECEx Secretariat and agree that it proceed to publication with notice to the ExMC.

ACTION #4: ExSFC 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

DECISION #3: IECEx Guide 03A Edition 2.0 to proceed to publication with the changes detailed in Action #4

ACTION #5: ExSFC Chair to advise the ExMC of ExSFC intention to publish IECEx Guide 03A Edition 2.0

DECISION #4: It is agreed that, in the interest of ensuring consistency of application of requirements by all IECEx 03 Scheme ExCBs, the principles of ISO 9001:2008 be accepted as an example of the requirements of the QMS requirements of the IECEx 03 Scheme may be satisfied until such time as more clarity can be provided regarding the requirements of ISO 9001:20015 and proposed amendments to ISO/IEC 80079-34

RECOMMENDATION TO ExMC #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

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.

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

Members considered the draft of the 03-4 FAR Form and agreed the following:

RECOMMENDATION TO ExMC #2: that the ExMC approve the publication of the 03-4 FAR Form subject to a minor revision of the draft to include references to IEC 60079-14 in addition to those to IEC 60079-17 in the text and correction of the header text

DECISION #3: That the 03-4 FAR Form be used immediately upon publication by all 03-4 Program ExCBs

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

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

Members noted the need for this work and agreed the following Action to be added to existing plans for ExSFC WG update work:

ACTION #8: ExSFC WG4 to revise Clause 2.1.4 of OD 316-4 to ensure consistency with IECEx 02 principles

ACTION #9: ExSFC WG5 to revise Clause 2.1.4 of OD 316-5 to ensure consistency with IECEx 02 principles

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

Members noted 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 and agreed the following:

ACTION #10: ExSFC WG4 to check consistency of terminology with the Definitions

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

Members noted 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**

Members noted Action in Item 6 of Report on ExSFC Meeting #1 and 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 noted Recommendation #2 to ExMC meeting and, in anticipation of ExMC endorsement of this, reconfirmed the revision of IECEx 03-5 as a task for ExSFC WG5

Members also noted the report from the Secretary on the status of ExSFC WG membership nominations and member body endorsements of these.

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

Members noted the status of assigned Actions as summarised in Annex B to the agenda.

1. **ExSFC Working Group Activity**
	1. **ExSFC Working Group 4 – *Inspection & Maintenance Services*** (Convenor = M. Ent)

Members noted a report from the Secretary of an apology from the Convenor of ExSFC WG4 and an apology that ExSFC WG 4 have not yet met and therefore no progress has been achieved on the task list detailed in the report of ExSFC Meeting #1

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

Members noted a report from the Convenor of ExSFC WG5 that ExSFC WG5 have not yet met and await the proposed task list to be provided by Mr Ent as per Action Item #7 from ExSFC Meeting #1

DECISION #4: That all ExSFC WGs must meet (in person or via electronic media) and provide reports on their activities no later than one month prior to the next scheduled ExSFC meeting

1. **Status of implementation of expanded IECEx 03 Scheme**
2. **Applications from ExCBs**

Members noted a report from the Secretariat regarding the status of Applications formally received to date from DEKRA and SIRIM

1. **Assessments in progress**

Nil

1. **Assessors**

Members supported the nomination of Mr Kelava as a candidate Assessor

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

Members noted Action Item #9 in Annex B to the agenda.

1. **Other Business**

Nil.

1. **Next meeting of ExSFC**

Confirmation of preference to be conducted as part of the IECEx Operational Meetings in UK in week commencing either 15th or 22nd May 2017 (date to be confirmed by host)

Meeting closed at 1545